Meet the Team - Administrators

Ms. Biannca Hill
Principal

Mrs. Raquel Foxworth
Assistant Principal
Meet the Team – Office Staff

Ms. Richardson
Registrar

Ms. Jackson
Principal Secretary/Bookkeeper

Ms. Mallory
Parent Liaison
Meet the Team – Student Support Services

Mrs. Watson
School Counselor

Ms. Thomas
Full Services Counselor

Mrs. Foreman
Primary VE

Mrs. Withrow
Intermediate VE

Ms. Elbo
Speech
Meet the Team - Duval Homeroom/Hybrid Teachers

Kindergarten
Ms. Lee

Third Grade
Ms. Durso

First Grade
Ms. Hughes

Fourth Grade (Hybrid)
Ms. Winn & Mr. Harrison

Second Grade
Ms. Callahan

Fifth Grade (Hybrid)
Ms. Mayfield & Mrs. Miller-Lee
Meet the Team - Primary Teachers

Kindergarten
Mrs. Heard
Mrs. L. Love

First Grade
Mrs. C. Love
Mrs. Newsom
Mrs. Woods

Second Grade
Mrs. Brandon
Ms. Wilkinson
Meet the Team - Intermediate Teachers

Third Grade
Mrs. Smith (ELA/Social Studies)
Mrs. Haug (Math/Science)

Fourth Grade
Ms. Winn (ELA/Social Studies)
Mr. Harrison (Math/Science)

Fifth Grade
Ms. Mayfield (ELA/Social Studies)
Mrs. Miller – Lee (Math/Science)
Meet the Team – Resource Teachers

Art
Mrs. Fisher

Media
Mrs. Tharp

Music
Ms. Bryant

Physical Education
Coach Zutell
Meet the Team – Instructional Support

Paraprofessionals

Ms. Hardaman
Ms. Williams

Meet the Team – Student Safety and Support

Mr. Parker
School Safety Assistant

Sgt. Thomas
School Police

Mr. Pinckney
DCPS Truancy Officer
Meet the Team – Support Staff

ABM Custodial Crew
Ms. Cheryl
Mr. Rivers

Chartwell’s Cafeteria Staff
Ms. Karen (Manager)
Ms. Artie
Ms. Aileen
Ms. Mary
We Are a **UNIFORM** School

ALL Students are expected to be in the approved school uniform daily. The uniform consists of:

- Polo-style shirt with the school logo (Color Options: Green, Gold, or Black)
- Uniform-style pants, shorts or skits (Color Options: Khaki, Navy Blue, or Black). Jeans and leggings should not be worn unless you are notified of an approved dress down day.
- Shoes must be closed toe. Shoes with wheels, backless, or open toe are not allowed.
- Accessories such as bracelets, electronic watches, etc. should not cause a distraction to your child or others.

Our approved shirt vendor is Total Impact Embroidery and Screen Print

- Package includes 4 uniform shirts and 1 spirit shirt for only $35
- Order forms can be found on the school webpage and at the school
- Orders should be submitted by Tuesdays each week to make the weekly vendor pick up.
- The turnaround time is usually 1 week. The school will contact you once your order is delivered.
We Are a **UNIFORM** School

Waiting for your order to arrive?

Your child is expected to wear:

- A gold, hunter green or black collared polo-style shirt without any logos
- Black, khaki, navy pants, shorts, or skirts

All students are expected to be in the school logo shirt by September 21\textsuperscript{st}

Students not in the approved school uniform by this date may be excluded from the following:

- Extra Credit points associated with following the uniform expectation
- Special Events
- Field trips that may require a uniform,
**Attendance**

**Daily Attendance Counts**! Instructional Hours (8:30 a.m. – 2:40 p.m.)

School attendance shall be the direct responsibility of the parents/guardians and students. All students are expected to attend school regularly, receive total instructional time, and be on time for classes to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Excessive absences, including late arrivals and early checkouts within a calendar month and/or 9-week grading period will be reported to the Attendance Intervention Team and District Truancy Officer. Failure to comply with the AIT Attendance Contract will result in reporting attendance concerns to the State Attorney’s Office.
Attendance Challenge

Our school-wide goal is to have at least 80% of students achieve a 95% or greater attendance rate.
(Based on 180 school days, students are in attendance 171 days or more)

Individual Contest:
• Weekly contest runs from Thursday – Thursday
• Student must be in attendance each day during the week
• Student must remain in school during instructional hours (8:30 am – 2:40 pm)
• Incentives include: Dress down pass for that Friday, treats, special invitations
• Parents of eligible students will receive notification of the incentive if your child qualifies

Class Challenge:
• All classes with an attendance rate of at least 95% for the week will receive recognition
• Classes will go into a drawing for periodic incentives
SAFETY

The SAFETY of your child and our staff is our #1 Priority. We will follow the following procedures:

✓ Social distancing inside and outside the building
✓ Wearing face coverings when social distancing isn’t feasible (inside and outside the building)
✓ Temperature Checks
✓ Healthy Environment Screening (SDM app)
✓ Hand washing upon entering class, prior to transition, and returning to class
Face Coverings

Students will need to wear a face covering when...
✓ Boarding the bus (Parent provides)
✓ Entering the building (Parent provides)
✓ Dismissal (Parent provides)
✓ During classroom time (School provides)
✓ Hallway transitions (School provides)
✓ Cafeteria line (School provides)

DCPS will provide students with face coverings that will be kept at the school.
✓ K-2nd students will receive a face shield
✓ 3rd – 5th will receive a face mask

Parents may provide students with a preferred face covering to replace the one provided by DCPS. All face coverings must provide coverage of the mouth and nose and follow the Code of Appearance guidelines within the Student Code of Conduct. We recommend providing a 5-day supply of face coverings to wear during arrival and dismissal.
Communication: Required School Apps

All parents will need the following applications in order to effectively communicate throughout the school year:

**Parent FOCUS account**
- Complete District Applications (Bus Registration, Magnet Applications, etc.)
- Check Student Attendance, Assignments, and Grades

**Class Dojo**
- Daily communication with teachers (will replace daily use of agendas)
- Receive weekly digital Tuesday folder inserts
- Highlights via School Story and Class Story
- School Dismissal Manager

**School Dismissal Manager**
- Healthy Environment Checks
- Extended Day Check-In/Check-Out
- Car Rider and Bus Dismissal
Communication

Class Dojo will be utilized as the primary daily communication method between parents and the teacher/school. We will share your child’s behavior successes and areas of focus, tips to assist with homework assignments, and classroom/school updates. We are also minimizing the amount of papers being sent home. Most flyers and information will be uploaded on Tuesdays in Class Dojo.

All parent conferences and meetings will be held virtually.

Weekly Automated Calls/Emails. Schedule T.B. D.

Please provide the names and phone numbers of individuals you may need to rely on in the event of an emergency. Individuals must be 18+. We will not release students to adults not listed. Please note that if a medical emergency takes place and we are unable to communicate with a parent/guardian or emergency contact, the school may contact medical personnel. The parent will be responsible for any associated costs.
Morning Arrival

- Extended Day Services are provided from 7:00 – 8:00 a.m.
  To register for Extended Day, visit www.duvalschools.org/extendedday

- Students not enrolled in Extended Day may NOT arrive to Henry F. Kite before 8:00 a.m. Supervision will not be provided. This is extremely important this year because children do not follow rules when they are not supervised (i.e., they will not naturally social distance, keep their face covering on, refrain from running/playing on the stairs/parking lot/playground. Parents will be liable for any incidents occurring prior to 8:00 a.m. on school grounds.

- Cars/Bus and Day Care Vans should drop students off in the Car Rider Lane on 2nd Avenue. Please do not pull into the gated parking lot.

- Walkers will enter from the entry gates located on Lem Turner Road and 2nd Avenue. Gates will open at 8:00 am and close at 8:30 am.

Parents will verify daily health screening via the School Dismissal Manager app prior to students arriving to school.
Morning Arrival

➢ 1st Day of School is Thursday, August 20th
➢ Please do not arrive prior to 8:00 am. Students will enter their classrooms at 8:15 am)
➢ Due to CDC and District protocols, Parents/Guardians will not be allowed to enter the building/walk students to class.

➢ Kindergarten ONLY (August 20th – August 26th)

    Kindergarten parents may park in the back parking field on 2nd Avenue. Parents will be allowed to walk their student to their teacher’s back door. Parents will NOT be allowed to enter the classroom. Please make sure you have on your mask and be prepared for a temperature check.

    All other grade levels will enter from the front of the building.
Afternoon Dismissal

HFK will utilize the School Dismissal Manager App to ensure an efficient and safe dismissal for all students.

➢ Parents will enter their preferred dismissal method for their student(s) when setting up SDM. ALL dismissal methods will utilize the SDM App

➢ Dismissal Changes: Changes to a student’s dismissal method must be made in School Dismissal Manager by 12:00 pm. Teachers will no longer be able to take dismissal changes via email, Class Dojo, or phone.

➢ Early Pick-Ups: NO early pickups after 2:00 pm

➢ Extended Day Services are provided immediately following school—6:00 p.m. To register for Extended Day, visit www.duvalschools.org/extendedday
Afternoon Dismissal

Dismissal Times

2:40 pm  Car Riders/Bus/and Van Riders
Check in upon arrival at the Car Rider Lane using the SDM app. DO NOT check in early as this will delay the process for your child and others.

2:50 pm  Extended Day will report to the Cafeteria for Check In and Snack

3:00 pm  Walkers will be escorted out of the building
Parents/older siblings meeting their child should wait at the parking lot. Please do not come to the Main Entry or wait by the stairs.
Bus Transportation

✓ Parents **MUST** sign into their Parent FOCUS account and register their child to ride the bus. School staff will not be able to register your child for bus transportation or place your child on the bus without them being registered through the DCPS Transportation Office.

✓ After August 4th, parents can sign back into their Parent FOCUS account to see the specific bus number, bus stop, and pickup/drop off times.
Early Dismissal Days

All students will participate in virtual learning through Duval Homeroom on Early Dismissal Days. Students will NOT report to the school.

Early Dismissal Dates
To be announced after School Board approval
Lunch

➢ Henry F. Kite Elementary participates in the CEP Program. All students receive Breakfast and Lunch at NO CHARGE.

➢ Free/Reduced Lunch applications are not required to receive the CEP meal benefits. However, if you need documentation for any community resources, the Free and Reduced Lunch applications are no longer mailed to parents/guardians.
   ➢ Online applications are required for all students EACH YEAR. Visit www.duvalschools.org – Departments – Food Services – Select the Free and Reduced Lunch tab.

➢ Due to safety concerns and CDC Social Distancing guidelines, parents/visitors will not be allowed in the cafeteria.

➢ Chartwell’s will offer the students a choice of the Entrée of the Day or a Salad. Menus for Breakfast and Lunch may be viewed at www.duvalschools.org – Departments – Food Services – Select Menus.

➢ Parents may elect to send their child with a healthy lunch to school. Please refrain from sending sugary items such as sodas, large juices, and candy. Potato chips and other snacks should be single serve size to minimize the desire to share items.
Students will have recess daily. This may occur outside or inside.

Classes will practice social distancing while at recess.

Students will be required to wear their face coverings during outside recess time unless they are participating in activities at greater than 6 ft. apart. We encourage parents to support teachers in reminding students that they should keep their distance from their friends if they do not have on a face covering.

Students will be removed from the play area and may face disciplinary action if safe practices and respectful behavior is not followed.
Academic Expectations: ELA/Social Studies

➢ Each Grade Level has established a reading goal to not only promote a love of reading but to also prepare students for success in their current and upcoming grade level. Your child’s teacher will provide your child’s individual reading goal after baseline assessments are completed.

➢ Social Studies is taught during the Reading block through non-fiction text.

➢ Blended Learning Expectations:
  ➢ i-Ready Reading (K-5th): 45 minutes with a pass rate of 70% or greater on each lesson
  ➢ Achieve 3000 (3rd – 5th): Depends on the student’s baseline results. The lower the Lexile Level, the more weekly activities will be required. Students must make a 75% or higher on the FIRST attempt.
  ➢ Grade Levels may incorporate other Blended Learning programs. Your child’s teacher will provide more information and expectations after baseline testing has been completed.
Academic Expectations: Math

➢ Blended Learning Expectations
  ➢ i-Ready Math: 45 minutes with a pass rate of 70% or greater on each lesson
  ➢ Reflex Math: Depends on the student’s baseline results.
  ➢ Acalethics: Meet monthly target score and/or increase by 10 points on the monthly assessment
  ➢ Grade Levels may incorporate other Blended Learning programs. Your child’s teacher will provide more information and expectations after baseline testing has been completed.

➢ Students will participate in daily standards-aligned instruction, tasks, and informal/formal assessments.

➢ Students will participate in small group enrichment and intervention groups to address their individualized deficits.
**Academic Expectations: Science**

➢ Students will participate in engaging science instruction and hand-on labs/experiments.

➢ Henry F. Kite Elementary facilitates a school-wide Science Inquiry Day where all students contribute. This is usually held in November/December.
  ➢ Kindergarten – 3rd Grades will produce Class Projects
  ➢ 4th Grade will produce Small Group Projects
  ➢ 5th Grade will produce Individual Projects
  ➢ The top submissions will be submitted to the District Science Fair

➢ The 5th grade Science assessment is cumulative and contains information covered from grades K-5.
Academic Expectation: Homework

Students are encouraged to read at least 30 minutes per night and to practice their grade level appropriate math facts.

Your child’s teacher(s) will explain their procedures for assigning and accepting homework during the first week of school.
School Supplies

- All students (reporting to campus or attending Duval HomeRoom) should have all of the materials listed on the supply list. Teachers providing instruction in the classroom and virtually will utilize the same curriculum and content organization strategies.
Citizenship Expectation:
2020 – 2021 Theme: Strive to be a H.E.R.O.

➢ Helpful
➢ Engaged
➢ Respectful and Responsible
➢ Optimistic

Each teacher/grade level will use a clip chart or behavior clipboard to document behavior. All students will begin the day on Ready to Learn (or equivalent). Students will move their clip down or receive a mark for breaking a class or school rule. Students will have the opportunity to move back up on the chart for correcting their behavior.

Your child’s teacher(s) will provide detailed information regarding classroom and school rules in the first Tuesday folder.
Student Wellness

All students will participate in daily, bi-weekly, and monthly wellness programs

➢ Calm Classroom: Calm Classroom provides students with meditation strategies that are individualized to promote self-awareness. The strategies are implemented and practiced throughout the day in the classroom and common areas.

➢ Sanford Harmony: Sanford Harmony focuses on collaboration, building community, and promoting healthy relationships. This program is taught during bi-weekly Guidance Resource classes.

➢ DCPS Wellness Wednesday: Students participate in Wellness Wednesday activities once per month on Early Dismissal Wednesdays. The District provides engaging activities, accompanied by videos and lesson plans.

Make it a family affair!
Ask your child to teach you a new calming or relaxation strategy.
Duval HomeRoomSmall groups

Students enrolled in Duval HomeRoom are expected to attend their daily LIVE instruction, submit assignments and assessments as scheduled by the teacher(s), and participate in Live Office Hours for assistance/small group support,

Over the next few days, parents/guardians will be invited to join their teachers Class Dojo page. Please accept the invitation. Your child’s class schedule will be posted in Class Dojo.

Please be reminded that your child will be visible on screen and may have to speak during their instruction. Consider where you would like your child to set-up to ensure the privacy of your home and to minimize distractions to your child and others.
Did you check out a District laptop and/or hotspot but your child is attending school on campus?

If yes, you must return your equipment to Henry F. Kite Elementary. The returned laptops will be serviced by the District Technology Office and returned to use in the classrooms at Kite. Please return August 17th – August 21st.

Is your child enrolled in Duval HomeRoom but you do not have a computer, laptop, or smartphone?

Call the school at 904-924-3031 and request to be added to the Laptop Distribution Request List. You will be contacted on a first come, first serve basis based on equipment availability. Please do not come to the school for equipment without being contacted by our staff.

Did you check out a laptop and are having issues with the equipment?

Contact 348-5200 for assistance. Please do not call or come to the school. We do not have equipment to “trade”.

Technological
Field Trips are suspended until further notice.

- We will keep students and parents updated as we receive information from the district.
- Younger siblings, students from other grade levels and students from other schools MAY NOT attend field trips.
- Parents will be able to purchase field trip shirts at a later time.
- All field trips are paid online. We are no longer able to accept cash payments due to safety precautions.
- Permission slip and payment due dates are FIRM Dates. Information will be provided in advance. We encourage parents/guardians not to wait until the final day as extensions will not be provided.
Parental Engagement: PTA

All Children are Our Children..... The theme is a reminder that, just by joining PTA, you are adding your voice to advocacy efforts on behalf of all children, helping your local PTA and sending a strong message that you support children and families.

Membership Dues: $7.00
($2.25 goes towards National PTA dues, $1.25 goes toward Florida PTA dues)

PLEASE NOTE
Purchasing a membership does not mean you have to volunteer or serve in an official board position.

Goals:
✓ 100% Faculty Membership
✓ Spotlight on Men Award (at least 25 fathers, grandfathers, uncles, etc.
✓ Family Engagement Award
The School Advisory Council is a means for community/parent involvement in and support of the school. The School Advisory Council is composed of the principal, teachers, educational support, employees, parents, business and community representatives.

The School Advisory Council participates in identifying school needs and developing plans for meeting those needs. The School Advisory Council assists in preparation and evaluation of the school’s Success Plan, the school’s improvement plan.

**What are typical SAC activities?**
- Meeting regularly to discuss school improvement
- Reviewing the results of any needs assessment
- Providing recommendations on the goals of the school
- Suggesting strategies to accomplish school goals
- Monitoring the school’s progress in attaining goals
- Preparing and distributing information to parents and the public

**Interested in Joining SAC?**
Email Ms. Mallory at malloryl@duvalschools.org