

# Killearn Lakes Elementary School

8037 Deerlake Drive East Tallahassee, FL 32312-5076 Phone (850)-921-1265 FAX (850)-922-2566

A National Blue Ribbon School



Jenny Blair, Principal  
Champayne Ricciardi, Assistant Principal

Rocky Hanna, Superintendent  
Leon County Schools

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Dear KLES Families,

Welcome to the 2023-2024 school year at Killearn Lakes Elementary. We are excited to welcome students back to school in a few short weeks. It is my hope that each of you had a few days to relax and enjoy time with family this summer. I am beyond honored to serve as Principal at KLES and I am so excited for this upcoming school year. I appreciate the warm welcome and support I received as I transitioned last year. I absolutely love it at KLES!! This is a very special place with amazing students, teachers and families. I consider myself lucky to be here.

We are busy preparing classrooms and gathering resources to support instruction for our students. This letter will provide valuable information regarding student pick up, school start times, transportation, front office procedures, volunteering at KLES, PTO and Listserv. It is extremely important that you familiarize yourself with these areas to ensure we have a smooth start to the year.

I am excited to announce that we are bringing back PikMyKid. This app will serve as the all-in-one school safety and dismissal platform. The app will feature an emergency tool along with a way to communicate with parents during emergencies or changes in dismissal. We may experience a few hiccups as we all become acquainted with the application. Please be patient as we navigate the process together.

To ensure a great start for each child, the staff and I have spent time analyzing student performance data, identifying successful strategies for teaching, attending professional development and reaffirming our commitment to make KLES an environment that reflects high expectations and opportunities for students. Please know that we are committed to the education and success of each child and seek to nurture a strong partnership between home and school. I look forward to working with each of you this year!

Sincerely,

Jenny Blair  
Principal



*"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information."*

# KILLEARN LAKES ELEMENTARY

## 2023-2024

**School Start Time & Supervision Time:** Leon County Elementary Schools will have the same student work day, 8:30-2:50pm. LCS policy states that schools are required to provide supervision 45 minutes before the start of the school day. Our morning supervision time will begin at 7:45am. In the afternoon, we will provide supervision until 3:20pm (30 minutes after the dismissal bell per LCS policy).

The first bell rings at 8:25 am and the tardy bell is at 8:30 am. Remember, if your child arrives after the tardy bell, you will need to walk them into the office and sign them in.

**Car Pick-Up Tags:** Again, this year, the school will provide families with two car pick-up tags (to hang on your car rearview mirror). Please plan to use this tag during dismissal. You will find this mandatory tool to provide a safer and faster pick-up process.

**PikMyKid:** KLES will be using the PikMyKid app this year to assist with student dismissal. This app will be **required** for all methods of student pick up. We may have a few hiccups the first week of school, but please be patient as this app will speed up the dismissal process, increase student safety, and provide a channel for us to communicate with parents in the event of an emergency or dismissal delay.

**Arrival & Dismissal:** We will follow strict safety procedures while on campus including: In the mornings, all gates will be closed except for one gate located next to the front office. KLES Staff will be stationed at this gate beginning at 7:45am (when supervision begins). The gate in the rear of the school for car drop-off will also be closed until 7:45am (when supervision begins) to allow for normal drop off. Students may not be dropped off at any other location. Please do not drop students off in the front of the school or in the parking lot. This is a safety issue.

In the afternoons, dismissal will begin at the 2:50 pm bell. **Students will not be released to parents early unless they are officially checked out in the front office.** Dismissal areas will be at car pick-up in the rear of the school, bus/van rider areas (Bus ramp), EDEP After School Program, and parents may park and walk to designated gates in the front of the school for GATE DISMISSAL- parent pick-up. Parents using gate pickup will need to use the PikMyKid app for student release. Gates will be closed and alarmed after the students exit for dismissal. **Please download the PikMyKid app to your phone. Instructions are on the KLES website.**

**Transportation (Bus):** The LCS Transportation Department will contact you regarding your child's bus assignment. If you have concerns, they may be reached at 850-488-2636. At KLES, please remember that the driveway behind the school is for car drop off/pick up only, and the

one in front of the school is reserved for buses and vans ONLY. Cars MUST park in the parking lot, not in the front driveway. This driveway must be clear at all times.

**KLES Front Office:**

The front office door will remain locked and visitors will use the buzzer box (located next to the front door) to communicate with the office staff regarding the nature of your visit.

**Please Join the KLES PTO:** Our PTO plays a vital role at KLES. We strongly encourage you to join and become an active member of this organization. Our PTO President this year is Mrs. Ressa Tomkiewicz. There will be lots of opportunities for you to help at KLES this year.

**Visitors/Volunteers:** We LOVE visitors and volunteers at KLES! All visitors, including parents and volunteers must sign in at the front office, show picture ID, and wear a visitor's badge while on campus. All volunteers must fill out a volunteer application with Leon County Schools. The application can be found at <https://www.leonschools.net/volunteers>. The application allows the district to conduct the mandatory background check required for all volunteers.

**LISTSERV & Parent Portal & School Information:** KLES will use technology for the majority of communication. It is extremely important for you to join our school's Listserv email as well as the Parent Portal in FOCUS (student information system). Our Listserv will provide important KLES news and updates. Please visit the KLES website to join our listserv.

**Monthly School Newsletter:** The school's monthly e-Newsletter, called The Leprechaun, will be sent home via Listserv email on the last Friday of each month. It will contain information of importance to you and your family.

**Orientation:**

We look forward to seeing families at orientation on August 8<sup>th</sup> between 1:00-3:00 p.m. Orientation is a great time to meet the teacher, see the classroom and take those great back to school photos.

**First Day of School:**

Parents will need to drop students off at car drop off or walk students up to the front gate. We will have plenty of faculty and staff available to assist students the first day.

**Please read our school's Listserv messages, as information will update frequently.**