



Tim Forson  
Superintendent of Schools

40 Orange Street  
St. Augustine, Florida 32084  
(904) 547-7500  
[www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us)

**SCHOOL BOARD**

Beverly Slough  
District 1

Tommy Allen  
District 2

Bill Mignon  
District 3

Kelly Barrera  
District 4

Patrick Canan  
District 5

August 2, 2018

Dear Parents,

The St. Johns County School District (SJCS D) is committed to providing a safe and secure environment for your child. Each St. Johns County school has an Emergency Operations Plan with incident specific procedures that is reviewed and practiced regularly. These plans have been formulated using Federal Emergency Operations Agency and Department of Education guidelines that conform to federal, state and local guidelines. They have been coordinated with St. Johns County Emergency Services including law enforcement, fire and rescue, and the Emergency Operations Center. All principals are linked to the District's Crisis Management Team through telephone landlines, cellular phones and/or two way radios. SJCS D recognizes **The Incident Command System (ICS)**, a nationally recognized organization structure that provides for role assignment and decision-making while planning for and responding to critical incidents of all types.

Our school district works closely with local public safety officials using their expertise and input. Regular safety, health, security and fire inspections take place each year in all district schools. All district schools have been designated as shelters to be used in the event of a hurricane or other emergency requiring temporary shelter. Each school has a Safety Committee that meets a minimum of four times per year to discuss issues of safety and security. Fire drills are conducted each month beginning with two occurring in the first 20 days of school and one each month after. We also practice tornado, Active Shooter and AED Response Drills for all faculty/staff and students as well as procedures used for bomb threats and shelter-in-place drills. Bus evacuation drills are held once each semester.

Visitor and volunteer sign in procedures are required in each school. All district schools use the Keep N Track sign in system. We require all visitors and volunteers to sign in and wear name tags when visiting the school. All volunteers must complete a SJCS D Volunteer Application. A background check will be completed by the St. Johns County Sheriff's Office for security approval before applicants can volunteer.

In response to SB 7026, all St. Johns County schools are assigned a Youth Resource Deputy for emergency response situations, as well as facilitation of required training, drills, and participation on each schools Threat Assessment Team. These resource deputies have received extensive training in working with students and local schools. Multiple schools across the district will have an armed security officer present throughout the entirety of the

*The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world.*

school day. All students, faculty and staff will be participating in statutorily required active shooter drills each semester as well as viewing an active shooter response educational video facilitated by the St. Johns County Sheriff's Office.

The Office of Safe Schools Practical Information on Crisis Planning suggests that schools clearly let families know they should not call the school's direct line or come to the campus during an emergency. If the school has not been evacuated, calls could tie up desperately needed communication lines in and out of the school and parents' cars could physically block law enforcement, fire/rescue personnel and other first responders. Therefore, in the event of a crisis, we will communicate:

- *A crisis has occurred*
- *Specific directions on what to do and not to do*
- *All possible steps being taken to see to the safety of your children.*
- *Assurance that you will be reunified with your child as soon as it is safe to do so*

Every school has specific plans for the reunification of parents and their children in the event of a major emergency. If an evacuation occurs, parents will receive communication with regard to the reunification location and process. To communicate with parents in a crisis, our mass communication system, SchoolMessenger, will be used. This system provides instant telephone, text and email communication accepting up to four phone numbers and two email addresses per student. In order to receive text messages you must opt in. Please visit <http://www.stjohns.k12.fl.us/schoolmessenger/> for instructions. Our system can be used for emergency calls, community outreach, special events, and other school/district messages.

School psychologists, social workers, and counselors trained in crisis intervention are available to students and their families in all emergencies. A district counseling team is also available for school support. All high schools, middle and elementary schools are equipped with AEDs (Automated External Defibrillator). Each school has CPR/AED certified faculty and staff and an AED Response team.

If at any time you have concerns about the safety of your child or issues concerning safety or security, please call the school.

Sincerely,



Catherine Goodrich

Principal

Palencia Elementary School

# Sheriff

DAVID B. SHOAR

OFFICE  
904/824-8304



ST. JOHNS COUNTY SHERIFF'S OFFICE

4015 LEWIS SPEEDWAY, ST. AUGUSTINE, FLORIDA 32084  
WWW.SJSO.ORG

August 10, 2018

Dear Parents/Caregivers:

Welcome back to school! The men and women of the St. Johns County Sheriff's Office hope you and your children have had an enjoyable and safe summer. As your Sheriff, I want to share with you some of the initiatives our office has in place to help ensure your children have a safe school year.

The St. Johns County Sheriff's Office and the school district have a solid partnership and continue to place a high priority on providing a secure environment for our children to learn. This year a number of law enforcement deputies have been assigned to our schools. We are committed to ensuring that the school experience is safe and our deputies serve as positive role models for your children.

During summer break, the St. Johns County Sheriff's Office conducted safety surveys on all forty public school sites in our county. This information has been shared with the School District to help them assess and prioritize the safety needs at each school. Our agency also worked with the school district to ensure compliance with the regulations placed in the Marjory Stoneman Douglas High School Public Safety Act. This year your children will view a video presentation on best practices of how to react to an Active Shooter Incident on school property. We have developed several videos for staff, students, and administrators which are age appropriate for each grade level. The presentation will be facilitated by our deputies within the first two months of school.

We have made some changes in our Public Service Assistant (PSA) assignments this year. An evaluation was conducted on all PSA posts assigned to the schools to determine how to use our limited resources with maximum efficiency. Based on the results of the evaluation, the following schools will see an adjustment in PSA resources: Palencia Elementary, Ocean Palms Elementary, Hartley Elementary, South Woods Elementary, Landrum Middle, Murray Middle, Valley Ridge Academy, Nease High School, Liberty Pines Academy, and Ponte Vedra High School. School Crossing Guards are assigned to crosswalks and intersections per Florida Statute.

In addition to supporting the well-being of your children, our deputies facilitate several in-school programs on topics such as safety, mentoring, anti-bullying, drug prevention, intervention, and safe prom initiatives. We also provide guidance and education for the safe use of computers and the internet. The Sheriff's Office continues its focus on underage drinking, illegal substance abuse, and those who provide illegal substances to our children.

As a father, I understand the challenges parents face, and I ask that you continue to be observant and "tuned in" to your children's friends and activities. Follow us on our Facebook page, [Facebook.com/stjohnssheriffsoffice](https://www.facebook.com/stjohnssheriffsoffice), to stay updated on current events. Thank you for taking the time to read this letter. I look forward to a successful and safe school year. Please do not hesitate to contact my office if we can assist you in any way.

Sincerely,

*David B. Shoar*

David B. Shoar  
Sheriff





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August 2018

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Dear Parents/Guardians:

The Student Code of Conduct is based on the School Board's rules governing student conduct and discipline. The Code is updated annually, and distributed either manually or electronically by every school principal in the school district. It is important that you review the Code in its entirety and return the required signature forms. In addition to containing the required forms for signature, the Code includes important information relative to:

- Students Rights & Responsibilities
- Student Attendance
- Student Health
- Specific grounds for disciplinary action
- Student-Athlete Code of Conduct
- Student Discipline and Rules of Conduct

The Code also contains the following forms for signature which must be signed and returned within 5 days of receiving the Student Code of Conduct, where applicable:

- The Parent/Student Acknowledgement of Student's Rules and Regulations must be signed and returned by all students and parents.
- The Student Acceptable Use Procedures Agreement must be signed and returned in order for students to use school computers and/or digital devices.
- The Release of Student Directory Information Options form **must be signed and returned IF parents do not want a student's name, address and other directory information released to the Armed Forces, Military Recruiters, Military Schools, yearbooks, or for other purposes listed on the form.**
- The Pursuing Victory with Honor Parent and Student -- Athlete Agreement must be signed and returned **IF** a student is planning to participate in interscholastic athletics.

If you have any questions, regarding the Student Code of Conduct or the information highlighted above, please contact your principal.

Sincerely,

Tim Forson  
Superintendent of Schools

/ecs

*The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world.*



The Palencia Elementary School PTO would like to welcome you and your family to Palencia! The PTO raises money to provide the staff and students of Palencia Elementary supplemental resources and aid. Past fundraising goals have provided funds to purchase additional technology equipment and a sunshade structure to cover the PE court.

In the spring, the PTO starts thinking ahead to the next school year. We look for people interested in volunteering their time to fill a position as a chair or co-chair, help set up staff events, volunteer at the events, and support the school. Our biggest need is volunteers to chair and co-chair the different positions available. The responsibilities vary based on the position. We have several positions that are very visible in the community and include reaching out to area businesses for support. Other positions include coordinating events for the school for both teachers & staff and students & their families. Positions are flexible to accommodate individual schedules and most can be done from home.

We would like to invite you to join us at the PTO meetings this school year! You must be an approved volunteer to enter the school and attend the meetings. Below is the link to complete your volunteer application if you have not already completed it. The process typically takes a few days but can take up to 2 weeks.

<https://stjohns.keepntrack.com/apply/>

Please contact us if you are interested in volunteering at any level with the PTO. We look forward to hearing from and meeting you!

Thank you!

Palencia Elementary School PTO

[Pes.ptopresident@gmail.com](mailto:Pes.ptopresident@gmail.com)



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2018-2019 School Year

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Dear Parent/Guardian:

The St. Johns County School District (SJCS D) is required by the State of Florida Constitution to fully implement the Class Size Amendment (CSA). The CSA requires that core classes not exceed the following numbers of students in specific grade levels:

Pre-Kindergarten through Grade 3:	18 students
Grade 4 through Grade 8:	22 students
Grade 9 through Grade 12:	25 students

In order to comply with these class limits, the SJCS D must make some difficult choices. One of the unfortunate consequences of the CSA is the need to make student placement decisions and adjustments based on the number of students, rather than strictly on the needs of the students. We have also had to decrease the number of elective choices available to students in order to increase the required number of core classes.

Financial implications to the CSA include hiring personnel, adding relocatables or finding additional space within our current facilities, purchasing additional textbooks for teachers, etc. Our school district is using "co-teaching" as one method to meet the CSA. Adding a teacher to the classroom keeps the class from being split, which creates less disruption and more consistency for our students. It is, however, not a perfect solution, as the cost of the second teacher must be absorbed by the district.

The dynamic of a mobile and growing student population adds another layer of difficulty to student placement. As students enroll or withdraw in a school, the class size caps must be maintained. Therefore, all families enrolling their child(ren) should be aware that classroom assignments may require a change in student placement to comply with the CSA. Students will be placed in an available seat in their grade. Should shifts from one classroom to another be necessary, either a volunteer or a selected student will be moved.

Immediately following the tenth day of school (August 23<sup>rd</sup>), all classes will be balanced, which could include moving teachers, associate teachers and/or students. Additional balancing based on growth or student movement will continue until September 14<sup>th</sup>. We will make every attempt to minimize student movement, but we must be both fiscally responsible and CSA compliant. We have always held, and will continue to hold, the educational needs of all students as a high priority.

Thank you for your understanding with this challenging requirement. If you have any questions regarding this information, please do not hesitate to call your child's principal.

Sincerely,

Tim Forson  
Superintendent of Schools

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August 10, 2018

Dear Elementary School Parent or Guardian,

Welcome to the 2018-2019 school year! I hope you had a wonderful summer. It may seem early to focus on middle and high school options for your child, but I want to ensure that you are aware of the many programs of choice St. Johns County Schools has to offer as well as resources available on the district website. Programs of choice include career academies, advanced academic programs, virtual school options, Junior Reserve Officers Training Corps and the arts. More information is available at <https://academies.stjohns.k12.fl.us/programs/>. It is never too early to begin consideration of your child's future educational goals.

Virtual courses may be taken during or after the school day, either at or away from the students regular school of attendance. The next open enrollment periods to apply for St. Johns Virtual School as a full-time student are November 16, 2018 - January 4, 2019, and in the spring, April 12, 2019 to July 11, 2019. Enrollment in part-time virtual courses is subject to the school's normal drop/add policy. Virtual course requests must be approved by a guidance counselor. To learn about all virtual options, please go to <http://www-sjvs.stjohns.k12.fl.us> or call 904-547-8080.

St. Johns County schools also offer Academically Challenging Curriculum to Enhance Learning (ACCEL) options. Options include but are not limited to:

- Elementary – single course and whole grade acceleration; virtual instruction in a higher grade-level course; ACCEL options do not supersede initial placement by age criteria (1003.21 F.S.)
- Middle – high school courses in middle school; virtual instruction in a higher grade-level course; ACCEL options do not supersede the core course requirements for promotion to high school (1003.4156 F.S.)
- High – college credit by via Advanced Placement, Dual Enrollment, Advanced International Certificate of Education or International Baccalaureate courses; course credit for passing state End-of-Course assessments; virtual instruction in advanced courses; early graduation

Finally, there are several diploma options. Designations are dependent upon a student's course of study. Details regarding the criteria for each option and graduation requirements can be found at <http://www.fldoe.org/academics/graduation-requirements>.

This is a great deal of information to consider. As you plan, one of the first places you may wish to visit is the district Parent Resource Guide, <http://www.stjohns.k12.fl.us/families/resource/>, and the Student Progression Plan, <http://www.stjohns.k12.fl.us/cs/spp/>. These user-friendly tools may promote a better understanding of the options open to your student. In addition, you can access district approved instructional materials at <http://www.stjohns.k12.fl.us/media/approved-instructional-materials/>.

I am proud that our schools offer so many academic choices for our students. Thank you for your consideration of this information and my best wishes to you and your family for an outstanding school year!

Sincerely,

Tim Forson  
Superintendent of Schools

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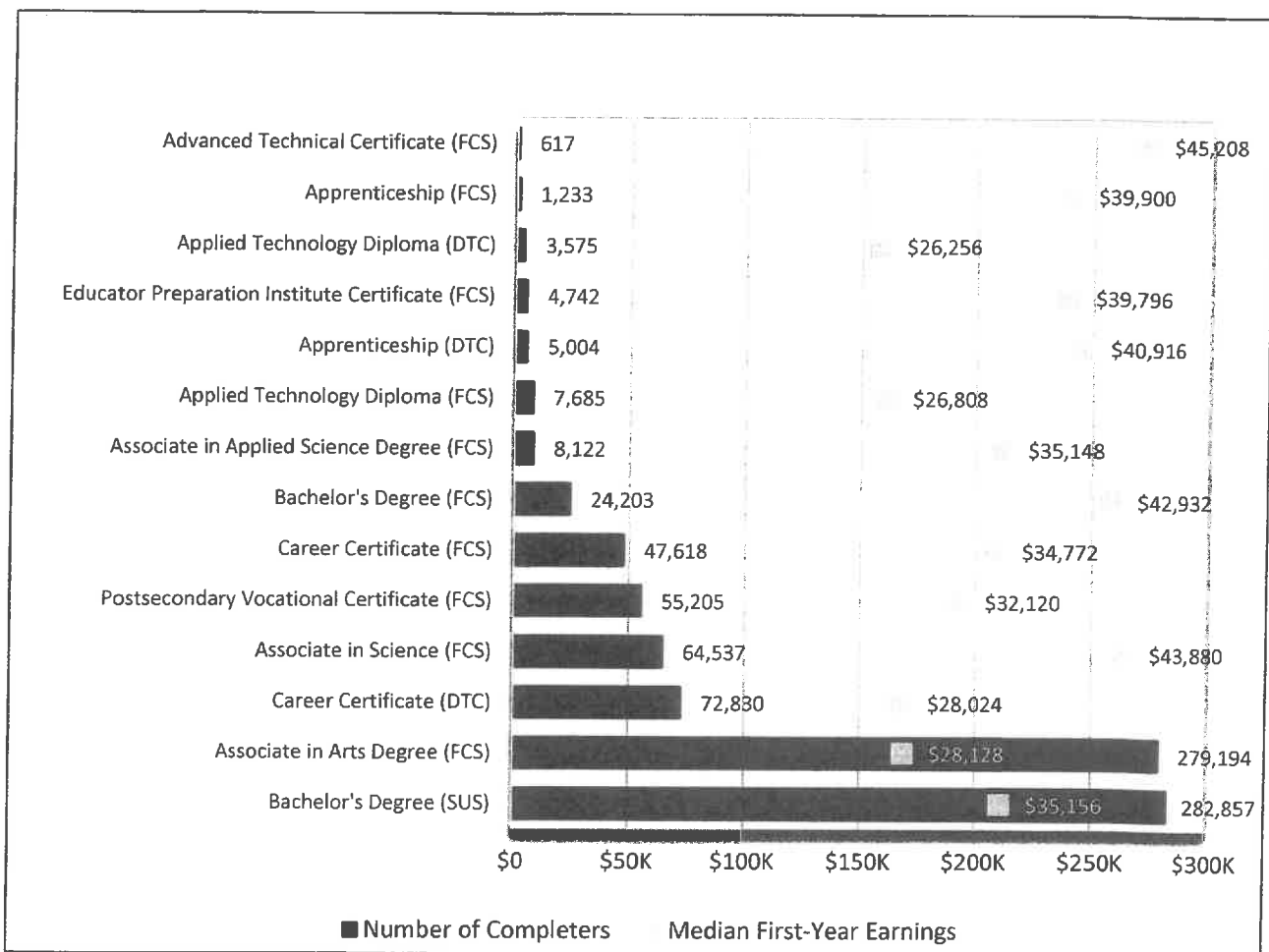
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## Measuring the Economic Success of Florida's Graduates

The Measuring the Economic Success of Florida's Graduates report provides students, parents, and others with information on graduates of Florida's public higher education institutions, including the State University System (SUS), Florida College System (FCS) and District Technical Centers (DTC).<sup>1</sup> The chart below shows the number of graduates and first year earnings for a range of higher education credentials awarded recently in the state.

**Number of Postsecondary Academic Credentials Awarded and Median First-Year Earnings  
Academic Years 2010–11 Through 2014–15**



There are a variety of differences across credentials, but many career and technically oriented credentials are associated with relatively high early career wages.

<sup>1</sup> The data source for information in this summary report is the Florida Department of Education's Florida Education and Training Placement Information Program (FETPIP).



# Student Acceptable Use Procedures (AUP) Form and Student Bring Your Own Device (BYOD) Form

(Applies to students or visitors who wish to use the District's digital network)

(Optional: Applies to students or visitors who wish to Bring their own personal device in schools/offices)

## Student or Visitor User (Applies to Student and Visitors)

I have read and agree to follow the St. Johns County School District's Acceptable Use Procedures for Students and Visitors.

Student/Visitor Name: \_\_\_\_\_ (please print)

School or Visitor Affiliation: \_\_\_\_\_ (school name)

Student/Visitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent/Guardian Permission

(Required for Students to operate or access the District's digital network)

As the parent or guardian of this student, I have read, understand, and agree to the School District Acceptable Use Procedures for Students and Visitors for use of the District's Digital Network and the Internet. I give permission for my child to use the District's Digital Network in accordance with the Acceptable Use Procedures.

Parent/Guardian's name: \_\_\_\_\_ (please print)

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## (Optional) Student or Visitor Bring Your Own Device (BYOD)

(Required for Students or visitors to operate personally owned technology devices in school)

As a student or visitor, I wish to bring my personal electronic device(s) to School or on District premises. I understand that responsibility for the care and use of this device belongs solely to me.

Requested Student Device(s): \_\_\_\_\_ (If applicable)

(Computer or mobile device make/model that can access the District network) (Excludes: Smartphones/cell phones)

## School Administrator's Approval (School Designee)

The administrator verifies the user and approves their access to the St. Johns County School District Digital Network. Approval is also granted to use a personal electronic device, noted below (if applicable).

School Administrator's name/position: \_\_\_\_\_ (please print)

Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ST. JOHNS COUNTY SCHOOL DISTRICT**  
**Release of Student Directory Information Options**

In conjunction with Section 7, Paragraph 3: Education Records – Directory Information and School Board Rule 5.20, this section provides the parent or adult student the opportunity to opt-out of the release of Student Directory Information. Parents should check the box(es) below that apply to opt-out of the release or publication of Student Directory Information:

1. I request that Student Directory Information not be released to Armed Forces, Military Recruiters or Military Schools.

Federal public law 107-110, Section 9528 or the ESEA, “No Child Left Behind Act”, requires school districts to release student names, addresses, and phone numbers to military recruiters upon request. The law also requires school districts to notify you of your right to Opt-Out from this by requesting that the district not release your information to military recruiters.

**And/or**

2. I request that Student Directory Information not be released to the school’s PTO like organization (if applicable). Many schools have a PTO support organization. PTO’s typically create and distribute a PTO directory that includes the student’s/parent’s name, address and phone number. Once released, this PTO directory is generally considered public.

**Or**

3. I request that **NO** Student Directory Information, including photographs and video (as outlined in Section 7 of the Student Code of Conduct) be released. **This option would prevent Student Directory Information from being published (in yearbooks, school newspapers, school websites, etc.) or released to 3<sup>rd</sup> parties (i.e. PTO’s, Armed Forces, Military Recruiters, Military Schools, approved school ring or yearbook vendors, etc.)** by schools or District departments except where required by law, and except for photographs or video taken or other Directory Information presented at a public forum, public event, or open house.

**If any parent/guardian or adult student exercises any opt-out option(s) above (by checking any box), this form must be signed by the parent or adult student and returned to the school.**

\_\_\_\_\_  
Printed Parent or Adult Student’s Name

\_\_\_\_\_  
Parent or Adult Student Signature

\_\_\_\_\_  
Print Student’s Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Grade

Date: \_\_\_\_\_

**St. Johns County School District  
2018-2019 STUDENT CONDUCT CODE**

**Parent/Student Acknowledgment  
Student's Rules and Regulations of Operation**

Your signature means that you have received this Code of Student Conduct booklet and you know what the rules are.

_____	_____
Student Name (please print)	Date of Birth
_____	_____
Teacher	Grade

Students, parents/guardians, teachers, counselors, administrators, and office staffs all have important roles to play in our schools. With so many people working together, problems may occur from time to time. Rules have been made to address these problems. Like laws, rules apply to everyone, and they work only when everyone knows what they are.

This booklet lists the District rules for students in St. Johns County. The rules apply to all activities occurring on school grounds, on other sites being used for school activities and for any vehicles authorized for the transporting of students. Please read them. Since parents/guardians can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken. Parents, students, school faculty and staff need to know the rules.

Parents need to become involved in the education of their children and have the responsibility to provide the school with the current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) that may affect their child's ability to learn, to attend school regularly, or to take part in school activities. As a parent, you also authorize designated St. Johns County School District personnel and St. Johns County Health Department School Health personnel to provide emergency care for your child and to exchange medical information as necessary to support the continuity of care of your child. Parents should also take special notice of the Attendance section of this Booklet as well as the Suspension and Expulsion provisions, which are in accordance with School Board Rule.

Signed forms must be part of every student's record. Your signature means that you have read this booklet and understand the rules. (It does not mean that you agree or disagree with them.)

**All forms must be signed by parent/guardian and student and returned to school.**

_____	_____
Parent/Guardian Signature	Date
_____	_____
Parent/Guardian Signature	Date
_____	_____
Student Signature	Date

# AHOY, MATEYS!

Come aboard for the Parent Meet & Greet  
as we set sail on another exciting school year...

*A Hearty Welcome & Refreshments Await!*

Join us on  
**Thursday, August 16<sup>th</sup>**  
at 8:40 a.m. in the MultiPurpose Room

Captain Goodrich & Palencia Elementary PTO  
look forward to welcoming old & new friends.

Don't miss this fantastic opportunity  
to purchase your family's PES spirit wear!



2018-  
2019

