



Parent/Student Handbook 2021-2022 School Year

Jay Elementary School
13833 Alabama Street
Jay, FL 32565
(850) 359-8230

Mrs. Mary Grace White
Principal

Mr. Josh Pape
Assistant Principal

A Title 1 School

Dear Parents/Guardians,

Welcome to another wonderful year of learning, growing, and achieving at Jay Elementary School! We hope you had a restful summer and that your child(ren) are excited to return to school for the 2021-2022 school year.

We look forward to being a part of your child's education and helping each student at JES achieve his or her full potential. We want our parents to know they are an important part of their child's education and we welcome them as partners in learning. We want our students to feel loved, challenged, and respected when they come to school. At the same time, we expect students to come to school on time and ready to learn while treating others with kindness and respect. We hope all stakeholders will search for positive solutions to problems and remember to stay focused on student success. We want this to be a wonderful year for your child. We know that a home and school partnership is the key to the success of all students.

At the start of the school year, a concerted effort will be made to get to know each student and parent within our school community through introductions and school visits. It is important the students know they are valued and respected in this educational adventure.

Educating every student is our top priority. We will teach them the academics needed to thrive in our society. We will model and instruct them to work as a member of a team. We will coach each and every student in valuing their learning experiences and to look for opportunities to gain knowledge in every situation. We will also train them to take ownership in their own learning process.

Welcome to the 2021-2022 school year and let the adventure begin!

Sincerely,

Mrs. Mary Grace White

Principal

Mr. Josh Pape

Assistant Principal

OFFICIAL SCHOOLTIMES

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|------------------|------|
| Bus Arrival | 7:15 |
| Student Drop-Off | 7:15 |
| First Bell | 7:40 |
| Tardy bell | 7:45 |
| Dismissal | 1:59 |

ARRIVAL and DISMISSAL PROCEDURES**Parent Pick-Up and Drop Off**

The parent pick-up and drop-off zone is located at the front of the school.

Students are expected to be dropped off and picked up on time.

Supervision of students is provided beginning at 7:15 each morning. Students should not be dropped off prior to this time due to safety concerns.

Students are not to be dropped off at the bus ramp or at the back of the school.

Here are the procedures for all parties participating in our car-rider option:

- All vehicles dropping off and picking up students must enter at the north entrance of School Street located near Jay High School. Currently, we do not feel it is reasonable to expect all vehicles to enter by turning from only one direction, therefore we ask that all drivers be considerate in regard to maintaining a reasonable traffic flow for vehicles entering from the East and West.
- Once students have loaded or unloaded, cars are to exit via the Escambia Street exit. We will issue car tags for all car-riders utilizing a number system. Students will also be given a numbered backpack tag which will be connected to their backpacks.
- Adhere to the posted speed limit
- Please communicate this procedure to relatives or friends who might be responsible for picking up or dropping off your students.
- Students from Jay High School should NOT walk over to the elementary school for dismissal.
- Parents should NOT park and walk over to the parent pick-up area, to pick up a child.

Check-outs and transportation changes must be made prior to 1:40 p.m. Transportation changes must be made in writing and include a parent signature.

Notify the school in writing prior to someone different picking your child up.

School Bus Riders

The bus loading and unloading zone is located parallel to Escambia Street on the south end of the school.

Bus duty personnel will meet the buses every morning.

Release of Students

All students (bus riders and parent-pick up students) in grades K-6 release at 1:59 p.m.

ATTENDANCE

Students are expected to attend school daily. Absent students will be marked unexcused until the parent/guardian provides an excuse note. Acceptable excuses are detailed in the District Code of Student Conduct.

Failure to provide a note within three (3) school days upon return to school after the absence will result in an unexcused absence.

Excused absences may include personal illness, death or illness of an immediate family member, medical/dental appointments, religious holidays, religious instruction, court date and special emergencies, treatment of autism spectrum disorder by a licensed healthcare practitioner or behavior analyst certified pursuant to s.393.17, F.S., or school sponsored activities.

Please visit our website at <http://jaye elementary.weebly.com>

A student who is to be absent for other reasons must make prior arrangements. A written request must be submitted to the principal five (5) school days before the planned absence. Assignments given under this arrangement are due on the student's first day back to school following the absence.

Unexcused absences may include shopping trips, hunting trips, vacations, pleasure trips, truancy, missing the bus, oversleeping, excessive illness without doctor verification, dismissal from school (out-of-school suspension does not count towards truancy absences), or other avoidable absences which have not been pre-arranged and approved by the principal or designee.

Three (3) unexcused late to school Check-Ins and/or Check-Outs will equate to the student receiving one (1) unexcused absence for truancy purposes.

Any student absent twenty (20) days or more (excused and/or unexcused) may be recommended for retention in the present grade. The principal has final authority for the grade placement of every student.

Tardies/Check-Outs

- Late check-in will be recorded for any student who is not in their classroom at 7:45 a.m. This includes students who are in the car line at 7:45. This excludes students who are tardy due to a late bus arrival.
- Early check-out will be recorded for any student who is being checked out of school prior to 1:59 p.m.
- Three (3) accumulated unexcused "Late to school Check-Ins" or "Early Check-Outs" will equate to the student receiving one (1) unexcused absence.

Student Check-Outs will not be permitted after 1:40 p.m.

Due to safety, students who do not ride a bus and are tardy must be accompanied to the attendance office by the person in supervisory control.

Procedures for Make-Up Assignments

- Students will be allowed three (3) days after their return to school to complete and submit missed assignments. Assignments not completed at the end of three days will result in a zero (0) for a grade.
- EXCEPTIONS: Tests announced prior to an absence can be given on the student's first day back to school.
- Assignments given prior to an absence should be turned in the first day the student returns to school.

Procedures for Make-Up Assignments for Suspended Students

- When a child is suspended from school, a teacher may choose to assign make-up work during the suspension period.
- Make-up work assigned during the suspension period will be due upon the first day back from suspension, and it will not count for or against the student.
- A student will receive a grade of zero for make-up work that has been assigned during the suspension period and is not submitted to the teacher upon the first day back from suspension.

BUS SERVICE

Bus routes are determined by the Santa Rosa Department of Transportation and may not be altered without their permission. Students are to be prompt and orderly while waiting in the line prior to bus arrival. If students are to ride a different bus than scheduled, they must bring a note from home stating the bus number as well as the physical drop-off location. Office personnel must approve these notes. Students must follow district bus rules and regulations, as outlined below. Buses are equipped with cameras to monitor student behavior. Failure to follow District bus policy will result in a "Bus Referral Form" being submitted to the office for disciplinary action per the Code of Student Conduct. Disciplinary action for failure to comply with bus policy may include the following:

Conference with the Principal or Assistant Principal (AP); Written Assignment; After-School Detention; Loss of Privileges; Denial to attend field trips; Suspension from bus; Suspension from school

Bus Rules & Regulations will be given to students soon after beginning of school.

CAFETERIA

Students may select from a hot meal, sandwiches, or salad.

Menus are available at: <https://srcscafe.wixsite.com/foodserv/jay-elementary>

Meal Prices

***** The USDA has approved a continuation of the free meal program due to COVID-19 hardships.**

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|---|--------|
| K-6 th Full Price Lunch | \$2.60 |
| K- 6 th Reduced Price Lunch | \$.40 |
| K-6 th Full Price Breakfast | \$1.05 |
| K-6 th Reduced Price Breakfast | \$.30 |
| Adult Lunch | \$3.25 |
| Adult Breakfast | \$1.75 |

Meal Payment

You may pay and manage your student's account online at <https://www.myschoolbucks.com> or by calling toll free at 888-633-3245. When using "My School Bucks" expect 24-48 hours before money will show up in the child's account.

For refunds to your student's account, please send your student's name, school attended, as well as name and address of person check can be mailed to. Please send to: thomassm@santarosa.k12.fl.us.

If utilizing "Meal-pay" please counsel with your child concerning limitations on spending and making charges for other students. **Limitations on your student's account can be submitted to your cafeteria manager at (850)-359-6485.**

Negative cafeteria balances are the sole responsibility of the parent. All negative balances should be paid in full prior to the last day of school.

A la carte items cannot be charged at any time.

Free/Reduced Lunch

Applications for free/reduced lunches may be accessed online at: www.myschoolapps.com. Please note that Jay Elementary receives federal funding based on the number of students qualifying for free or reduced lunches. Even if you do not plan to take advantage of the free and reduced lunch program, your completion of the form is very valuable to JES receiving extra funding.

If you have payment processing questions or concerns, you can call (850)-983-5145 ext. 105 or 111 **between the hours of 6:00 a.m.-2:30 p.m. EST.** Parents can also send emails to myschoolapps.com, or you may contact the cafeteria manager at (850)-359-6485.

CHANGES IN TRANSPORTATION

All transportation changes must be submitted in writing. Changes over the phone will be accepted **ONLY** in emergency situations where the caller's identity can be verified. Any changes in transportation will require your child's Student ID Number. No exceptions will be made. **Changes through social media or email will not be accepted. ALL messages must go through the office.**

ONLY those persons listed on a child's "Emergency Information Card" will be allowed to pick up a child from school.

Please understand that it is our intent to provide the highest level of safety for our students.

CLINIC

Phone: 850-359-8668

Please make certain that parent and emergency contact information on file is current at ALL times.

Please visit our website at <http://jayelementary.weebly.com>

Accidents

As required by law, all accidents should be reported to the office or clinic as soon as possible (within the hour) to complete the appropriate information on the accident report form as well as assisting in the completion of insurance claim forms, in the event it is necessary to see a doctor. Students may enroll in a private low-cost accident insurance plan through the school. Each teacher will provide forms to the students during the first week of school in order to take advantage of this service. Since time and membership are limited, please apply early.

Health Clinic Procedures

Teachers may recommend that students go to the school clinic due to a medical concern. If the Health Technician deems that the student is sick, then the technician will notify the parent/guardian of the student. All students must be checked out through the front office and then parent will receive a pass to retrieve their child from the Health Technician in the clinic. Please do not enter the clinic to obtain a sick child before checking in at the front office.

Students must have a pass to visit the health clinic.

The Health Technician will determine if the student needs to be sent home.

The Health Technician will call the parent/guardian to request that the student be picked up as soon as possible. It is for this reason that it is extremely important that student contact phone numbers are accurate.

Students will be required to go home if running a fever, vomiting, in severe pain or if they have head lice and/or nits.

Lice Procedures

Students presenting signs/symptoms or complaints of head lice and/or nits may be examined by a school health technician/clinic to determine if head lice and/or nits are present. If it has been determined that a student has lice infestation, then the student will be required to go home. A student may not return to school until "nit free".

Students will not be allowed to ride the bus to school until they are cleared. Student must be accompanied by an adult to the clinic for readmission screenings. This must be done between 7:45 and 9:15 am if possible. Please check in through the front office to receive a pass to the clinic.

A student who has been sent home with headlice and/or nits should return to school free of head lice and nits within 2 calendar day. Absences from school during the 2 calendar days will be excused. For each occurrence of head lice and/or nits, absences beyond 2 calendar days will be unexcused.

For additional information, please refer to School Board Policy 4.5036 and 5.5033.

Medications

Any medication, either prescription or nonprescription, that is to be administered to a student on school premises or at school functions, must be brought to the school by the parent/guardian or an authorized adult representative for administering. No student will be allowed to have medication, prescription or nonprescription, in his/her possession on school premises, on a school bus, or at a school function. However, with the appropriate form from a physician, an EpiPen or an asthma inhaler will be allowed.

Medication brought to the school must be in the original prescription container, properly labeled with the child's name, doctor, name of medication, dosage directions, and expiration date. A "Dispersion of Medication form" must be completed at the school for each prescription with a method of disposal of any unused or expired medication designated. The medication must be counted jointly by the parent/guardian and school staff member, then both must sign the "Registry of Medication Form." Each time the medication has been taken in its entirety, refills must be counted jointly by the parent/guardian and staff members. Parents are encouraged to request separate prescriptions for medications which do not need to be given during school hours. If there are any concerns, please contact our health technician.

CODE OF STUDENT CONDUCT

The Code of Student Conduct in its entirety can be found on the Santa Rosa County School District website at www.santarosa.k12.fl.us

Please visit our website at <http://jaye elementary.weebly.com>

Code of Student Conduct Highlights:

- The use of profanity, inappropriate language or obscene gestures will not be tolerated.
- Devices or items that may cause damage to electronic devices are not allowed on campus. Any damage to school property may be considered vandalism.
- Students are not allowed to sell personal belongings on school campus.
- All forms of dishonesty will be addressed. Lying, cheating, or forging names will not be tolerated.
- Weapons of any kind will not be tolerated on the school campus or on buses.
- Energy/Stimulant drinks are prohibited.
- A student may bring a mobile device to school. The mobile device must be off during school hours so noises from the device will not disrupt the instructional environment. Parents who need to reach their child (or vice versa) should communicate via the front office if an emergency arises. Failure to follow instructions from the school official in charge may result in a discipline referral. Continued use of a mobile device after being instructed by a school official not to do so may result in disciplinary action.

DRESS CODE

Appropriate student grooming and dress are primarily the responsibility of the students and parent/guardian. Students are expected to give proper attention to personal cleanliness and neatness prior to coming to school. Students are required to follow the dress code outlined by the individual schools at all school-sponsored activities, including field trips.

Appropriate dress for students, includes:

- Students may not wear any garment with obscene or offensive language or with pictures which may refer to illegal activities.
- Students may not wear any garment with advertisements of tobacco or alcoholic beverages.
- Students may not wear tank tops, halter tops, muscle shirts, or undershirts as outer garments. Any sleeveless shirts worn must have shoulder strap width of at least 3 inches.
- Students may not wear clothing that reveals undergarments, nor blouses or shirts, which are low-cut or see through. Spandex or other form-fitting clothing may not be worn as outer garments.
- Garments should not be worn that allow the back or midriff to be seen when bending, sitting, or standing. Such garments may include midriff tops or low-rise jeans.
- Shoes must always be worn. High heels are prohibited. During PE, athletic shoes or tennis shoes are required - no exceptions.
- Students may not wear any color, clothing insignia, or emblem of jewelry, or other objects in such a manner to indicate membership association with any secret organization.
- Students may not wear sunglasses inside the building unless they have prior approval from the principal or the principal's designee.
- Hats are not allowed to be worn on campus or on buses, unless there is a special activity allowing hats.
- Students are expected to adhere to the dress code policy on picture days as well as special activities/events.

School administration reserves the right to call or send any child home that is not appropriately dressed.

CUSTODY OF CHILDREN

School personnel are bound by state law to release children and all information about the children (report cards, teacher notes, academic records, etc...) to both of the biological parents as it is requested. The only exception to this is when the school has a copy on file of court orders specifying otherwise.

Students may be released only to the legal custodian of the child. Proof of custody must be presented upon request by a school official. The custodial parent has the right to register the child and determine who may pick-up the child after school or check the child out unless we have a specific court order that affords the non-custodial parent those rights in certain situations.

In the absence of court documents, the biological parents have equal rights to the child in many circumstances. We ask, in the best interest of the child, that disputing parents please address issues through the court system and work out

Please visit our website at <http://jayelementary.weebly.com>

custody issues after school hours. School is not the place for custody issues to be settled, and we do not want our students to be worried about those types of issues while they are at school.

EDUCATIONAL RECORDS

In accordance with the Family Rights and Privacy Act of 1974 and the Florida Statute 228.093, you are notified that educational records, including files, documents and any other material directly related to each child are kept and maintained on each child. Parents and students, who are over the age of eighteen, have the right to review, inspect and challenge the individual student's record. However, without the consent of the parent, only the parent, school personnel and persons specified in school board policies will have access to student's records. Directory information on students may be released unless the parent makes a request in writing for the school not to do so. Such information includes the student's name, address, date and place of birth, dates of attendance, participation in officially recognized sports and activities, weights and heights, awards received, names of parents and the name of the current school attended. When a student transfers from one school to another, all the education records of that student are automatically forwarded to the new school upon request from the school.

FIELD TRIPS

Students will participate in field trips throughout the year. All students will be required to return a signed permission slip in order to participate in the field trip.

Jay Elementary School reserves the right to deny any student the opportunity to participate in a school field trip based on student discipline. In the event a student will not be attending a field trip, he/she may be placed in an age appropriate class for the day or may work off an assigned detention.

Parents or guardians are welcome to attend field trips to serve as chaperones (as needed and based on the event). However, all children going on the field trip are required to ride the bus to the destination. Once the event has concluded, parents may check their child out through the classroom teacher in charge. If a parent/guardian wishes for someone else to pick up their child from a field trip site, then a note indicating the person to pick up the student must be submitted to the teacher and verified through the office at least one day prior to the field trip.

These basic guidelines are required for a parent/guardian going with a classroom on a field trip: Parents/guardians attending field trips must complete a volunteer application (to chaperone) or a field trip attendance form (to just attend the trip with your child). The volunteer application forms for such approval are available in the school office or from your child's teacher. These forms should be filled out at least six weeks prior to the scheduled field trip. Please remember the following guidelines when attending a field trip with your child:

- Siblings (both older and younger) are not allowed to attend field trips. While the field trip is an enjoyable experience, it is still part of the educational program and a school sponsored event for specific classes or grade levels.
- Use of tobacco products is not allowed on the school premises or at any school function, including a field trip. This is in accordance with policies of the Santa Rosa School Board. Please dress appropriately when representing our school. We recommend parents dress in compliance with dress code policies when on trips or when visiting our campus.

GUIDANCE SERVICES

The school counselor is available for a self-referral, a teacher referral, or a parent referral. Please call the office or write a note requesting a conference.

GRADES

Parents are expected to access student grades and attendance via the FOCUS Parent Portal.

Teachers report on the progress of students in grades 1st-6th each nine weeks on a Santa Rosa School District Student Progress Report (report card) that is posted to the FOCUS Parent Portal. A grade is assigned each nine weeks in the core curriculum areas of ELA (English Language Arts), mathematics, science, and social studies. Students also receive a grade in the special areas of STEAM and physical education. Conduct is also graded.

Please visit our website at <http://jayelementary.weebly.com>

The grading scale for the core curriculum in Grades 1-6 is:

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| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| 0 -59 | F |

Grade codes for Special Area classes are E, S, N, U, or I.

In addition, mid-term grades are posted in Focus halfway through each nine-week grading period.

HEALTH INSURANCE

Children who are healthy perform better at school. Therefore, through Florida KidCare, the State of Florida offers health insurance for uninsured children from birth through age 18. Florida KidCare applications are available in the office. If you have additional questions about the KidCare program, please call 1-888-540-KIDS or visit the website at www.floridakidcare.org.

MEDIA CENTER

The media center is a key location to encourage a love of reading and learning. Kindergarten and first grade students can check out one book at a time, and second through sixth grade students can check out two books at a time. Children can visit the media center twice during the school day to check out other books as they return their previous books. Students assume responsibility for a book upon checking it out. If lost or damaged in any way the book must be paid for before another may be checked out. Paid fines for lost books may be refunded within 2 weeks of payment if book is located and returned in its original condition.

The JES Media Center has a Fall and Spring Book Fair each year. Funds from this event go to help supplement the purchase of books within the Media Center as well as reading and AR incentives.

To stay informed about upcoming Media Center or schoolwide Reading events, please follow our JES Cubs Read FACEBOOK page or follow us on TWITTER @ <https://twitter.com/jescubsread>.

MESSAGES FOR STUDENTS

Messages cannot be delivered to a student after 1:00 p.m. as it is difficult to ensure that they receive them. If there is a change in your child's afternoon plans, please send a note with them in the morning.

PARENT CONFERENCES

Parent Conference appointments may be scheduled for parents/guardians to meet with teachers concerning student progress. We highly encourage you to make every attempt to meet with your child's teacher. The success of your child depends on help from both the teacher and parents. If you are unable to attend a scheduled appointment, please phone the front office so that teachers and staff are notified.

PARENT CONTACT INFORMATION

It is extremely important that parents/guardians provide current contact information in the event of an emergency. Please promptly notify the office in writing if any changes or additions occur.

PARENT INVOLVEMENT

You may visit our school website (<http://jayelementary.weebly.com>) for these available forms:

Volunteer Application Form
Field Trip Application Form
Guest Speaker Form
PTO Membership Form

Please visit our website at <http://jayelementary.weebly.com>

PARENT NOTIFICATION

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children UNLESS a parent has a court order that indicates which parent has custody of the child/children.

The school must have a copy of the court order on file; otherwise, either parent may check out the child with proper identification.

PARENT RESOURCE ROOM

JES has a Parent Resource Room available to parents. The center contains items such as student books, science sorting cards, DVD's and learning games. Please contact your child's teacher or the school counselor if you are interested in checking out any of these items.

PARENT TEACHER COMMUNICATION

Communication between home and school is vital for children to realize their full academic potential. It is also important that we maintain the best environment possible for learning to occur. Please follow these guidelines when arranging to meet with your child's teacher:

- Always sign in at the front office and wear the "Visitor's Pass" while on campus.
- Arrange conferences in advance by contacting the classroom teacher by email or communication planner or folder. This enables the teacher to be prepared to discuss your child's progress and have important information readily available. Conferences will be scheduled at a time when your child's teacher is not responsible for his/her class. Conferences during the teachers planning block will only be scheduled based on teacher availability. Most conferences will occur during special area classes or right after school. Let the teacher know what specific items or concerns you would like to share or discuss before the conference occurs.
- Early morning "drop ins" by parents are not allowed, as teachers are working with students beginning at 7:15.

PARENT TEACHER ORGANIZATION (PTO)

The Jay Elementary School PTO has been a viable parent of Jay Elementary School for years.

Parents are encouraged to become active members of PTO. It is also an excellent opportunity to support your child and his/her interests.

Meeting dates are announced through Facebook, the school marquee, and notes sent home. All families are encouraged to attend the PTO Meetings.

Visit and follow the JES PTO Facebook page at: Jay Elementary School PTO

SCHOOL ADVISORY COUNCIL

Each school in the Santa Rosa School District is required to have an active School Advisory Council (SAC). This is made up of teachers, staff, parents, administration, and business partners. The role of the SAC is to participate and share in the development of school improvement throughout the school year. Members on the council serve for a two-year term. Elections are held each year to replace vacancies left by members completing their two-year tenure. Nominations for new members will be requested from parents and other stakeholders.

SCHOOL MISSION STATEMENT

To provide all students quality instruction while encouraging them to discover their unique purpose, to cultivate their gifts and talents, to serve others, and to develop viable, valuable and productive citizens of the community and society.

SIXTH GRADE

Prior to entering 7th grade your child will be required to have the T-dap booster in addition to all previously required vaccines.

You may take your child to the Santa Rosa County Health Department on Stewart Street in Milton, Florida located next to Milton High School to obtain this vaccine free-of-charge or you may visit your family physician.

Please visit our website at <http://jayelementary.weebly.com>

For questions, please contact the Health Department at (850)-983-5200.

SOCIAL MEDIA

All school stakeholders (parents, students, teachers, school staff, community members, and business partners) are expected to be respectful of each other on social media sites. JES is a solution-centered environment and social media is not productive in solving problems. Should you encounter an issue or have a concern with the school, the best approach is to contact the school directly.

STUDENT TECHNOLOGY AND RESOURCES

All student resources may be accessed through the student's ClassLink account at <https://launchpad.classlink.com>

The School District and Jay Elementary have strict policies concerning Internet access by students. The District utilizes an Internet Filter which denies access to certain classifications of websites. In addition, students are always required to be monitored when accessing the Internet.

Many of the academic programs utilized by students in the Santa Rosa School District are web-based, meaning that the Internet must be accessed in order to have access to the program. Since some of the programs at JES are web-based, it is necessary for any student accessing these programs to have a current and completed "*Student Acceptable Use Policy Form*" (AUP) on hand.

If you wish for your child to have access to these beneficial academic programs, please be sure to complete the AUP form and return it as soon as possible.

Textbooks

All textbooks that are loaned to the students during the school year are to be handled with care. Any books belonging to the school that a student has either lost, destroyed, or damaged must be paid for by the student's parent/guardian. The amount charged will be the current purchase price of the book.

TITLE 1 PROGRAM

We are pleased to inform you that Jay Elementary is a school-wide Title 1 School. The purpose of this program is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education. The Title 1 program is designed to help your student meet the challenging Florida State Standards as measured on the Florida Standards Assessments (FSA).

Because we are a school wide program, every student in our school benefits from supplementary activities that include the following:

1. Our school completes a comprehensive needs assessment of the entire school to help us make decisions about the academic program.
2. Our school purchases special equipment, curriculum materials and services that help children do their best. We address the needs of all children in the school, but particularly the needs of low achieving children and those at risk of not meeting the State standards.
3. Our highly qualified teachers participate in special staff development activities that are designed to meet the needs of all students.
4. We coordinate and integrate other Federal, State, and local services and programs to meet the needs of our students and their families.

Parents of each student attending a Title 1 school may request, and the district will provide in a timely manner, information regarding the following:

- The professional qualifications of their children's classroom teachers (communicated through teacher newsletters and the school website)
- If applicable, the services provided by their paraprofessionals, as well as the paraprofessional's qualifications.

We want you to know that your role in our school is incredibly important. You can participate in activities at the school through volunteering, joining the PTO, or representing the school on the District Parent Advisory Council for Title 1.

Please visit our website at <http://jayelementary.weebly.com>

As a Title 1 school, we also have a variety of educational resources that may interest you. The resources are available in the Parent Resource Center. To see our materials, please contact the Guidance Office. You will also find a very valuable link to parent resources, the SPAR Report (School Public Accountability Report), and other school-related information on our website: <http://jayelementary.weebly.com/>

Title 1 schools (like all the other schools in our district) take academic achievement very seriously.

School Public Accountability Report (SPAR)

Florida's SPAR Reports are generated to comply with federal legislation that requires annual report cards on the educational progress of schools, school districts, and the state. These reports are initially published prior to the beginning of the school year. The most current SPAR information can be accessed by logging in to the school's website at <http://jayelementary.weebly.com/>

If you would like additional information about the SPAR Report, you may request a copy of the report from our school office, or you can access the information on the following website:

<http://doeweb-prd.doe.state.fl.us/eds/nclbspar/index.cfm>

VISITORS ON CAMPUS

Upon arriving on campus, present your photo ID to the camera and when prompted, state your reason for being on campus.

After entering the building, proceed to the front office and sign-in on the designated school computer. A visitor badge will be printed. You must place the visitor badge in a highly visible location and wear it for the duration of your time on campus.

A visitor without a visible badge will be required to report to the office to sign in.

When visiting the classroom or dining with your child, please adhere to the same dress code as students.

When visiting the school campus, visitors should remain in the area of which they reported at sign-in. Visiting other classrooms or students can disrupt the learning environment.

A visitor should never approach a student regarding personal business.

ALL VISITORS MUST THEREFORE BE PROCESSED THROUGH THE FRONT OFFICE USING THE FOLLOWING PROCEDURES AT ALL TIMES. THIS INCLUDES ALL VISITORS FROM OTHER SCHOOLS AND DISTRICT EMPLOYEES.

VOLUNTEERS

Jay Elementary takes great pride in its volunteer program and encourages parents/guardians to take an active role in their child's learning experience. The role of a school volunteer is to assist teachers or staff members in various activities.

Volunteers:

- Must complete the proper paperwork prior to volunteering.
- Must answer all application questions honestly. In the event an applicant provides false information, volunteer status will be denied.
- Must be screened for criminal activity and have a background check.
- Must be School Board approved.
- Should attend volunteer orientation.
- Must adhere to the same dress code as students.
- Should remain in the area of which they reported at sign-in. Visiting other classrooms or students can disrupt the learning environment.
- Should never approach a student regarding personal affairs.
- Are required to respect the privacy of all students and teachers regarding personal information, permanent records, and grades, by keeping all school information confidential.

Please visit our website at <http://jayelementary.weebly.com>

- May not bring siblings or other parties who are not approved volunteers when volunteering.

WEBPAGE

Jay Elementary School's web page is a great resource when trying to find out information about the school. You can access the page by visiting jayelementary.weebly.com

MISCELLANEOUS

- Birthday party invitations should not be distributed on the school campus unless ALL students in a class are invited.
- Rolling backpacks are allowed for grades 3rd-6th only, with administration approval.