













**SUGARLOAF SCHOOL  
INFORMATION & RESOURCES**

<p><b>SLS OFFICE:</b> Office staff Parent Pick up End of Day Arrangements General Information</p>	<p>Welcome to Sugarloaf School home of the Sharks. My name is Mindy Vinson and I am the office manager. Please do not hesitate to reach out to me if you have any questions or are looking for any type of <i>general school or community information</i>. I can be reached at 305-745-3282 Ext. 50303</p> <p><a href="mailto:Mindy.Vinson@KeysSchools.com">Mindy.Vinson@KeysSchools.com</a></p>	<p>Registration: Ms. Stubblefield Ext. 50300 Data Entry: Ms. Swaney Ext. 50305 Book Keeper: Ms. Dameron Ext. 50302 Clinic: Nurse Graft Ext. 50336 Guidance: Ms. Klessens Ext. 50332</p> <p>Principal: Brett Unke Ext. 50301 Assistant Principal: Kevin Walden Ext. 50316</p>	
<p><b>STAFF DIRECTORY</b></p>	<p>Sugarloaf Staff Emails and Phone Extensions</p>	<p><a href="#">SLS Staff Email Directory</a></p>	
<p><b>PARENT DROP OFF/PICKUP/END OF DAY</b></p>	<p><i>Middle School:</i> 7:15 Drop off &amp; Breakfast School Day: 7:30 AM-2:30 PM <i>Elementary School:</i> 8:15 Drop off &amp; Breakfast School Day: 8:30 AM -3:30 PM End of day arrangements extension 50415 Cut off for changes is 1:30 PM/10 AM Early release</p>	<p>To help our families with this unexpected schedule we will offer free morning daycare beginning at 7AM. Middle school students will be able to stay on campus until the elementary dismissal for parent pick up with younger siblings.</p>	
<p><b>BLACKBOARD CONNECT</b></p>	<p>Blackboard Connect can send messages by phone, text and/or email phone calls. Information will come from the school or district with specific information. Unexcused absence automated call sent out after 10:30 AM daily. To avoid a phone call please call EXT. 50400 and leave a message on the Attendance Line.</p>	<p>Please make sure your school has your current phone number and email address</p>	

<p>RevTrak</p>	<p>The easy and safe way to pay for school related activities is here!          You can pay with your credit/debit card or electronic check. Simply look in your child's welcome folder for instructions on how to create an account.</p> <p>Revtrak is used for to paying fees and other school related activities.</p>	<p><a href="https://keysschools.revtrak.net/sls/">https://keysschools.revtrak.net/sls/</a></p>		
<p>SAC (SCHOOL ADVISORY COUNCIL)</p>	<p>School Advisory Council (SAC) meets the 2nd Wednesday of every month at 8:30 am. This forum is a great way to get current information and serve in an advisory capacity to assist school leadership and help liaison with the school community. Meeting times, agendas, and minutes are published on the school website under SAC section.</p>	<p><a href="mailto:Jennifer.OBrien@keysschools.com">Jennifer.OBrien@keysschools.com</a></p>	<p><a href="https://www.keysschools.com/domain/1523">https://www.keysschools.com/domain/1523</a></p>	
<p>PTO (PARENT TEACHER ORGANIZATION)</p>	<p>Join us TODAY! We are working to build a strong community to help support the education and lives of our Sugarloaf School children. Through the PTO, you can find out about exciting things to do in the upcoming weeks and months.</p> <p>Use the QR code to Join</p>	<p><a href="mailto:SugarlaofSchoolPTO@gmail.com">SugarlaofSchoolPTO@gmail.com</a></p>	<p><a href="https://www.sugarloafschoollpto.com/">https://www.sugarloafschoollpto.com/</a></p>	

SLS WEBSITE	Official Website for Sugarloaf School: School Calendar, Parent/Student Resources, Announcements and Headlines.	<a href="mailto:Alena.Ellerbee@keysschools.com">Alena.Ellerbee@keysschools.com</a>	<a href="https://www.keysschools.com/Page/4135">https://www.keysschools.com/Page/4135</a>	
SLS FACEBOOK	Like Sugarloaf School on Facebook! Our official Facebook page provides families with important information, updates and photos of fun events happening on campus.	<a href="mailto:Carliegh.Kruzick@keysschools.com">Carliegh.Kruzick@keysschools.com</a>	<a href="https://www.facebook.com/SugarloafSchool">https://www.facebook.com/SugarloafSchool</a>	
DOJO	Parents can join the School Dojo account and or a Child's Class DOJO account. Class Dojo is a communication tool with teachers. Dojo cannot be used for end of day pick up changes. Your child's teachers will notify you if they have a DOJO account and give you instructions on how to access it.	Please take a moment to watch this short video on Class DOJO. Your child's teacher will send you an invite with their class code so you can be an active part of this amazing, interactive way to communicate on a daily basis.	<a href="#">Class DOJO intro video</a>	
MIDDLE SCHOOL PARENT UPDATE	<p>Parents who wish to receive the weekly parent update slides need to send their current and accurate email address to Mrs. Fairbrother-Smith</p> <p><a href="mailto:Victoria.fairbrother-Smith@keysschools.com">Victoria.fairbrother-Smith@keysschools.com</a></p> <p>Please include the words "Parent Updates" in the subject line</p>	<a href="mailto:Victoria.fairbrother-Smith@keysschools.com">Victoria.fairbrother-Smith@keysschools.com</a>		

<p><b>FOCUS</b></p>	<p>MCS D FOCUS Parent Portal provides parents and guardians a real-time view of their child's grades, attendance information, and progress monitoring results.</p>	<p><a href="mailto:Carliegh.Kruzick@keysschools.com">Carliegh.Kruzick@keysschools.com</a></p>	<p><a href="#">Parent/Student Focus Portal Instructions In English, Creole Y Espanol</a></p>	
<p><b>BUS INFO/ROUTES</b></p>	<p>Bus routes are updated and maintained on the district transportation website. Mr. Tyrone Greene is the Transportation Supervisor for Sugarloaf School. His ext. is 50348</p>	<p><a href="mailto:Tyrone.Green@keysschools.com">Tyrone.Green@keysschools.com</a></p>	<p><a href="https://www.keysschools.com/Page/561">https://www.keysschools.com/Page/561</a></p>	
<p><b>DAYCARE</b></p>	<p>Daycare is free for early Drop off at 7:00 AM. After Care does have fees. Please Contact the front office or Mrs. Lindsey Vazquez -EXT 50318</p>	<p><a href="mailto:Lindsey.Vazquez@keysschools.com">Lindsey.Vazquez@keysschools.com</a></p>		
<p><b>PBIS (Positive Behavior Interventions and Support)</b></p>	<p>Teachers and staff give points for behavior and learning skills. Students earn awards and have both classroom and school wide celebrations and recognitions.</p> <p>Our PBIS Leaders are; Mrs. Klessens, Mrs. McNaughton &amp; Mrs. Fairbrother-Smith.</p>	