

## Welcome to the 2022-23 school year at R. B. Hunt!

Dear Students and Parents,

R. B. Hunt is now 67 years young! What changes our school has seen over the years! As I write this letter, I am feeling so excited for this next school year. Our school is a professional learning community, where our focus is helping students learn and grow. Our teachers are committed to work together as a team and collaborate regularly to make sure all our students are making progress toward grade level standards. It is our duty to intervene if they are not, and if they have met standards to then deepen their learning. Our grade level teams work collectively and take responsibility for ALL students in their grade level, utilizing our teachers' unique skills and talents.

As your principal at R. B. Hunt, my job is to:

- Place the needs of children first in all decisions I make.
- Focus on increasing student achievement in reading, writing, social studies, science, and math
- Balance children's social/emotional needs and intervene when needed with support
- Model and promote the Six Pillars of Character and "S.H.I.N.E." principles
- Provide a safe and welcoming school environment

My goal is to provide our students with the most productive and rewarding year of their young lives. Your emphasis on the importance of school, and regular school attendance with your support and cooperation, will help us to achieve this goal. If our school community works as a team, we can accomplish anything. We are all in this together.

I encourage you to get involved in our school. Our School Advisory Team meets monthly, the first Tuesday of the month at 3:10. All interested community members are welcome to attend. Our Parent Teacher Advisory Organizations meets Thursday mornings throughout the year at 8:40. (see calendar for dates)

Please feel free to contact your child's teacher, Mrs. Larson, our assistant principal, or myself, if you have an issue or concern that can help us better serve our students. Thank you for trusting us with your most precious children.

Amanda S. Garman

Principal

## **R. B. HUNT MISSION STATEMENT**

We at R. B. Hunt Elementary School believe that all children can learn. We will provide children with a supportive, caring environment that develops self-esteem, self-motivation, and a sense of responsibility. We strive to provide every opportunity for maximum student achievement and to recognize and stimulate special talents in all students. The educational environment and the teaching strategies are designed to meet the goals and objectives of a strong curriculum. Our primary goal is to prepare students to become responsible citizens and contributing members of the community. We believe that education is a cooperative effort among home, school, and community.

### **Learning and Working Together**

As an R.B. Hunt Elementary School **student**, it is my responsibility to:

- Respect myself and the rights and property of others.
- Attend school every day and be on time to all classes.
- Come to school prepared with all materials and assignments.
- Obey the directions of all R.B. Hunt Staff members.

As an R.B. Hunt Elementary School **staff member**, it is my responsibility to:

- Provide a quality instructional program for each student.
- Provide an orderly classroom and safe school environment.
- Develop programs and activities, which will respond to the social, emotional, personal, and physical developmental needs of each student.
- Assist parents in helping their children develop self-discipline, self-respect, and self-confidence.

As the **parent** of an R.B. Hunt School student, it is my responsibility to:

- Send my child to school each day on time, well-rested, and properly dressed.
- Communicate regularly with my child's teacher regarding my child's social and academic needs and growth.
- Check my child's work and homework daily.
- Provide my child with support for learning which includes homework help, a set time and place for homework and project work, and the supplies needed to complete assignments.

### Admission Qualifications

The following information is needed before a child may be enrolled at R.B. Hunt Elementary School.

- Birth Certificate
- Physical Examination (within 1 year prior to enrollment)
- Florida Certification of Immunization (HRS680)
- Three Proofs of address: Must Have-Mortgage or Lease, & two utility bills

### Daily Schedule

**School begins at 8:25. The morning news show begins at 8:20. Students are considered tardy to school at 8:26.**

School personnel are not on duty until 7:45 A.M. Students are not to be dropped off prior to that time, unless enrolled in the morning extended day program.

### Visitors-Volunteers

All visitors must enter through the front office, have cleared building access, show picture I.D. and get a visitor name tag. For the safety of our children, we are unable to make exceptions to this rule.

### Arrival

All students arriving by car or walking to school will enter the building through the cafeteria. Students may enter the building at 7:45. Students will remain in the cafeteria until 8:00 am, at which time they will go to their classrooms. Guides will be available to assist young students to their classrooms. Students will be marked tardy at 8:26 in the morning.

Bus students will enter the school through the bus loop and will go directly to their classrooms unless they are participating in the breakfast program. Again, help will be available for young students to find their classrooms.

### Dismissal

**2:45 p.m.....Dismissal via intercom of car riders**

**2:46 p.m.....Dismissal via intercom of buses**

**2:47 p.m.....Dismissal via intercom of walkers**

**2:50 p.m.....Dismissal via intercom of after-school activities**

**2:55 p.m.....Dismissal via intercom of extended day**

**1:45 p.m..... Dismissal on Wednesday**

### Attendance/Absences

Research shows that the establishment of good attendance habits in elementary school are critical to the success of students throughout their school career. Please lay a positive foundation for your children by having them attend school every day. Coming to school late makes it hard for students to “settle in” and be ready for learning. Students who are **not in the building by 8:25 a.m.** are considered “tardy”.

School Board policy describes the following acceptable reasons for an **excused absence**: personal illness, illness, or death of member of the immediate family, doctor or dentist appointments, religious holiday, required court appearance, special events or emergencies when pre-approved by the school administration. The following are described as **unexcused absences**: shopping trips, Disney trips, pleasure trips, vacation, or other avoidable absences.

Any student who has been absent from school shall bring a note from one of her/his parents or guardian upon return to school (within 48 hours) stating the cause of his/her absence. After 5 unexcused absences within ninety calendar days, we will contact you by phone or letter. After 10 unexcused absences, we will refer your child to the MTSS team and Truancy Coordinator.

**After 15 days of absence, excused or unexcused, a student must have a doctor’s verification for all subsequent absences due to illness.** All work missed while a child is absent must be made up. It is the responsibility of the parent and the child to see that this is done. It is the parent’s responsibility to provide proof of legitimate cause of the absence if a student is absent more than 15 days.

### Request to Leave School Early

Please attempt to schedule non-emergency dental and medical appointments after school hours or on Wednesday afternoons. A request to have a child excused from class early should be sent with the child **on the morning of dismissal**. The request should include the time of dismissal and reason for dismissal. A child will be released only to his or her parents unless the school has been notified in writing that the parents grant permission for someone else to pick up their child. The parent or authorized person must come to the office and present identification when signing out the child.

**No early check outs after 2:15 p.m. (1:15 on Wednesdays)** Releasing students any closer to dismissal time disrupts classroom procedures and the safe and efficient dismissal of other students at the end of the day. This can also create traffic flow problems. If you need to change your child’s way of dismissal, for example, from bus to car rider, etc. **The change must be received as a written note, not emailed.**

### **Student Health/Medications**

If your child needs to have medication(s)/treatment(s) given during the school day, State Regulations FS 64F-6.005 and School Board Policy require that you and **your doctor provide written permission for administration of both prescribed and over-the-counter medication(s) or treatment(s)**. (Medication refers to only those products which have been approved by the "Food and Drug Administration" (FDA) for use as a drug.)

**Prescribed medications must arrive in a container with the original, unaltered prescription label attached. Over-the-counter medications must arrive in the original store-issued container.** The medication authorization form must be completed entirely and accompany any medication to be given to your child in school. A parent/legal guardian or an authorized adult must hand carry medications to the school office. The quantity of each medication will be verified by office personnel. **Do not send medications to school with your child.**

Please be sure to regularly update your child's health information, including information regarding allergies and possible side effects of medications your child takes on a regular basis.

If a student is injured or becomes ill during the school day, he or she will be accompanied to the clinic to see the school nurse.

### **Telephone and Address Changes**

Please notify the school immediately if there is a change in your address, telephone number, baby-sitter, or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

### **Parent/Teacher Communication**

Working together, we can provide the best possible education for your child. Please keep us informed regarding your child's needs and any concerns you may have about his or her progress. Contact teachers by note, telephone, or e-mail. If you call during the school day, you may leave a voicemail. Please note that teachers may not have time to check email and voicemail during the day. Changes in transportation need to be in writing via note in the RED folder. If you wish to have a conference with your child's teacher, please schedule it in advance by phone, email, or with a note. Unfortunately, our teachers' schedules do not provide time for drop-in conferences.

### **School Meals**

Once again, we will be able to offer all our students' free breakfast and lunch. There will be some special items available to purchase a La carte and restrictions can be placed on your students' meal account. Once restrictions are placed, they cannot be removed unless the parent provides the food service manager with a letter asking for the restrictions to be removed. If there is a question or concern with your child's lunch account, please call the cafeteria manager, Jennifer Tedder at 547-7969.

### **Prepayment for Food Items**

Prepayments to your child's meal account with your VISA, MasterCard, or Discover credit card can be made by logging onto [www.PayPAMS.com](http://www.PayPAMS.com) or call 1-888-994-5100. Payment can also be received by the food service manager in form of check or cash. Please indicate your students' first and last name and personal identification number (PIN) with the payment. Prepayment is encouraged as it assists in movement of students through the line.

### **Free Lunch Program**

All students will be eligible for free lunch and breakfast. If you need to show free lunch eligibility for special programs, applications are available online at <http://www.stjohns.k12.flu.s/food/free/> Paper copies upon request from the front office.

**R. B. Hunt is a smoke-free campus including vaping**

**Dogs are not allowed on campus unless serving as a certified service animal**

### **Positive Behavior Interventions and Supports**

R. B. Hunt is in the process of becoming a Positive Behavior Intervention and Supports (P.B.I.S.) School. Our P.B.I.S. team has come up with our school principles for how we act and interact with others. All staff members will use the same vocabulary when interacting with students.

We will be using the LIVESCHOOL app to keep track of positive behaviors and will make available rewards for positive behaviors.

#### **At R. B. Hunt we SHINE by:**

**Safe Choices**  
**Having Respect**  
**Including Others**  
**Noticing Feelings**  
**Engaging in School**

**All school rules and student actions support the rules listed above.**

#### **In the cafeteria we SHINE by:**

**SAFE CHOICES:** keeping food to self, walking in cafeteria, asking permission to leave or use restroom.

**Have RESPECT By:** Using quiet voices so others can talk and socialize, respect aides by raising hands and getting quiet when lights are turned off.

**INCLUDE OTHERS By:** Having conversations, letting them sit by us.

**NOTICE FEELINGS:** By being kind, helping our friends if they need it, are aware when others need a “break.”

**ENGAGED IN SCHOOL:** We eat our lunch and clean up our mess.

### **On the Playground we shine by:**

**SAFE CHOICES:** Use all playground equipment safely, stay in designated areas and visible, leave rocks and sticks on the ground

**Have RESPECT By:** listening to teachers and aides, treating other children with respect

**INCLUDE OTHERS:** By allowing others to join our games

**NOTICING FEELINGS:** by seeing how students react when they are left out

**INCLUDE OTHERS BY:** Asking others to join in

**ENGAGED in SCHOOL:** By using this time for physical activity and socialization

Our school principles are based on and intertwined with the “Pillars of Character”

**Caring**  
**Responsibility**  
**Fairness**  
**Citizenship**  
**Respect**  
**Trustworthiness**

We also follow the St. Johns County School Districts “Code of Conduct” which is available on our website.

### **Physical Education/Recess**

Students will participate in 150 minutes of P.E. weekly. They will also have at least 20 minutes of recess daily. On scheduled day with the P.E. coach, students must wear tennis shoes to ensure their safety.

### **Safety**

Any child on school grounds after dismissal of the regular school session is there at his/her own risk. After school and on weekends, only authorized persons may enter the buildings or use the school grounds. There is a law enforcement officer housed on the school property to help with the security of the school buildings and surrounding area. Our school is also protected by monitored video and alarm systems.

### **Fire, Tornado, Lockdown, Bus Drills, and Critical Incident Plan**

Fire, Tornado, lockdown, and bus drills are held at irregular intervals throughout the school year.

Volunteers as well as visitors are reminded of these rules:

1. Check the instructions in each room indicating how to leave the building/bus in case of an emergency.
2. During any drill or emergency, the students must walk quietly and quickly to the designated area.  
\*to hallways and other safe designated areas during Severe Weather Drills  
\*to the soccer field behind the school during Evacuation Drills
3. In the event of an evacuation and we cannot return to the building, staff and students will remain at the ball field and pavilion for parent or bus pick up.
4. In the event of an evacuation or critical incident, please call the district at 547-7500 and/or check the "News Alert" button on the district website. <http://www.stjohns.k12.fl.us/>
5. Classroom doors are always locked

### **Notice**

The St. Johns County School District Policy 2.16 contains the grievance procedure related to harassment and discrimination for

employees, students, and applicants. If you believe that you have been harassed or discriminated against contact the **School Administration.**

### **Dress Code**

Our school dress code is based on the dress code outlined in the St. Johns County Student Conduct Code.

1. Tops must have straps and cover midriff completely.
2. Shoes must be worn at all times. Shoes must have a back or a strap. Sneakers must be worn for P. E.
3. Clothing with references to cigarettes, alcohol, other drugs, violence, or gangs, are not permitted.
4. Shorts must go to the mid-thigh.
5. Headgear, including bandanas, is not to be worn in school buildings.
6. Masks are permitted to prevent the spread of viruses.

Parent may be contacted for infractions of the dress code and may be required to bring a change of clothing to the child.

### **Party Invitations**

Party invitations will not be distributed at school.

### **Birthdays**

Student and staff birthdays are announced each morning. Individual treats are allowed, if made commercially, for student distribution for birthdays.

### **Personal Check Policy**

All checks received must include student's name on check. The St. Johns County School District contracts with Envision Payment Solutions to pursue any returned checks. Banks will direct all returned checks to Envision who will electronically process returned checks. Envision will add service charges and processing fees as permitted by Florida State Law to all checks written to the district and later returned.

### **Report Cards**

There are four (4) grading periods in the school year. Report card and grade information is available to parents via the Home Access Center. (HAC) Parent/Teacher conferences are encouraged. An appointment for a conference should be made by contacting your child's teacher. Parents may also review their child's records by appointment.

### **Home Access Center (HAC)**

Parents can access student information regarding academic performance, absences and tardies by logging into the Home Access Center. We will no longer be printing student report cards unless requested by a parent. Parents can set up a Home Access Account at <http://www.stjohns.k12.fl.us/>. This website will let you set up an account or login to your account. If you need assistance, please contact our data entry clerk, Mrs. Thurston at 547-7958

### **Textbooks**

Textbooks are provided free of charge by the St. Johns County School District. Any lost or damaged textbook or workbook must be paid for by the student. This is also applicable to lost or damaged library books.

### **Lost and Found**

Please label all outer clothing (jackets, sweaters), backpacks, lunch boxes, etc. If your child loses an article of clothing, backpack, lunch box, etc., it will be placed in the wood cubbies located by the cafeteria. Many items are never claimed and after several months are donated to a charitable organization.

### **Use of Telephone/Cell Phone**

Students are not allowed to use the school telephone without permission from a school employee. Students may use the office phone to call for lunch money, field trip money, or to find out how they are getting home. Students may not call for homework, to ask permission to visit or bring friends home, or for other personal issues. Personal cell phones are permitted by School Board Policy, but they must be turned off and stored in the student's backpack. R. B. Hunt is **NOT** responsible for lost or stolen cell phones.

### **School Spirit Day**

To show school spirit, students and staff wear R.B. Hunt t-shirts or, red and white clothing every Friday or on the last day of the school week. The classes with the highest percentage of participating students at each grade level are recognized each week. R. B. Hunt red and white T-shirts are sold by the P.T.A.O at school functions or through the school office.

### **Volunteer Program**

Our volunteer program is a vital part of the R. B. Hunt educational program. Volunteers assist in many ways: working one on one with children, working with small groups of children, making materials, and assisting with classroom activities. All volunteers (including field trip chaperones) must first complete a volunteer application through the St. Johns County School District website. The application is available at <http://www.stjohns.k12.fl.us/depts/cr/volunteer/> This application must be completed and approved prior to volunteering in the school or serving as a field trip chaperone. Applications take time to process, so it is important they are submitted well before anticipated volunteering activities. Approved volunteers must reapply and be reapproved every three years.

### **P.T.A.O.**

The R. B. Hunt PTAO (Parent Teacher Advisory Organization) is a group of parent and teacher volunteers responsible for organizing and promoting fundraisers, sponsoring family-oriented activities, and involving families and the community in enhancing the learning of all our students. P.T.A.O. membership is open to all families. Meetings are held periodically on the third Thursday of the month (see school calendar for meeting dates and times) For more information or to become a P.T.A.O. volunteer, please call the school office at 547-7960. P.T.A.O. sponsors many family events throughout the school year.

### **Multi-Tiered System of Support (MTSS) Team**

This committee addresses specific student needs and suggests strategies for teachers to use to promote student success. Students who may need additional support are referred to the M.T.S.S. Team. Teachers or parents may refer a

student. Questions and concerns relating to MTSS are directed to the Instructional Literacy Coach, Heather Eyestone at Heather.Eyestone@stjohns.k12.fl.us .

### **Newsletter**

The *Hunt's Catch-Up*, the school's newsletter, is published every Monday and is posted on our website. Look for this publication so you will be aware of all important school news (holidays, special events, ceremonies, parties, date changes, etc.). Please take a few moments to read and discuss Hunt's Catch-Up with your child. At times, the school office is inundated with telephone calls inquiring about events and scheduled times. Most of this information will be included in the newsletter, and on our website.

### **Inclement Weather**

Please discuss a plan with your child about what to do in the event of inclement weather at the end of the school day. The office telephone cannot accommodate a deluge of telephone calls while releasing students.

### **School Functions Release Procedures**

- A. Students at school functions are not allowed to leave the area (usually the cafeteria or school grounds) until an adult arrives to pick them up.
- B. For field trips that return after school hours, students will be released by the teacher to an authorized adult.
- C. If a student in either of the above situations is not picked up in a timely manner, the adult in charge places a phone call to the student's parent/guardian. Please notify the teacher in advance and in writing if another adult will be picking up your child. The teacher will wait with the student until an adult arrives.
- D. No student is sent home alone or left to wait alone at the school site.



**Parent Drop Off and Pick Up**

The south end of the cafeteria is designated for the purpose of a safe drop off and pick up of students. The back of the school (Red Cox Rd.) is **NOT** a monitored area for car riding students to be dropped off or picked up. This area is for buses only! Please help us by following the pattern set as the procedure to use for the safety of our students.

**A.M. Car Riders drop-off**- Follow the pattern around the south end parking lot. Stay in a single-file line and pull up to the numbered drop-off points. There will be adult school personnel and/or school patrols to open car doors and assist students. **Parents are to stay in the car, please do not park and walk child into school.** If you need to come into the school office, please park in the parking lot and cross at the designated area. Traffic will be stopped for you to cross.

**P.M. Car Riders pick-up**- Students are dismissed to the cafeteria where they wait for parents to pick them up. This is for car riders only. Parents are to stay in their cars. Please do not come into the cafeteria or wait by the door. This creates traffic congestion and the adults on duty cannot account for who is picking up the child. Car Riders pick-up begins at 2:50pm and runs to about 3:15pm. You may want to stagger your arrival time. Only authorized adults with R. B. Hunt Car Riders cards displayed on the dashboard may pick up students. Please understand this is for the safety of our students. (Car Rider cards will be issued at Orientation/Registration).

**Walking Students**- A crossing guard is on duty at the traffic light each morning and afternoon for students who walk or ride bicycles to and from school. For safety reasons, students should not cross Anastasia Boulevard at any other point. Please see that your child adheres to the crossing schedule: 7:55-8:25am and 2:45-3:15pm. Students who meet their parents in the front of school are not permitted to play games with balls.

**Bicycles and Skateboards**- All students who ride bicycles and skateboards should provide a lock to secure these items in the racks located in the front of the school. Bicycles and skateboards should not be ridden in front of the school.

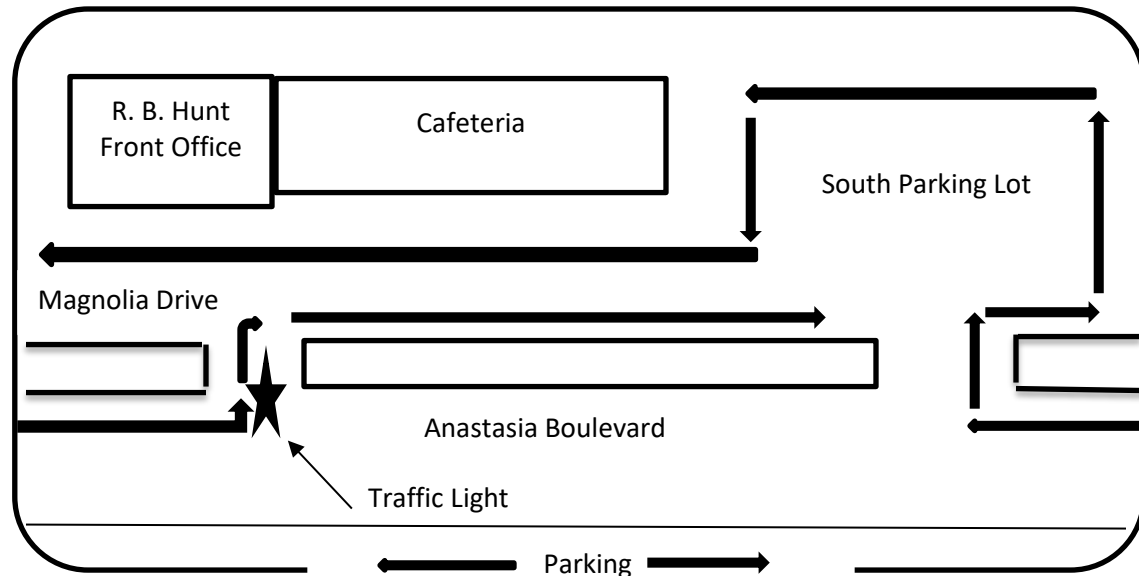
R. B. Hunt Traffic Pattern for Morning Drop-Off and Afternoon Pick-Up

Please Note- **No Right Turn From Anastasia Blvd. At The Traffic Light**

**Traffic Pattern**

Please follow the traffic pattern (arrows) in the diagram if you transport your child to and from school. We would like to have a smooth flow in traffic and would appreciate no deviation in direction. If you must park for any reason, please use the south parking lot.

Please Observe  
**YIELD AND STOP SIGNS**



## Transportation

Bus service is provided for students who live two (2) or more miles from school. Bus routes are determined by address of enrollment. Students are expected to conduct themselves in an orderly and courteous manner while aboard the school bus. Misconduct may lead to students being suspended from the bus. Under suspension circumstances, parents are required to furnish transportation. Students who live within two (2) miles of the school will not be allowed to ride the bus unless a hazardous condition exists along the route to school.

**We can no longer accommodate “Courtesy Riders” for play dates etc. Parents who have a hardship may request a Provisional Transportation Waiver. The form is available under Transportation on the St. Johns County Schools district website.**

### **How we S.H.I.N.E. on the School bus:**

**SAFE CHOICES:** Follow driver’s instructions, keep body and belongings inside the bus, enter and exit in an orderly fashion, stay in seat with seatbelt on

**HAVING RESPECT:** Use inside voice, use positive body language, respect school property

**INCLUDING OTHERS:** Move over to allow others to sit

**NOTICE FEELINGS:** Keep hands, feet, and objects to yourself

**ENGAGING IN SCHOOL:** Stay seated, keep all personal items in your bookbag

## Rules for Students Riding the School Bus

**Bus safety is one of the major concerns of the St. Johns County School System. In order to assure the safety of all our students, we ask all parents and students to support their bus driver by reviewing the rules listed below.**

1. Students must stand off the roadway while waiting for the bus.
2. Students must be on time; the bus will not wait for those who are late.
3. Students must board and leave the bus at their regular location.
4. Students must walk ten (10) feet in front of the bus and wait for the driver’s signal before crossing the road.
5. Students must obey bus drivers. The driver is in full charge of the bus and the students.
6. Students must sit in seats assigned by the driver.
7. Students must stay in their seat at all times when the bus is moving.
8. Students must keep their arms and head inside windows. No objects are to be thrown from window.
9. Students must talk quietly. Unnecessary conversation with the bus driver is dangerous.
10. Students must observe rules for school conduct.
  - A. Students must refrain from fighting, pushing, and tripping while boarding, riding, and leaving the bus.
  - B. Students must not use any abusive or profane language.
11. **Students must remain absolutely silent at all railroad crossings.**
12. Students may not eat, drink, or use tobacco on the bus.
13. Students may not bring animals, dead or alive, glass or glass containers, sharp objects, balls, bats, cutting instruments, batons, or drumsticks on the bus without prior permission of driver.
14. Students may not bring large objects, which interfere with seating and safety of others.

**Penalty for violating these rules-A pupil will be reported by the driver to the school Principal/Assistant Principal, who has the authority to suspend him/her from riding the bus.**

## School Improvement Process

**School Improvement is a collaborative process between Administrators, Teachers, Parents, and Community Members to provide positive school based management.**

A School Advisory Council (SAC) is in place at each school. The council is made up of teachers, parents, administrators, and representatives of the business community. SAC is charged with developing and monitoring a School Improvement Plan.

The School Improvement Plan is based on the school's needs assessment and includes activities to address state performance goals and standards, assessment methods, definitions and measures of adequate progress, and requests for waivers. If a school does not make adequate progress as defined in its school improvement plan in any year, the school board is expected to intervene and provide assistance to that school.

The completed school improvement plan, including the results of the needs assessment, state and local data, and definitions of adequate progress, is presented to the school's community for reaction and input. After public input, the plan is revised, if necessary, and submitted to the school board for review. After reviewing the needs assessment and community input, the school board will confer with the school to make any necessary changes, and then approve the plan.

After the plan is implemented, the school board must determine if adequate progress, as defined in the approved plan has been met. If adequate progress has not been made, the school board intervenes to review the school's plan for the next year and this includes early intervention and assistance for the school in accomplishing the plan. For the next school year, the planning process is essentially the same, including needs assessment, activities assessment, and measures of adequate progress, community input, and negotiated approval by the school board.

School Advisory committee will meet the first Tuesday of every month at 3:10 in the Media Center and/or on Microsoft TEAMS. Dates for the 2022-23 school year are as follows:

September 6  
October 4  
November 1  
December 6  
February 7  
March 7  
April 4  
May 2

If you have questions or are interested in joining our SAC team, please contact one of our SAC chairs, Meghan Saxon at [Meghan Saxon@stjohns.k12.fl.us](mailto:Meghan.Saxon@stjohns.k12.fl.us) or Beth Cleary at [Beth.Cleary@stjohns.k12.fl.us](mailto:Beth.Cleary@stjohns.k12.fl.us)



