



OTIS A. MASON ELEMENTARY SCHOOL

207 Mason Manatee Way
St. Augustine, FL 32086
Phone 904.547.8440 Fax 904.547.8445
<http://www-mes.stjohns.k12.fl.us/>

Dear Otis A. Mason Families:

We've had a very positive start. Thank you for being prepared and patient! As we all get acquainted with a new way of learning, it is important to allow time for adjustment to the routines and expectations. We know you committed to the model that would best suit your family.

In the event you need to request a change from Distance Learning to Brick & Mortar or vice versa, our process is outlined below.

1. Refer to our school website to request the change. On the website scroll to our Featured Links. Under Important information for Parents, see the Learning Location Changes bullet.
 - a. If requesting a move to Distance Learning, please watch our distance learning video for an overview of responsibilities and expectations: <https://www.stjohns.k12.fl.us/online-learning/>.
 - b. If requesting a move to Brick & Mortar, loaner devices provided by the school will be collected.
2. Schools will review requests each Thursday.
3. Families will be advised of decisions on Friday.
4. Students will continue participating in their current model until notified of the new placement.
5. Please note that a schedule change and/or teacher change may be necessary when a student moves from one model to the other.

Together,

Otis A. Mason Elementary

Monique Keaton
Principal

Jill Hillier
Assistant Principal

Robert Davis
Facilities Manager

Kathryn Hamill
School Counselor

Jenna Miller
Behavior Specialist

Anne Marie Raynor
Math Coach/Interventionist

Tiffany Turner
*Instructional Literacy
Coach*