Jacksonville Beach Elementary School
Dedicated Magnet for Gifted & Academically Talented Students

Welcome to the JBE Jungle
where we are...

Swinging into an
 Adventure of
 Focused
 And
 Rigorous
 Instruction

2020-2021 Parent/Student Handbook

Contact Information
Principal: Cameron Mattingly
Assistant Principal: Edna Chatman
Address: 315 10th Street South, Jacksonville
Beach, FL 32250
Phone #: (904) 247-5942
Fax #: (904) 270-1825
VISION
At Jacksonville Beach Elementary School, we are committed to meeting the needs of all students by providing an enriching and challenging education, teaching children to seek, explore, discover, and develop their minds to the fullest potential; inspiring students for success in college or career; and teaching them the skills needed to be responsible citizens and lifelong learners.

MISSION
As a dedicated magnet school for gifted and academically talented students, we are committed to achieving excellence when meeting the academic, social, and emotional needs of every child.

CORE VALUES
• We believe that we must evaluate students' needs and strengths, and provide differentiated instruction to meet the needs of each individual.

• We will strive to help children develop personal value systems, appreciation and respect for others, and a positive self-concept.

• We will make standards and high expectations clear, and teach students that effort and responsibility will lead to their growth as learners.

• We strive to nurture the creativity and curious mind by providing opportunities and experiences that educate and develop the whole child.

• We are committed to continued professional learning and collaboration with all stakeholders including parents, teachers, and school community members.
General Information

SCHOOL HOURS
8:25 a.m.: First Bell
8:30 a.m.: Classes Begin
8:35 a.m.: Tardy Slips Required
2:55 p.m.: Dismissal Begins (1:30 p.m. on Early Release Days)

OFFICE HOURS
7:30 a.m.-3:30 p.m.

EXTENDED DAY HOURS
7:00-8:00 a.m., 3:00-6:00 p.m.

ARRIVAL AND DISMISSAL
Students should arrive at school NO EARLIER than 8:00 a.m. unless they are enrolled in the Extended Day Program. They should enter the school through the front entrance doors. K-5th grade students should sit in the designated hallways outside of their classroom until 8:30 a.m. each morning. Students should already know how they are getting home in the afternoon. Changes in P.M. transportation MUST be submitted in writing to the student’s teacher and/or the Main Office and CANNOT be taken over the phone for safety purposes. Without written permission, students WILL NOT be able to be released to anyone who is not on their emergency contact card. If you need to pick up your child early for any reason, please come to the front door of the school for assistance. The teacher will not be able to release your child from class without a confirmation call from the Main Office. NO STUDENTS CAN BE CALLED FROM CLASS AFTER 2:30 PM on normal school days or 12:30 PM on Early Release Days. If you come after these times, you will be asked to wait until dismissal begins to get your child. This is for the safety/security of all children.

Parents are asked to drop their students off using the car loop or by walking them to the front door of the school building. You are asked to abide by social distancing while on campus. Faculty/staff members will be supervising students as they proceed to their assigned areas from 8:00-8:30 a.m.

During dismissal, JBE will once again be using car tags to ensure that dismissal is safe and efficient. You MUST have a current 2020-2021 car tag or proper identification card with picture ID (that matches our information system) for your child to be dismissed to you. Information about how to obtain car tags is available on the PTO website. All car tags will be distributed by school personnel in back-to-school packets to ensure continuity of safety.

- **Car Riders:** Please use the driveway in front of the school to deliver and pick up your child. **DO NOT DROP OFF YOUR CHILD OUTSIDE OF SCHOOL PROPERTY.** For safety reasons, NO CARS ARE PERMITTED TO ENTER THE BUS LOOP located on the north side of the school. Please do not park in the car circle as it disrupts the flow of traffic. **MAKE SURE THAT YOU HAVE AN ID TAG WITH YOUR CHILD’S NAME ON IT DISPLAYED IN YOUR WINDSHIELD BEFORE ENTERING THE PICK-UP LINE.** Please refrain from using your cell phone while in the car rider line. **WHEN WAITING TO PICK UP YOUR CHILD IN THE AFTERNOON, DO NOT PARK IN FRONT OF COMMUNITY RESIDENCE DRIVEWAYS.** Details regarding the car circle procedures are included on the next page.

- **Bus Riders:** A student must ride only the bus he/she is assigned. If a student needs to ride another bus for one day only, the parent must send a note to the office and have it approved before the student may board. **FOR THE FIRST TWO WEEKS OF SCHOOL, PLEASE MAKE SURE THAT YOUR CHILD HAS A LABEL WITH THE BUS NUMBER ON HIS/HER BACKPACK.**

- **Neighborhood Walkers/Bikers:** If your child is dismissed this way, you will need to complete and return the Dismissal Tip Sheet noting this preference. This is NOT an option for Kindergarten students. Bicycles ridden to school must be parked in the bike rack in front of the school and locked securely. All students riding a bike must wear a helmet. The school cannot be held responsible for lost or stolen bicycles. All walkers/bikers will be released at the fence gate on the south side of the front playground by school staff.

All Kindergarten students must have a Bus Dismissal Form on file with the Main Office and bus in order to be transported to/from school. Bus rules and consequences for violation of the rules are included in the Elementary Code of Student Conduct. Repeated violations of the bus rules will result in suspension or even permanent removal from the bus (depending on severity of behavior).
General Information

SCHOOL HOURS
8:25 am: First Bell
8:30 am: Classes Begin
8:35 am: Tardy Slips Required
2:55 p.m: Dismissal Begins (11:00 p.m. on Early Release Days)

OFFICE HOURS
7:30 am - 3:30 p.m.

EXTENDED DAY HOURS
7:00-8:00 am, 3:00-6:00 p.m.

ABSENCES AND TARDIES
It is important that students attend school regularly and arrive promptly EXCEPT when sick. If your child is absent, we ask that you send a note with the child when he/she returns. IF LATE FOR SCHOOL (after
8:35 a.m.), PARENTS MUST ACCOMPANY STUDENTS TO THE FRONT DOOR TO SIGN THEM IN AND GET A TARDY SLIP. Please note that tardies/early check-outs are monitored and can disqualify a child from the Perfect Attendance Award. Chronic absences or tardies will be referred to the Attendance Intervention Team for action. Students who have no tardies and are present each day during the week will be entered in the "NO TARDY RANGERS" drawing to receive a prize! A prize will be given to one student from each grade level every Friday afternoon.

HANDWASHING
JBE staff will include handwashing routines in their daily schedule to mitigate the spread of germs. Students will be required to wash their hands at various times throughout the day (i.e. transitioning in and out of the classroom or school building, prior to and following lunch periods). Contactless soap dispensers donated by the PTO have been installed in student restrooms to increase sanitary measures.

PROPER PPE FOR STUDENTS
To start the 2020-2021 school year, students will be required to wear a facial covering at all times except during lunch periods and when outdoors. DCPS will provide a mask for each K-5th student, however, you are welcome to have your student wear a facial covering provided by you as long as it fits snugly and covers the nose and mouth areas. K-2nd grade students will be provided with a face shield to be worn while in the classroom with the teacher. All 3rd-5th grade students will have desk/table barriers used in the classroom. Social distancing will be used when possible, however, it may not be feasible at all times during the day.

SANITIZATION OF CLASSROOMS/SCHOOL BUILDING
The district has supplied teachers with cleaning supplies to use throughout the day to clean shared surfaces/equipment. Custodians will be available throughout the school day and following school hours to disinfect classrooms and common areas. Shared spaces, such as the cafeteria and bathrooms, will be monitored and sanitized more frequently.
ATTENTION CAR RIDERS!!

CAR RIDERS will be called each afternoon starting at **2:55 p.m.** This process may start earlier during the first two weeks of school. In order to keep the car rider line moving quickly and efficiently, we ask you to abide by the following procedures during pick-up and drop-off:

1. Display a JBE ID tag in the driver’s window with the child’s name and grade during PM pick-up in the car line. ID tags will be available for purchase from the PTO. A staff member will call the classroom to have your child come outside to one of the six numbered cones.
2. You will be assigned a cone number from 1-6. Please pull up to the assigned cone number even if your child is not standing there. He/she will be asked to walk to that cone.
3. If your child does not come to the cone within a minute, you will be asked to pull around and get back in the waiting line to allow other cars to proceed. Please do not park your car and block traffic.
4. We will be loading six cars simultaneously, so please encourage your child to load or unload quickly so that the flow of car line traffic is continuous.

[PARENT INVOLVEMENT]

Friends of Jax Beach Elementary Parent Teacher Organization (FOJBE PTO)
The FOJBE PTO is a 501(c)(3) organization that plans programs/activities throughout the year to meet the needs of children in the school and raises money to fund at-risk educational programs. They are instrumental in providing educational events, social events, cultural assemblies, and service activities for students and families. Information about membership is enclosed in the Back-to-School packet. We encourage all parents and family members to a part of this dedicated group! You can email FOJBEPTOpresident@gmail.com, visit [https://my.cheddarpay.com/c/Friends-of-jax-beach-pto-membership](https://my.cheddarpay.com/c/Friends-of-jax-beach-pto-membership), or visit the JBE PTO Facebook page at [https://www.facebook.com/Friendsofjaxbeachelementarypto/](https://www.facebook.com/Friendsofjaxbeachelementarypto/) to find out more information about the amazing work of this organization. Don’t forget to LIKE and FOLLOW them! You are HIGHLY ENCOURAGED to attend monthly scheduled meetings to get involved and stay informed!

Parent/Teacher Conferences
We encourage you to get to know your child’s teacher(s). Parents are invited to schedule conferences with the teacher(s) via email and/or phone call. Teachers are asked to respond to emails and/or phone calls within 24 hours. Appointments are needed to ensure that the teacher is available to meet with
you and is prepared with necessary materials and information. Conferences CANNOT be held during instructional time, teacher planning time (without proper notice), or on an impromptu basis. We strive to maintain confidentiality for our students, so conferences are only permitted in private areas where sensitive information can be shared freely.

*Please note that parent/teacher conferences will be held virtually through TEAMS or Skype until further notice.*

**Visitor/Volunteer Procedures:**
The School Board welcomes visitors to the school, especially if pre-arranged. However, all visitors MUST have a visitor's badge and have signed the visitor log in the office. We invite you to share your time and talents with JBE by becoming a school volunteer. In order to serve in a volunteer capacity (work in classrooms, attend field trips, attend grade level celebrations), parents/family members MUST complete DCPS Volunteer Registration/Clearance at the following website: https://dcps.duvalschools.org/domain/10564. It is your responsibility to complete the registration process and make sure that your clearance is currently valid. You WILL NOT be able to volunteer if your clearance has expired. You can always contact the Front Office to check your volunteer status. All classroom volunteers MUST have assigned tasks and/or responsibilities to complete for the assigned teacher. When volunteering, you MUST sign in and out in the Main Office and obtain a Visitor's Sticker with the date/time you were checked in by school personnel. Thank you in advance for abiding by our check-in procedures to ensure student safety! Volunteers are expected to comply with the directives of faculty/staff members while on campus and should maintain appropriate decorum when interacting with school community members AT ALL TIMES.

• The Principal has the final authority over volunteer access and assignment at the school. **Refer to the Visitor and Volunteer Reference Sheets in your Parent Handbook or on the counter in the Main Office.**

• Please note that we will not be allowing any visitors/volunteers into the school building until further notice due to COVID-19 restrictions.

**BASIC INFORMATION**

**Cafeteria**
Breakfast is ONLY served from 8:00 am-8:25 am. DCPS provides Universal Free Breakfast for ALL students. Lunch is a 30-minute period and will vary by grade level and class (see attached lunch schedule). All students will eat lunch in the cafeteria or their classroom under the supervision of staff monitors. They may purchase a hot meal or bring a lunch from home. Lunches from home should not include soft drinks, glass bottled beverages, or chewing gum. In most cases, it is more cost effective to buy the full lunch than buy items a la carte. The cost of student lunch is $1.95 or $4.00 at the free/reduced rate. You are able to preview cafeteria menus at http://duvalschools.nutrislice.com/. Parents are strongly encouraged to start an online lunch account for their child at the following website: http://www.myschoolbucks.com. You may also send prepayment in the form of cash or check with your student to school to be turned into the cafeteria manager. If the student reaches the maximum negative balance amount of $1.95 (paid lunch equivalent) after the first week of school, the students will receive a non-reimbursable "substitute meal" of a cheese sandwich and a juice for lunch until the balance in their account has been cleared or until cash is brought to purchase a lunch. Students are not allowed to charge any a la carte items! Snacks will be available for purchase on specific days of the week by grade level. Please see below:
K & 1st Grade: Mondays, 2nd Grade: Tuesdays, 3rd Grade: Wednesdays, 4th Grade: Thursday, 5th Grade: Fridays

Please help us to educate your children regarding nutritious lunch habits by sending them with healthy snacks and lunch. If you would like to complete a free/reduced lunch application, you can visit https://dcps.duvalschools.org/Domain/4422 for more information. If your child has a food allergy, please alert the teacher(s) and Main Office as soon as possible.

In the cafeteria, students are asked to stay seated, use inside voices and good manners, assist in cleaning up their area, and line up properly when prompted by adults. Parents will not be permitted to eat lunch with their child in the cafeteria/classroom until further notice. If you choose to bring in treats to share with the class during a child’s lunch time (must be individually packaged), you are REQUIRED to consult with the teacher about potential food allergies before passing anything out. Parents and staff are strongly encouraged to provide items that are non-food or snacks that meet the district/state nutritional guidelines. Please refrain from taking photos of students during lunch. We want to respect all students’ privacy and ensure that no photos are taken without explicit parent permission.

**Please note that we will not be allowing any parents/visitors into the cafeteria or classrooms for lunch with their students until further notice due to COVID-19 restrictions.**

Lost and Found
Articles brought to school (jackets, backpacks, etc.) should be clearly labeled with your child's name and room number. Unclaimed articles are kept in the Lost and Found situated in the cafeteria for a period of two to three months before being given to the Giving Closet or another charitable organization to help children who are less fortunate within our district.

Textbooks
Florida law provides that all textbooks/curriculum materials are given to students free of charge. However, since the books are only on loan, lost or damaged textbooks must be paid for by parents. Your child's teacher will provide you with information about accessing textbooks online (if applicable).

Library Book Check-Out Procedures
All students are given the opportunity to check out library books free of charge during their Media Center resource once per week. Students are only able to have a maximum of two library books checked out at a time. It is the expectation that all library books are returned to the library in a timely manner. Any books that are not returned by the end of the school year will result in a fine. Students are encouraged to use the Axis 360 app to check out library books with their DCPS credentials.

*Please note that library book check-out will not be permitted until further notice due to COVID-19 restrictions.*

Homework
Homework is an integral part of your child’s responsibility for academic success. Homework can be given Monday through Thursday. Assignments may be posted on the teacher’s website, sent via the weekly newsletter, or recorded by students in their planners. You are asked to check your student’s communication folder and/or planner daily to review assignments that were given by the teacher(s).
Educational Trips
Field trips are planned to enrich classroom instruction. A signed permission slip from the parent or guardian is required for each trip. Telephone permission is not acceptable. Please adhere to all set deadlines as many trips must be preplanned and prepaid. **PLEASE REMEMBER THAT NO BROTHERS, SISTERS, OR PRESCHOOL-AGED CHILDREN MAY ACCOMPANY SIBLINGS UNDER ANY CIRCUMSTANCES.** Please note that all field trips have been cancelled until further notice due to COVID-19 restrictions.

Illness at School
If a child becomes sick at school, parents will be immediately notified. If students are found with a fever of 100.4 or higher and/or COVID-19 symptoms, they will be placed in an isolation area until they are picked up. It is very important to have emergency phone numbers on file in the Main Office. Students will be kept in the clinic until they feel better or until picked up by a parent. Please note that any student with a fever of 100.4 degrees or higher will be sent home and is asked not to return to school until they have been fever-free without medication for 24 hours. No medicine can be given at school unless the proper paperwork has been filled out in the Main Office. Students **SHOULD NOT** have any over-the-counter or prescription medication in the classroom or in their possession unless approved by the school nurse based on the advice of a physician. **ONLY PARENTS** can bring medicine to school (appointment necessary) accompanied by the appropriate documentation for administration. According to district policy, a physician’s signature is required for ANY medication to be stored at the school, even over-the-counter medications (i.e. Tylenol, cough syrup, cough drops, antibiotic ointments). Please see the attached documents for illness and lice prevention tips. Thank you in advance for helping to keep our students healthy!

Withdrawal
The school should be notified at least three days in advance of a student’s withdrawal date. This will allow ample time for completing records, a magnet exit slip, and other necessary paperwork.

Grade Reporting
Report cards are issued four times per year (every 9 weeks). A mid-quarter progress report will be sent home halfway through each grading period. Parents are encouraged to review student progress regularly by creating a FOCUS account that can provide you with specific information about your child’s grades. In order to access FOCUS, you need to register for an account at the following website: [http://dcps.duvalschools.org/Page/15745](http://dcps.duvalschools.org/Page/15745). Tax Beach uses the same grading scale as established throughout the state: **A=90-100, B=80-89, C=70-79, D=60-69, F=Below 60.**

Students in Grades 3-5 participate in the Florida Standards Assessments (FSA) on select dates in April and May. Detailed information about the subject area tests for each grade level can be found online at [www.fsassessments.org](http://www.fsassessments.org). Please note that all assessments will be PAPER-BASED this year per State Statute. Test results are sent home when available and will also be placed in the student’s cumulative folder. Parents are invited to review their child’s cumulative folder at any time by visiting the guidance office.

Communication
A weekly newsletter from the Principal will be emailed each weekend and will be made available on the school website (www.duvalschools.org/be) under the ‘Parents’ tab. If you do not receive weekly newsletters via email, please update your email address with the Main Office. The newsletters contain important information about school events and activities. The school website will be updated
Frequently throughout the school year, so we do ask that you check the website for information prior to calling the Main Office or your child’s teacher. You can contact your child's teacher by telephone using their assigned phone number; however, you may be sent to voicemail during instructional hours in order to avoid disruption to teaching. A listing of the extensions and email addresses for teachers is included in this packet for your reference. Teachers are expected to return emails and/or phone calls within 24 hours.

**Elementary Student Code of Conduct**

It is the responsibility of both the student and parent/guardian to know the rules of the Code of Student Conduct and to support the fair and impartial administering of the rules. With age and maturity, students will be expected to assume greater responsibility for their actions. Students are responsible for accepting the consequences for actions that may violate the Code of Student Conduct. A copy of this document is available at the following website: http://www.duvalschools.org/page/9868. If behavior issues occur in the classroom, parents will be contacted to discuss next steps. Behavior referrals that have been processed by administration can be viewed through FOCUS.

**Dress Code/Safety**

Students are expected to follow the DCPS General Code of Student Appearance, which can be found at the following website: http://www.duvalschools.org/Page/9869. Students are required to wear tennis shoes or similar close-toed shoes for PE class and recess each day. This is to prevent injury on the playground, court, and track. Your child will be sent to the Main Office and asked to contact you if he/she is not wearing clothing or shoes in alignment with district policies.

**School-Wide Guidelines for Success**

We expect all students to be JBE “STARS” by pledging to meet the following expectations at all times,

![Pledge to be a Star](image)

We will have school-wide behavior incentives for our students who consistently go above and beyond our expectations, including “Wranglers of the Week” (celebrated every Friday), “Kindness Tree” Wall of Fame, Weekly Blended Learning “Tech Showdown” (based on class iReady & Achieve usage), and Lunch Table Trophy of the Week (celebrated every Friday). The Golden Starfish Program will be implemented at the start of the school year to provide incentives to classes who meet behavioral expectations in a variety of school areas.

**On-Campus Photography**

Due to parental privacy rights, photography of students other than your own child IS NOT permitted without a signed media release form. During special events and classroom celebrations, it is important to consult with your child’s teacher to see if photography is appropriate and receive approval for
students who are being photographed. The cafeteria and other gathering places on campus are **NO PHOTO ZONES** when other students are present. Parents are kindly asked to refrain from using cameras and/or recording devices in these areas in order to ensure the safety and privacy of our students and their families.

**Safety Drills**
Safety drills (Code Red, Code Yellow, and Tornado) will be conducted during the first two weeks of school in order to ensure that all faculty/staff, parents, and students understand appropriate responses to dangerous situations in the event they are to occur. **Code Red and Code Yellow drills will be conducted on a monthly basis throughout the school year.** Teachers will review emergency procedures with students to prepare them for the safety drills. Fire drills will be conducted monthly. **ALL faculty/staff, parents, and students are expected to participate in safety drills if they are on campus.** While safety drills are being conducted, access to the building will be restricted. Please refer to safety information sheets posted around the school for reminders of safety procedures and protocols.

**Please note that students will not be expected to physically participate in safety drills until further notice. Instead, teachers will show safety videos to students and verbally explain safety procedures to follow in the event of an actual emergency.**

**Classroom Transfer Procedures**
If any issues arise during the school year, it is highly encouraged for parents to communicate their concerns with the classroom teacher(s) first in order to brainstorm solutions and develop a plan of action to be monitored over a two-week time period. If issues persist after conferencing with your child’s teacher(s), you are welcome to make an appointment to speak with the Principal regarding your concerns if all prerequisite steps have been followed. Requests for homeroom changes need to be made to the Principal in writing (via email) stating the rationale. Following a formal request from the parents/guardians, the Principal will guide them through the required steps. Any classroom change will be made in accordance with school policy as a team decision. If a classroom change request is granted, it is the final decision for the remainder of the school year.

**Weekly Home-to-School Folders**
All K-5th grade students will have home-to-school folders. These will be sent home on the first day of the instructional week with graded assignments to ensure that important academic information is communicated. Be sure to check these folders weekly if you have any questions about your child’s FOCUS grades.
Jacksonville Beach Elementary School #144  
2020-2021 Routing Sheet

<table>
<thead>
<tr>
<th>Message:</th>
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**PRINCIPAL**  
Cameron Mattingly

**ASSISTANT PRINCIPAL**  
Edna Chatman

**BOOKKEEPER**  
Katherine Andrews

**KINDERGARTEN**

<table>
<thead>
<tr>
<th>111</th>
<th>Karen Bernstein</th>
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<tbody>
<tr>
<td>108</td>
<td>Debbie Luce</td>
</tr>
<tr>
<td>113</td>
<td>Cindy Mullen</td>
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<tr>
<td>115</td>
<td>Lori Cheanvechai</td>
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**GRADE 1**

<table>
<thead>
<tr>
<th>112</th>
<th>Nilda Allen</th>
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<tr>
<td>116</td>
<td>Heather DeSpain</td>
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<tr>
<td>114</td>
<td>Cathy Shiver</td>
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<td>119</td>
<td>Dawn Jordan</td>
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**GRADE 2**

<table>
<thead>
<tr>
<th>102</th>
<th>Pam Farrell (Math/Sci)</th>
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<tbody>
<tr>
<td>104</td>
<td>Kelly Lomblo (ELA/SS)</td>
</tr>
<tr>
<td>105</td>
<td>Carrie Skube (SC)</td>
</tr>
<tr>
<td>106</td>
<td>Jennifer Rodriguez (Math/Sci.)</td>
</tr>
<tr>
<td>107</td>
<td>Kerri Hall (ELA/SS)</td>
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**GRADE 3**

<table>
<thead>
<tr>
<th>204</th>
<th>Janice Williams (SC)</th>
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<tbody>
<tr>
<td>202</td>
<td>Shannon Erickson (Math/Sci.)</td>
</tr>
<tr>
<td>205</td>
<td>Barbara Oglesby (ELA/SS)</td>
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<table>
<thead>
<tr>
<th>203</th>
<th>Stacy Rieber (ELA/SS)</th>
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<tbody>
<tr>
<td>221</td>
<td>Johanna Kolb (Math/Sci.)</td>
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**GRADE 4**

<table>
<thead>
<tr>
<th>207</th>
<th>Aesha Johnson (Math/Sci.)</th>
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<tbody>
<tr>
<td>209</td>
<td>Pam Peters (ELA/SS)</td>
</tr>
<tr>
<td>208</td>
<td>Marie Hinkle (ELA/SS)</td>
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<tr>
<td>210</td>
<td>Suzie Heideman (Math/Sci.)</td>
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**GRADE 5**

<table>
<thead>
<tr>
<th>213</th>
<th>Beth Billiard (ELA/SS)</th>
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<tbody>
<tr>
<td>215</td>
<td>Brandy Davis (Math/Sci.)</td>
</tr>
<tr>
<td>220</td>
<td>Jessica Brothers (ELA)</td>
</tr>
<tr>
<td>217</td>
<td>Lynda Taylor (Math)</td>
</tr>
<tr>
<td>214</td>
<td>Jeff VanLandingham (Sci/SS)</td>
</tr>
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**EXCEPTIONAL STUDENT EDUCATION**

<table>
<thead>
<tr>
<th>117</th>
<th>Meghan Nelson (KG-3rd)</th>
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<tbody>
<tr>
<td>135</td>
<td>Leslie Surowiec (4th-5th)</td>
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</tbody>
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**SCHOOL-BASED COACH**

| 135  | Tracy Chin, Gifted Lead Coach/Int. |

**RESOURCE/SUPPORT**

Donna Guthrie, Art  
Jennifer DeSantis, Music  
Catherine Paape, PE  
Heather Pica, School Couns.  
Vacancy, ½ Media  
Michelle Johnson, Speech  
Dawn Mallard, Speech  
Cynthia Moorer, STEM Resource  
Sarah Warren, PT Rdg. Rtl  
Katherine Lazarus, PT Math Rtl  
Ansaba Gavor, MFLC

**CRT/OFFICE**

Ariel Goode

**PARAPROFESSIONALS**

Bridget Brown, 1st Grade  
Sue Selby, Office  
Diane Singer, Media  
Cindy Trask, KG

**CUSTODIAL STAFF**

Jim Vess (Daytime)  
Jason Rosario (Lead)  
Robert Tate (Evening)

**CAFETERIA MANAGER**

Kristine Singh

**CAFETERIA STAFF**

Patricia Rojas  
Myrenna Colon

**SCHOOL MONITORS**

Mary Decker  
Jennifer Frasure

**SCHOOL NURSE**

Melody Alt

**SCHOOL SAFETY ASSISTANT**

John Oswalt
2020-2021 JBE PTO Program & Events Calendar

ONE-TIME EVENTS

August:
4th-PTO School Supply Delivery/Distribution
12th-Teacher Lunch
14th-Packet Stuffing
14th-Adventure Landing JBE “FUN’raiser
18th-Packet Pick-Up & Supply Drop-Off
18th-Summer Reading Celebration
19th-Student Orientation (Virtual)
20th-Newcomer’s Coffee (off-site)
27th-Open House for K-2nd (Virtual)
TBD-Vision/Hearing Screenings

September:
1st-30th-Fall Fundraiser
1st-SAC Meeting (Virtual)
3rd-Open House for 3rd-5th (Virtual)
4th-PTO Meeting (Virtual)

October:
2nd-PTO Meeting (Virtual)
6th-SAC Meeting (Virtual)
5th-9th-Scholastic Book Fair (Virtual)
8th & 9th-Donuts with Dads**
22nd-Fall Picture Day
23rd-Monster Mash Family Night**
26th-29th-Red Ribbon Week

November:
2nd-5th-Invention Convention
3rd-SAC Meeting (Virtual)
4th-In School Science Assembly**
5th-Science Night**
6th-PTO Meeting (Virtual)
10th-Veteran’s Day Breakfast/Flag Raising**
24th-Thanksgiving Luncheon**

December:
1st-SAC Meeting (Virtual)
4th-PTO Meeting (Virtual)
10th-Retakes/Leadership Groups/Club Photos/5th Grade Group
16th-Faculty Winter Breakfast
TBD-4th & 5th Grade Spelling Bees
TBD-School Play Auditions**

January:
8th-PTO Meeting (Virtual)
20th & 22nd-Talent Show Auditions**
22nd-100th Day of School
25th-29th-Literacy Week/Book Swap**
27th-In School Literacy Assembly/Talent Show Teaser***
TBD-Career Day**
TBD-Magnet Tours**
TBD-Middle School Night**

February:
2nd-SAC Meeting (Virtual)
5th-PTO Meeting (Virtual)
10th-PTO “FunD” Run Pep Rally**
12th-Talent Show Performance**
26th-PTO “FunD” Run**
TBD-Magnet Tours**

March:
1st-Class/Spring Pictures
2nd-SAC Meeting (Virtual)
4th-PTO Meeting (Virtual)
5th-Play Day**
26th-Spring Dance**

April:
6th-SAC Meeting (Virtual)
16th-PTO Meeting (Virtual)

May:
3rd-7th-Teacher/Staff Appreciation Week
4th-SAC Meeting (Virtual)
6th & 7th-Mornings with Moms**
7th-PTO Meeting (Virtual)
13th & 14th-School Play**

***=If Allowable Per District Guidelines

IMPORTANT NOTE: All event dates are subject to change
<table>
<thead>
<tr>
<th>Teacher</th>
<th>Lunch Time</th>
<th>Assigned Table</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kindergarten</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bernstein</td>
<td>10:30-11:00</td>
<td>1-3</td>
</tr>
<tr>
<td>Cheanvechal</td>
<td>10:32-11:02</td>
<td>N/A</td>
</tr>
<tr>
<td>Luce</td>
<td>10:34-11:04</td>
<td>N/A</td>
</tr>
<tr>
<td>Mullen</td>
<td>10:36-11:06</td>
<td>4-6</td>
</tr>
<tr>
<td><strong>1st Grade</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allen</td>
<td>11:10-11:40</td>
<td>N/A</td>
</tr>
<tr>
<td>Shiver</td>
<td>11:10-11:40</td>
<td>1-3</td>
</tr>
<tr>
<td>DeSpain</td>
<td>11:22-11:42</td>
<td>N/A</td>
</tr>
<tr>
<td>Jordan</td>
<td>11:45-11:45</td>
<td>4-6</td>
</tr>
<tr>
<td><strong>2nd Grade</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farrell</td>
<td>11:50-12:20</td>
<td>N/A</td>
</tr>
<tr>
<td>Lomblo</td>
<td>11:50-12:20</td>
<td>N/A</td>
</tr>
<tr>
<td>Hall</td>
<td>11:52-12:22</td>
<td>7-9</td>
</tr>
<tr>
<td>Rodriguez</td>
<td>12:02-12:24</td>
<td>10-12</td>
</tr>
<tr>
<td>Skube</td>
<td>12:56-12:26</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>3rd Grade</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erickson</td>
<td>11:05-11:35</td>
<td>N/A</td>
</tr>
<tr>
<td>Oglesby</td>
<td>11:05-11:35</td>
<td>N/A</td>
</tr>
<tr>
<td>Kolb</td>
<td>11:07-11:37</td>
<td>7-9</td>
</tr>
<tr>
<td>Rieber</td>
<td>11:07-11:37</td>
<td>10-12</td>
</tr>
<tr>
<td>Williams</td>
<td>11:00-11:40</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>4th Grade</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peters</td>
<td>12:25-12:55</td>
<td>1-3</td>
</tr>
<tr>
<td>Johnson</td>
<td>12:25-12:55</td>
<td>4-6</td>
</tr>
<tr>
<td>Heideman</td>
<td>12:27-12:57</td>
<td>N/A</td>
</tr>
<tr>
<td>Hinkle</td>
<td>12:27-12:57</td>
<td>N/A</td>
</tr>
<tr>
<td>Billiard</td>
<td>12:30-1:00</td>
<td>N/A</td>
</tr>
<tr>
<td>Davis</td>
<td>12:30-1:00</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>5th Grade</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resnick</td>
<td>12:35-1:05</td>
<td>N/A</td>
</tr>
<tr>
<td>Scott</td>
<td>12:35-1:05</td>
<td>7-9</td>
</tr>
<tr>
<td>Horton</td>
<td>12:37-1:07</td>
<td>10-12</td>
</tr>
<tr>
<td>Van</td>
<td>12:37-1:07</td>
<td>N/A</td>
</tr>
<tr>
<td>Brothers</td>
<td>12:40-1:10</td>
<td>N/A</td>
</tr>
<tr>
<td>Taylor</td>
<td>12:40-1:10</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Duty Schedule**
10:30 a.m.-1:15 p.m. (Monday-Friday)
- Duty covered by the following:
  - School Monitors, M. Decker & J. Frasure
  - Paraprofessionals (If needed): B. Brown, S. Selby, D. Singer, & C. Trask
  - Admin (as back-up if needed)
# Florida Statewide Assessment Program

## 2020–2021 Schedule*

### English Language Arts (ELA), Mathematics, and Science

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 5–16, 2021</td>
<td>Grades 4–10 ELA Writing</td>
</tr>
<tr>
<td></td>
<td>Grade 3 ELA Reading</td>
</tr>
<tr>
<td>May 3–14, 2021</td>
<td>Grades 4–6 ELA Reading</td>
</tr>
<tr>
<td></td>
<td>Grades 3–6 Mathematics</td>
</tr>
<tr>
<td>May 3–28, 2021</td>
<td>Grades 7–10 ELA Reading</td>
</tr>
<tr>
<td></td>
<td>Grades 7 &amp; 8 Mathematics</td>
</tr>
<tr>
<td>May 10–21, 2021</td>
<td>Grades 5 &amp; 8 Science</td>
</tr>
</tbody>
</table>

### End-of-Course Assessments

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 14–October 2, 2020</td>
<td>Algebra 1, Biology 1, Civics, Geometry &amp; U.S. History</td>
</tr>
<tr>
<td>November 30–December 18, 2020</td>
<td></td>
</tr>
<tr>
<td>May 3–28, 2021</td>
<td></td>
</tr>
<tr>
<td>July 12–23, 2021</td>
<td></td>
</tr>
</tbody>
</table>

### Florida Standards Assessments (FSA) Retakes

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 14–October 2, 2020</td>
<td>Grade 10 ELA Reading Retake</td>
</tr>
<tr>
<td></td>
<td>Grade 10 ELA Writing Retake</td>
</tr>
<tr>
<td>February 22–March 12, 2021</td>
<td>Grade 10 ELA Writing Retake</td>
</tr>
<tr>
<td></td>
<td>Grade 10 ELA Reading Retake</td>
</tr>
<tr>
<td></td>
<td>Algebra 1 Retake</td>
</tr>
</tbody>
</table>

* School districts establish daily testing schedules within these windows according to state-provided guidance. For more detailed scheduling information for a specific school or district, please visit that organization's website.
# Florida Statewide Assessment Program
## 2020–2021 Schedule

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 13–October 16, 2020</td>
<td>Florida Kindergarten Readiness Screener (FLKRS)</td>
</tr>
<tr>
<td></td>
<td>(Administered within the first 30 instructional days of the school year)</td>
</tr>
<tr>
<td>July 2020–June 2021</td>
<td>Florida Assessments for Instruction in Reading (FAIR)</td>
</tr>
<tr>
<td></td>
<td>(optional: Grades 3–12)</td>
</tr>
<tr>
<td>September 28–October 16, 2020</td>
<td>Florida Standards Alternate Assessment (FSAA)—Performance Task</td>
</tr>
<tr>
<td></td>
<td>Grade 10 ELA Makeup</td>
</tr>
<tr>
<td></td>
<td>Algebra 1 Makeup</td>
</tr>
<tr>
<td>September–December 2020</td>
<td>Preliminary ACT (PreACT)</td>
</tr>
<tr>
<td>October 14, 2020</td>
<td>Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)</td>
</tr>
<tr>
<td>January–March 2021</td>
<td>National Assessment of Educational Progress (NAEP)</td>
</tr>
<tr>
<td></td>
<td>Grades 4 &amp; 8 Mathematics</td>
</tr>
<tr>
<td></td>
<td>Grades 4 &amp; 8 Reading</td>
</tr>
<tr>
<td></td>
<td>Grade 8 Civics</td>
</tr>
<tr>
<td></td>
<td>Grade 8 U.S. History</td>
</tr>
<tr>
<td>January 25–March 19, 2021</td>
<td>ACCESS for ELLs</td>
</tr>
<tr>
<td></td>
<td>Alternate ACCESS for ELLs</td>
</tr>
<tr>
<td>March 1–April 16, 2021</td>
<td>FSAA—Performance Task</td>
</tr>
<tr>
<td></td>
<td>Grades 3–8 ELA &amp; Mathematics</td>
</tr>
<tr>
<td></td>
<td>Grades 4–8 Writing</td>
</tr>
<tr>
<td></td>
<td>Grades 5 &amp; 8 Science</td>
</tr>
<tr>
<td></td>
<td>End-of-Course Assessment (Civics)</td>
</tr>
<tr>
<td>March 15–April 30, 2021</td>
<td>FSAA—Performance Task</td>
</tr>
<tr>
<td></td>
<td>Grades 9 &amp; 10 ELA</td>
</tr>
<tr>
<td></td>
<td>Grades 9 &amp; 10 Writing</td>
</tr>
<tr>
<td></td>
<td>End-of-Course Assessments (Algebra 1, Biology 1, Geometry &amp; U.S. History)</td>
</tr>
<tr>
<td>Data Collection Periods:</td>
<td>FSAA—Datafolio</td>
</tr>
<tr>
<td>September–October 2020</td>
<td>Grades 3–10 ELA (Reading &amp; Writing)</td>
</tr>
<tr>
<td>November–December 2020</td>
<td>Grades 3–8 Mathematics</td>
</tr>
<tr>
<td>March–April 2021</td>
<td>Grades 5 &amp; 8 Science</td>
</tr>
<tr>
<td></td>
<td>End-of-Course Assessments (Algebra 1, Biology 1, Civics, Geometry &amp; U.S. History)</td>
</tr>
<tr>
<td>May 2021</td>
<td>Advanced Placement (AP) Exams</td>
</tr>
</tbody>
</table>
CHAMPS

Duval County Public Schools has a county wide behavior management system referred to as CHAMPS which is an acronym for the various behavioral expectations to which students are expected to adhere. Expectations will vary based on the activity.

C refers to “communication”.
This is the sound level the students are expected to be on for each activity.

H refers to “getting help”.
This is the method that a student is asked to use when seeking help.

A refers to “activity expected”.
This is the activity in which the student is expected to engage.

M refers to “movement”.
This is the movement that is allowed during this activity.

P refers to “participation expected”.
This is the level of involvement or participation expected of the student during the activity.

S refers to “success”!
This is the end goal of every activity for all students through CHAMPS!
Symptoms Requiring Removal of Student from School:

- Fever: Fever is defined as having a temperature of 100.4°F or higher. **A student needs to be fever free without the aid of any fever reducing substance, for a minimum of 24 hours before returning to school.**
- Diarrhea: Diarrhea is described as 2 or more stools within a 4-hour period that are either loose, runny, watery, and/or bloody. **A student needs to stay home from school until the diarrhea has stopped, without the aid of anti-diarrheal medication, for a minimum of 24 hours before returning to school.**
- Actively vomiting. Student may return to school the next day if vomiting has resolved.
- Breathing trouble, hacking, or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases.
- Student is irritable, continuously crying, or requires more attention than school staff can provide while ensuring the health, safety, or well-being of the other students.

Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence.

**A note from the student’s health care provider is needed when**

- the student has been absent for 3 or more consecutive days,
- the student has had surgery,
- the student is returning to school after hospitalization,
- the student has been under the doctor’s care for a significant illness, or
- the student is returning to school after being excluded because of a communicable disease.

**Documentation of Care Provided to Sick or Injured Student**

Each time care is provided to a sick or injured student, the staff member providing care should document the care given on the daily visit log located in a notebook in the school health room. (See Daily Visit Log, Attachment C-I) or into the student’s electronic record.

For the guidelines on how and what to document, please see the “Documentation” section of this manual.

**Do Not Resuscitate (DNR)**

The Do Not Resuscitate statute is **not applicable** in the school setting. If a student exhibits a medical emergency at school, school officials should call 911 and provide first aid and/or CPR, whether or not that student has a properly executed DNR.
You might hear grown-ups talk about COVID-19. Read numbers 1-6 to learn about COVID-19, so you can stay safe and help make COVID-19 go away.

1) COVID-19 flies through the air when someone sneezes or coughs and doesn’t cover their mouth.

2) The virus is always looking for new places to go and likes noses and mouths best.

3) If someone gets COVID-19, they may become a little sick, very sick, or not sick at all.

4) People who don’t feel sick can still give the virus to others.

5) You can stop the virus by washing your hands, wearing a mask, staying home if you’re sick, and by not standing close to others.

6) If you start to feel sick, tell your parents. Just like other times you’ve been sick, they will help you.
Stop the spread of germs that can make you and others sick!

- Wash your hands often
- Wear a cloth face cover
- Cover your coughs and sneezes
- Keep 6 feet of space between you and your friends

[cdc.gov/coronavirus]
Head Lice

What are they?

Head lice are tiny gray insects (about 1/16" long) that live in human hair and feed on human blood. Head lice do not spread any disease. The head louse crawls quickly but cannot fly or jump. They multiply rapidly, laying little silvery colored oval-shaped eggs (called nits), at the base of the hair shaft very close to the scalp. Usually nits are laid within 1/4" of the scalp. The nits appear glued to the base of the hair. Egg casings located farther out on a hair shaft are not viable and should not be considered an infestation. Nits are most often found in the hair behind the ears and at the back of the head and neck. Nits should not be confused with dandruff. Dandruff can easily be flicked off the hair; nits cannot because they are firmly attached to individual hairs. One telltale sign of head lice is an intensely itchy scalp, which is caused by the bite of the louse. The itchy scalp is sometimes accompanied by infected scratch marks or what appears to be a rash. A secondary bacterial infection can occur, causing oozing or crusting. Swollen neck glands may also develop. Anyone can get head lice. Head lice are not a sign of being dirty and should not be considered a sign of an unclean house. Head lice, not nits, can be shared from person to person but only by direct contact, such as sharing the same bed.

Transmission

Head lice are transmitted through direct contact with an infested person through shared bedding and less frequently through shared items, such as combs, brushes, towels, and hats. Head lice are more common in warm weather months. The life cycle is composed of three phases: eggs, nymphs (3 stages), and adult head lice. The most suitable temperature for the life cycle is 89.6°F. Eggs of head lice do not hatch at temperatures less than 71.6°F. Under optimal conditions, lice eggs hatch in 7 to 10 days. The nymphal stages last 7 to 13 days depending on temperatures. The egg-to-egg cycle averages about 3 weeks.

- The best way to interrupt a chronic lice problem is with regular checks by parents and
- early treatment with a safe, affordable, over-the-counter pediculicide. After applying the
- product according to the manufacturer’s instructions, parents should follow with nit removal
- and wet combing. The treatment should be reapplied in 7 to 10 days.
- Once a family member is identified with head lice, all household members should be
- checked.

Key Steps to Removal

As a cooperative effort to reduce the incidence of pediculosis (head lice) in our schools, the
Duval County School District and the Department of Health in Duval County (DOH-Duval)
developed the following system-wide pediculosis program. The goal of the program is threefold:

- Early detection and treatment
- Elimination of the items that allow the lice to be transmitted
- Proper treatment and follow-up
Jacksonville Beach Elementary School
2020-2021 VOLUNTEER Reference Sheet
(Adapted from DCPS School Board Policy, Chapter 9-Section 9.63)

Definition of “Volunteer”
Volunteers are defined as any nonpaid person who may be approved by the School Board or its
designee. School volunteers may include, but are not limited to, parents, senior citizens, students,
and others who assist the teacher or other members of the school staff.

All volunteers MUST do the following:
• Complete the online DCPS volunteer application and submit to and successfully pass the
  FDLE sexual predator check.
• Submit to a separate Level II national background screening if being left alone with a
  student for specific purposes (i.e. tutoring/mentoring).
• Respect and follow the school's expectations for appropriate conduct and safety
  procedures as it pertains to visitors and volunteers.
• Coordinate with school personnel (i.e. teachers, support staff) to schedule a conducive day,
  time, and specific purpose for volunteerism.
• Sign in at the Main Office before going to the assigned volunteer area.
• Wear an ID badge provided by the school AT ALL TIMES while on campus.
• Accept responsibility for renewing volunteer status in advance of the expiration date.
  Individuals without an active status WILL NOT be able to volunteer.

Approved volunteers may engage in activities, such as the following:
• Assisting in the classroom, office, or library.
• Acting as a tutor or chaperone who is never left alone with a student.
• Assisting with school or extracurricular activities (i.e. after school programs, class parties,
  field trips) with other adults.
• Assisting with activities for school-based organizations (i.e. PTO, SAC, NEHS) with other
  adults.

Volunteers MUST always act in accordance with the following:
• Use appropriate language when speaking with students and other adults.
• Discuss age-appropriate topics.
• Refrain from inappropriately touching students.
• Refrain from disciplining students, and refer behavioral issues/concerns to a teacher or
  other staff member.
• Refrain from giving students gifts, rewards, or food items of any kind without the
  teacher’s permission.

**The Principal has the final authority of volunteer access and assignment for his/her school**
Jacksonville Beach Elementary School
2020-2021 VISITOR Reference Sheet
(Adapted from DCPS School Board Policy, Chapter 9-Section 9.60)

Definition of “Visitor”:
Visitors are defined as a parent, volunteer, vendor, or other person who is not an employee of the School Board who enters the premises of a school.

All visitors MUST always act in accordance with the following:
- Visit the Main Office to explain the purpose of their visit and obtain permission for the visitation and an ID badge (to be worn AT ALL TIMES while on campus).
- Have approval in advance by the Principal or designee to enter a classroom during an instructional period.
- Refrain from engaging teachers during periods of student supervision and/or discussing individual students during class sessions.
- Refrain from loitering in and around the school premises.
- Refrain from interrogating or questioning students on District property.
- Conduct themselves in a manner that is not disruptive, threatening, or abusive to members of the school community.
- Use appropriate language when speaking with school staff and/or other adults.
- Only travel to the school area discussed with personnel in the Main Office pertinent to the rationale for the school visit.

• The Principal has the final authority of visitor access for his/her school

** All visitors shall be made to feel welcome, shall be allowed to express concerns or questions to the appropriate person, and shall be treated with dignity and respect!