

The Evelyn Hamblen Center
Gaines Alternative School
1 Christopher Street
St. Augustine, FL 32084

Craig A. Davis, PhD, Principal
Alyssa Kelly, M.Ed., Asst. Principal / Academic Coordinator (EHC),
Elizabeth Hayward, LCSW, Mental Health Coordinator (EHC)
Bruce Allie, M.Ed., Assistant Principal (Gaines)



July 29, 2024

Dear Parents/Guardians,

As a District, we are committed to providing comprehensive, safe, and effective crisis management programs for our students and staff. With that in mind, our staff have been trained in district-approved crisis management strategies which emphasize prevention and de-escalation skills. The staff receive annual training to be certified. All procedures implemented with students are documented and reviewed by family/guardian on a daily basis. If you have questions or concerns, please contact Ms. Alyssa Kelley, assistant principal for Evelyn Hamblen Center, or Bruce Allie, assistant principal for Gaines Alternative School, at 904-547-8560.

Your signature below indicates that you have been informed of the St. Johns County School District Crisis Management Program.

Parent/Guardian Signature

Date

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2024-2025 Health Information

Please check if any of the following applies to your student:

- Asthma
- Diabetes
- Seizures
- Chronic Illness
- Pregnancy
- Prescription Medication
- Medical Implants
- Glasses/Contacts
- Allergies
- Other (Please describe: _____)

Please review and complete the health section of the *Student Information Form* if your child has any medical conditions.

Parent Signature

Date

Student Signature

Date

Administrator Signature

Date

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2024-2025 Video and Audio Permission Request

Dear Parent or Guardian:

The Evelyn Hamblen Center would like the opportunity to video and / or use audio equipment to monitor your child's behavior at school. Our intent is for the Mental Health Coordinator and Mental Health Counselor to use this information, with your permission, as a therapeutic tool to better assist your child. This information is confidential and may be viewed only by the appropriate Evelyn Hamblen Center / ESE Department staff, you, and possibly the student, with your written consent. You may request to review this documentation of your child's behavior at any time.

_____ Yes, I give permission for the Evelyn Hamblen Center to video/audio record my child's behavior at school.

_____ No, I do not give my permission for my child's behavior to be video / audio-recorded at school.

If you have any questions regarding this permissions request, please contact Elizabeth Hayward, mental health coordinator, at 904-547-8560.

Name of student: _____

Parent/Guardian Signature

Date

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2024-2025 Nintendo Switch Permission Slip

July 22, 2024

Dear Parent/Guardian,

This year EHC will be utilizing time with a video game console as part of our Positive Behavioral Interventions and Supports (PBIS) program. Students will have the opportunity to purchase a maximum of 20 minutes per week of game time from our Eagle Store using our school currency, Eagle Bucks.

Please see the games and their rating below. Please strike through any game you would NOT like your students to play.

Rated E (Everyone)

Game Builder Garage

Sonic Superstars

Super Mario Maker

Rated E10 (suitable ages 10+)

Minecraft

Nintendo Switch Sports

Lego Jurassic World

If you have any questions regarding this permission request, please call Elizabeth Hayward at 904-547-8560

Student Name

Parent/Guardian Signature

Date

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Student-Parent/Guardian-Teacher Compact, 2024-25

The Evelyn Hamblen Center provide a specialized curriculum designed to help students make attitudinal changes necessary for them to be successful both academically and socially.

For this to occur, the Student agrees to:

1. Address/treat all staff members and peers respectfully.
2. Attend regularly.
3. Follow the dress code.
4. Bring necessary school supplies every day.
5. Complete all class work and homework assignments, on time.
6. Deliver school notices, newsletters, homework to parent/guardian as directed by the teacher/school.
7. Follow the school rules and procedures:
 - a. In designated eating areas
 - b. In the classroom
 - c. During school functions
 - d. In the hallways, when entering or leaving the classroom or campus
 - e. On school district-provided transportation
8. Remain on campus (I will not leave without permission).
9. Remain free of drugs/alcohol/other contraband (I will not possess or distribute).
10. Resolve my differences with peers peacefully (I will not fight or otherwise use verbal/physical force against anyone at any time).

I fully understand that I am responsible for my actions.

Student Signature

Date

The Parent/Guardian agrees to:

1. Ensure that your student attends regularly and on time, and comes to school ready to learn.
2. Assist your student in maintaining her/his agenda/planner daily. Ask about the weekly communication folder, sign the folder documents, and return the folder to the school.

3. Assist your student in completing and submitting classwork and assessments by the due dates.
4. Encourage your student's academic success.
5. Ensure that your student follows the Student Code of Conduct and school safety guidelines.
6. Encourage your student to give her/his very best effort in school, at all times.
7. Ensure that your student follows the school/district dress code while on campus.
8. Require that your student treats peers and the staff respectfully at all times.

I have read this compact and will support my child's commitment to it.

Parent/Guardian Signature

Date

The Teacher agrees to:

- Report to work regularly and on time, and come prepared to teach.
- Believe that each student can learn and provide a positive learning environment.
- Use strategies and materials that best meet the needs of the student.
- Involve parents in the school program.
- Communicate with parents regularly regarding their child's progress.
- Teach students how to be successful learners.
- Enforce classroom / school rules fairly and consistently.
- Ensure that the students follow school / district safety requirements.
- Help each child grow to her / his potential.

I have read this compact and will meet the expectations listed.

Teacher Signature

Date

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Evelyn Hamblen Center and Gaines Alternative School
2024-2025 School Advisory Council

A School Advisory Council (SAC) is a key link between schools and the local community. This is a council for the parent, student, teacher, and community to have a voice in the decision-making process of an individual school. The primary goal of the SAC is to improve the education of the students in our care.

The faculty, staff, and administrators at Evelyn Hamblen Center and Gaines Alternative School would appreciate your partnership through serving as a member. We welcome your support.

_____ Yes, I want to serve on the committee.

_____ No, I do not want to serve on the committee.

Parent/Guardian Name (print): _____

Student Name (print): _____

Address: _____

Parent/Guardian Signature: _____

Date: _____

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HeartMath Parent Consent

HeartMath is a computer program that teaches students how use calming strategies and self-regulation skills. Students will be able to self-monitor their own progress through interactive programs. Once the skills are learned, there is no need for the program.

Personal student information may be collected during this program to monitor student's progress.

For more information, please visit the website: www.Heartmath.com. Please reach out if you have any questions.

- I GIVE PERMISSION for my child to participate in HeartMath.
- I DO NOT WANT my child to participate in HeartMath.

Signature: _____

Date: _____