



# Helpful Information to Start the Year Off Right!!

## **CONTACT US AT:**

**San Jose Elementary**  
1670 San Helen Dr.  
Dunedin, FL 34698

**Phone**  
727-469-5956

**Fax:**  
727-469-5960

**Principal**  
Lisa Brown  
**Asst. Principal**  
Stephanie Wignall

## **We are on the web!**

[www.sanjose-es.pinellas.k12.fl.us](http://www.sanjose-es.pinellas.k12.fl.us)

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## **Campus Access and Parking:**

Campus guests should use the lower parking lot off San Jose Drive to access the front office or PreK House. Please avoid parking and walking your student during the car line process. The upper parking lot off San Helen Drive will be reserved for San Jose staff parking and school busses.



## **School Hours**

Our school hours are from 8:45-2:55 Monday-Friday. Students are allowed on campus beginning at 8:15, when the gates are open. If these hours don't work for your schedule you will need to make child care arrangements. The Dunedin Recreation Center offers child care at San Jose. You may get information about this program and others in the front office. The first morning bell will ring at 8:35 and the tardy bell will ring at 8:45. Please make sure your child is in class on time daily. Office hours are 7:45-3:45.



As a result of the Marjory Stoneman Douglas High School Public Safety Act, a number of safety measures have been put into place at Pinellas County Schools. All visitors must be cleared to enter the secure area of the school through Badge Pass by presenting a valid I.D. Visitors who do not have a JLA Level 2 clearance must always be escorted by school personnel while on campus.

Volunteers with JLA Level 2 clearance will be granted access to campus only on school scheduled volunteer opportunities. Parents will be allowed to walk students to classrooms on the 1<sup>st</sup> day of school only. If needed, parents may walk kindergarten students on Aug. 10<sup>th</sup>-12<sup>th</sup>. Beginning, Aug. 15<sup>th</sup> all parents must drop off their children in car circle or outside of the secure area. For further information, please visit the district's safety website:

[www.pcsb.org/safety](http://www.pcsb.org/safety)



The final morning bell rings at 8:45 and the students are expected to be in class at that time. Excess absences and continued tardies may result in a referral to the school social worker / Child Study Team. We need our students in school on time, every day. Please do not pick up your child early for convenience purposes. If your child has different arrangements to go home, please alert the office before 2:00.

Please always try to schedule doctor's appointments after school hours. Please do not keep one child home because the other one is sick. Attendance is important, and we need your help. When you value school, your children will as well.



## **BUS RIDERS...**Buses begin loading at 2:55pm every day.

We currently have 3 school buses at San Jose.

The safety of our students getting to and from school safely is our priority.

### **Please remember the following...**

- In the morning, please be at the bus stop 10 minutes early and give a few minutes for a late bus before calling the school.
- Only students who are assigned to the bus may ride.
- If you move to a new address, call or stop by the front office to provide proof of residency to request updated transportation. Note - changes generally take a minimum of three days.
- The bus circle is in front of building 1 (office).
- State law restricts cars from entering the bus circle.
- Passing a school bus that is loading or unloading is illegal.

### **Bus Behavior Expectations**

- Students should remain seated, facing forward keeping hands and feet to themselves.
- Use quiet voices when talking to their seat mates.
- Cell phone policy applies while riding on the bus (powered off and out of sight).

Kindergarten students will not be let out at the bus stop if there is not an adult there to meet them. They will be taken back to the school or to the bus compound and you will need to pick them up. Please contact the assistant principal, Stephanie Wignall, if you have any safety concerns about your child's bus stop or bus ride. We will do whatever it takes to ensure your child is safe.



**Car Riders...**Students are dismissed at 2:55 every day. Please be patient for the first 2 weeks of school. The car circle always takes a few weeks to become efficient.

All families who transport students with a vehicle, should use car circle off San Jose Dr. Students should not walk off campus to meet their car in a neighboring lot. For safety reasons, families should not park in the lot and cross the car or bus circle line with their student. Families who walk to meet their student, should stop at the bike compound on the east or west side of campus and your student will meet you.

### **To keep things running smoothly in the car circle, we ask that you...**

- Place the sign provided, with your child's name and grade printed large and neatly, in the front, passenger window so we can call your child once we see you.
- To speed up dismissal, alternate with the other drivers letting them into the car circle.
- Please pull your car all the way down to the end of the car circle. This allows us to load 8-10 cars at a time. We will see your card in the window as you drive by and send your child to you.

If your car riding student hasn't been picked up 15 minutes after dismissal, we will walk them to the front office and you will need to come inside to pick them up. We will not let anyone pick up your child who is not on your child's emergency card. Please have ID available when asked.

**Walkers and bike riders** are only allowed to cross at the designated crosswalks. We encourage students to walk in pairs or groups. If your child walks to and from school, please make sure you discuss safe practices with them. There are crossing guards on duty in the neighborhood. Bike riders must wear a helmet per Florida State law. Bike riders should park in one of our bike enclosures. Please always lock your bike and helmet. Students should walk bikes on school property.



## Know the Rules



We take children's behavior very seriously at San Jose. One student who misbehaves might disrupt an entire class's right to learn and that is unacceptable. We need our parents' help to ensure highest student achievement and the safety of all students. Each classroom teacher has a specific behavior plan that aligns to our school wide behavior plan. The administration will support and enforce the individual classroom plans.

Our behavior specialist, Mrs. Hemani, is very active with our school's positive behavior plan. Our guidance counselor, Mrs. Gosart, is also available for support when appropriate. If your child receives a behavior note or a referral, please sign and return the form to the teacher. We want children in school to learn.

We will not tolerate bullying, aggressive or defiant behavior. Please support our Commitment to Character traits at home with your child. They are Honesty, Motivation, Respect and Responsibility. We have expectations posted in the hallways as well as in the cafeteria and bathrooms. The home-to-school connection is very important. We use a behavior buck system and school store for rewards. Please help us make sure that your child is exhibiting positive behavior at all times.



Please make sure to return an updated clinic card to the office. It is important for us to be able to reach you during the day. If your child is ill, we need to reach you or a family member. We prefer parents to be able to make medical decisions for their child. However, when parents are unable to be reached, we must rely on emergency services.

Please update your information with our front office when your phone numbers change. **Please remember, only the people you list on your clinic card can take your child from our school.** If your child has health concerns, please communicate with the school nurse.



San Jose uses the School Messenger system to call and email messages alerting parents about upcoming events, late buses, scheduling changes, testing dates, or other school related reminders. This district wide communication tool is used to stay connected to our San Jose families with school and district updates.



### Parent Teacher Communication

Parents please be diligent about signing your child's planner EVERY night. This is a teacher's best form of communication with parents. Each teacher will go over their specific classroom communication plan. If you need to speak to a teacher, the best form of contact is email. A message can be left with the office; however, teachers have limited time available during the day to return calls. Teachers will respond within 24 hours.



At San Jose, all students are eligible for free breakfast and free lunch in the school cafeteria. You may add money to a student account (<https://www.myschoolbucks.com/>) for your child to purchase additional food.

We welcome you to eat with your child at our outdoor picnic tables located outside of the secured area during your child's designated lunchtime. You may only eat with your child and are not permitted to bring any other student outside with you. Please sign your child out in the lunch book located in the front office if you are taking your child to eat outside. If you bring younger siblings with you for lunch, they need to be kept with you at all times.

We allow children in 1<sup>st</sup>-5<sup>th</sup> grade to go outside to "walk and talk" for the last 15 minutes of their lunchtime. They must be wearing their Walk and Talk tag, have eaten half of their lunch and followed cafeteria rules. Children may purchase ice cream on Fridays by adding money to their account before school in the cafeteria or online. Once children have eaten at least half of their lunch they may eat their ice cream.



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