



The Manatee Memo



News for Mason Families

August 7, 2020

207 Mason Manatee Way, St. Augustine, FL 32086
(904) 547-8440 – main
(904) 547-8445 - fax

Mrs. Monique Keaton, Principal
Mrs. Jill Hillier, Assistant Principal

Dear Mason Families-

Welcome Back! I am looking forward to being a part of this wonderful Mason family and can't wait to meet each of you. My hope is that you have had a great summer enjoying cherished time with family and friends and that your child was able to catch up on his/her summer reading.

As we begin the school year, the safety and wellness of your child is of utmost importance to us. We will ensure that all measures are taken to make Mason Elementary School a place where you feel confident that your child is getting the very best educational opportunity in the safest environment. Masks will be mandatory for all staff and students when social distancing is a challenge. Perhaps a fun at home mask making project can help to give your child some input into what color/style mask he/she is most comfortable wearing.

This year we will be educating students both in the school building (referred often as "Brick and Mortar" learning), as well as by "Distance Learning" (students learning from home) depending on what option you chose as their parent. On Wednesday, August 26th, students will learn the name of their teacher. "Meet the Teacher" will be virtually on Friday, August 28th. All students will begin school on Monday, August 31st.

We are a team at Mason Elementary and you are a vital part. If you have any questions or concerns, please feel free to reach out to us. We truly believe that it takes every member of our team (including you) for Mason Elementary School to continue to be a place of excellence.

Someone once said, "Individually, we are one drop. TOGETHER we are an ocean." Let's work together to give our Little Manatees an ocean to swim that will allow them to reach their fullest potential.

Together,

Monique Keaton
Principal



OUR VISION:

The "Mason Way" is one that nurtures a passion in every child for personal success, good character, and a desire to learn, explore, and better themselves as they grow to be responsible members of our community.

OUR MISSION:

At Mason Elementary, we believe student success is fostered by a continuous commitment to improvement, which ensures well-rounded and motivated learners. We do this by maintaining a safe and dynamic learning environment, promoting high expectations for all students, nurturing determination, developing personal relationships, and involving our community.

Registration

Please make sure you have completed all of the steps required for registration so we can make sure your son/daughter has a spot in a classroom. Students with missing documentation have not been placed with a teacher. You may visit <http://www.mes.stjohns.k12.fl.us/registration/> or contact Ariel Thurston at (904) 547-8436 if you need assistance or have questions.

Important Dates

- 8-26** Teacher Announcement (via Schoology)
- 8-28** School Supply Pick-Up (Distance Learners) and Drop-Off (Brick & Mortar Learners)
*see schedule below
- Virtual Meet the Teacher (via Schoology Conference)
*see schedule below
- 8-31** **FIRST DAY OF SCHOOL!**
Staggered Start for Kindergarten is 8/31 to 9/3
- 9-2** Wear **Orange** for Fairness
- 9-4** All Kindergarten students report to school
- 9-7** No School – Labor Day

Please note that every Wednesday is EARLY RELEASE at 1:45PM.

School Hours

Doors open for students at 7:55am

School Hours - 7:50AM to 3:45PM (daily)

Student Hours - 8:25AM to 2:45PM (M, T, Th, F)
8:25AM to 1:45PM (Weds.)

1st bell at 8:20, 2nd bell at 8:25

Students arriving after the 2nd bell must be walked inside and signed in by the parent/guardian.

Announcements



- Teacher assignments will be announced via Schoology on **Wednesday, August 26th** by **5:00pm**. On this day, parents/guardians will need to log in to their student's Schoology account. A video will be located in one of your student's courses. Please watch this video with your child to learn more about his/her teacher for the 20-21 school year.
- "Meet the Teacher" day will be done virtually this year. You and your child can meet his/her teacher on **Friday, August 28th** via a live conference held in Schoology. Please login to virtually meet the teacher at the scheduled time:

11:00-11:20am	Pre-K and VPK
11:00-11:20am	Kindergarten
11:25-11:45am	First Grade
11:50-12:10pm	Second Grade
12:15-12:35pm	Third Grade
12:40-1:00pm	Fourth Grade
1:05-1:25pm	Fifth Grade

Note:

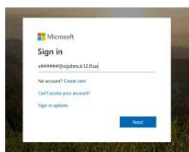
- More information regarding how to locate the video and join the conference will be sent as we get closer to those dates.
- Only fully registered students will be assigned a teacher and have access to Schoology.

Logging in to Schoology for Student Access –

Schoology is an online tool that manages curriculum, assessments, conferences, resources, calendar, and other classroom management tasks. Schoology will become the primary communication tool between home and school this year for all K-12 students.

*If you do NOT have your child's student # and unique password, please call the school at 904-547-8440.

1. Go to stjohnsschools.schoology.com
2. Enter your S#####@stjohns.k12.fl.us and click Next



3. Enter your Student Password and click Sign In



4. Click No – DO NOT Stay Signed In



5. Click on your appropriate course.



Please visit these sites for more information on Schoology, the online platform we will use for conferencing and virtual instruction. Please use Google Chrome for Schoology.

Click here for the [SJCSD Schoology for Parents site](https://www.stjohns.k12.fl.us/media/edtech/schoology/schoology-for-parents/) or cut and paste this link into your browser:

Click here for the [SJCSD Schoology for Students site](https://www.stjohns.k12.fl.us/media/edtech/schoology/schoology-for-students/) or cut and paste this link into your browser:

Schoology for Parents

Join the Schoology experts for a Parent Q & A on either Monday, August 24th at 11:00am or Wednesday, August 26th at 5:30pm. Sessions are limited to 100 participants. Please click below to register:

[Click here to register for the Monday, August 24th session](#)
[Click here to register for the Wednesday, August 26th session](#)



Masks & Temperature Checks



Masks are to be worn by all students until a temperature check is completed and they are able to socially distance themselves from others. **Please make sure your child has a mask and it is labeled with his/her name.**

Temperature checks will occur upon arrival. Any student with a temperature at or above 100.4 degrees will be referred to the nurse and a parent/guardian will be responsible for picking up his/her student.

School Supplies –

School supply lists are posted on our Otis Mason Elementary website. All students (including Distance Learning) should have their supplies ready for day 1 of school.

We are also asking that each child have his/her own water bottle (labeled with his/her name). Gallon sized Ziploc bags are needed as well.

Return to School Safety Information

Please visit

<https://www.stjohns.k12.fl.us/reopening-plan/#documents> for important information

regarding the safe return to school. On this site you will find:

- Frequently Asked Questions
- Safety Protocols
- Quarantine and Contact Tracing information (video)
- Personal Protective Equipment information
- and much more!



MANATEES' MATERIALS FOR THE 20-21 SCHOOL YEAR



WELCOME BACK B&M MATERIALS DROP-OFF

Who: All PK-5th grade "BRICK AND MORTAR" students

What: Drop off your supplies for the 20-21 school year before the first day of school. Wave, smile and say hello to some of your favorite Mason staff members!

When: Friday, August 28, 2020 (see assigned drop-off times below)

Where: Otis A. Mason Elementary Bus Loop (1st entrance into Mason)

How:

- Bag up your supplies.
- Label your bags with the student's first and last name, grade, and teacher name.
- Drive through Mason's bus loop at your assigned time to drop off your materials. School staff will ensure they get to the right place.

Schedule:

8:30 to 9:00AM	Last Names A-I
9:00 to 9:30AM	Last Names J-R
9:30 to 10:00AM	Last Names S-Z



WELCOME BACK DL MATERIALS PICK-UP

Who: All PK-5th grade "DISTANCE LEARNING" students

What: Pick-up your supplies for the 20-21 school year before the first day of school. If you're receiving technology (laptop and/or hot spot), there will be a form for you to sign. Wave, smile and say hello to some of your favorite Mason staff members.

When: Friday, August 28, 2020 (see assigned drop-off times below)

Where: Otis A. Mason Elementary Parent Pick-Up Loop (2nd entrance into Mason)

How:

- Place a piece of paper with the student's first and last name, grade, and teacher name in the windshield of the car.
- Drive through Mason's Parent Pick-Up Loop at your assigned time to pick up your child's materials.

Schedule:

8:30 to 9:00AM	Last Names A-I
9:00 to 9:30AM	Last Names J-R
9:30 to 10:00AM	Last Names S-Z

SchoolMessenger –

This system allows schools and District staff to quickly and efficiently communicate both general and emergency messages to parents/guardians and staff using email, text and voice mail. Parents and staff who wish to receive text messages from this system must (1) Opt-in from their mobile device and (2) have their mobile number on file with their child's school (for parents/guardians) or on file with Employee Online (for staff/employees). Please visit <https://www.stjohns.k12.fl.us/schoolmessenger/> for more information.

Home Access Center (HAC) –

The Home Access Center (HAC) portal is now available to registered parents and/or guardians, and to enrolled students. The HAC portal provides parents and students with a daily summary page of student information including schedule and attendance, discipline information, class work, test scores, grades and course requests. It also allows students to view their own records in the system to help keep them informed and actively participating in their progress.

Parents/Guardians must have a valid email address on file with a St. John's County School in order to create a HAC account. Students will be issued a username and password for their accounts by the school. Parents/Guardians can then register online: <https://homeaccess.stjohns.k12.fl.us>

- At the Home Access Center Login screen, click the link "Click Here to Register for HAC" On the Home Access Center User Registration fill out all of the required fields.
- You should receive an email with a link to complete your registration

For additional information on the HAC portal, access the webpage at <http://www.stjohns.k12.fl.us/hac/>

Breakfast and Lunch –

[Online Free & Reduced Lunch Forms](#) *Even if you do not need or think you will qualify, please complete the form. It could help our school with federal funding.

[PayPams - NEW!](#) A great way to prepay breakfast and lunches via online instead of sending cash/check.

Interpreter Requests –

If you are in need of an interpreter for an event at Mason, we ask you to send a request in writing at least two weeks in advance of the event. The school and/or district will arrange for the interpreter but we need your help in asking to notify us as far in advance as you can. Please communicate these requests with your child's teacher and the Assistant Principal (Jill.Hillier@stjohns.k12.fl.us).

We also ask that you let us know as soon as possible if you need to cancel a prearranged interpreter. This is an additional expense to the SJCSD so we appreciate your consideration and helping us to be conscious of these costs.



Dress Code Reminders –

- Hats, sunglasses, etc. must be taken off and put away upon arrival (except in case of medical necessity or special events authorized by administration). These items may only be worn outside.
- Shoes must be safe and appropriate. They must have a back – no flip-flops, heels, etc.
- No tank tops, spaghetti straps, or shirts/dresses that are cut out at midriff.
- Clothing must be free of logos or sayings with profanity, violence, drugs, alcohol, or tobacco or anything that would be disruptive to the learning environment.
- Skirts and shorts must be no shorter than 4 inches above the knee. Leggings are permitted to be worn under a skirt or long sweater/skirt. No yoga pants.
- Hair should be a natural color and styled in a way that is not distracting.
- No excessive make-up.

For more information please visit <https://www.stjohns.k12.fl.us/schoolservices/conduct/> to access the St. Johns County School District Student Code of Conduct

Fridays are Spirit Days at Mason! Students and staff are encouraged to wear Mason gear or colors every Friday.



Special Celebrations –

We love to celebrate when there is a special occasion! However, we ask that you please follow these guidelines if your child is celebrating while at school:

- Treats must be cookies, brownies, or anything sweet that is ICING FREE. No cupcakes, regular cakes or cookie cakes will be permitted. Icing is too messy and contains too much sugar!
- Treats may only be shared with your child's classmates and teacher.
- If needed, napkins, plates and/or utensils should be provided to the teacher.
- Communicate with your child's teacher about when you would like to bring something in, what you will be bringing and check if there are any allergies in the class. You will need to work with the teacher to determine the best time to have the treat (lunch or recess).
- No balloons or banners are permitted. Special shirts or buttons are allowed.
- Birthday invitations must include everyone in the class if they are being handed out at school.

From the Mason PTO

The Otis Mason Elementary PTO would like to welcome our new and returning Manatees to the 2020-2021 school year!

Follow us on Facebook! If you have a Facebook account, please like/follow our Otis Mason Elementary PTO page. This is an excellent way to stay "in the know" with our school. Our PTO always posts up-to-date information on school events, activities, and initiatives. <https://www.facebook.com/OtisMasonPTO/>

Dismissal Changes

If you are changing the way your child normally goes home, please contact the school in one of three ways: a note in the planner, written note from home, or via the Dismissal Change link on our Mason homepage (top right corner if using a computer).

Dismissal changes will not be accepted after 2:15PM/1:15PM on Weds. unless there is an emergency.

Volunteers and Visitors

In an ongoing effort to provide safety and security for students and staff, **all visitors and volunteers MUST complete a "School Access Form"** with the SJCSJ. The form can be found at <https://stjohns.keepntrack.com/apply/>. If a person does not apply for school access or has been denied access, he/she will NOT be permitted to enter the school building or attend special events during the school day.

Those that have applied and are approved must present a valid ID and wear a printed name badge to enter the building.

Please know that we enjoy having volunteers and visitors on campus. However, we are currently restricting access to our campus in an effort to follow district, CDC and FLDOH guidelines.

Character Counts at OMES!

