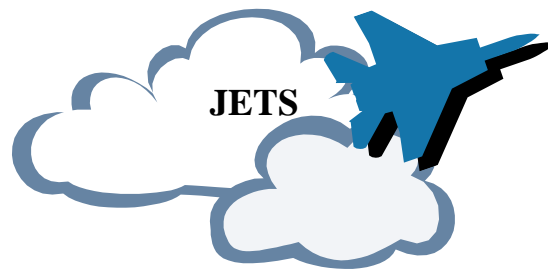


**Jacksonville Elementary
School**
*Parent-Student
Handbook*

2017-2018



**3400 Hillendale Heights Road
Phoenix, MD 21131
410-887-7880
<http://jacksonvillees.bcps.org>**

**Debbie Miller, Principal
Marlana Mathis, Asst. Principal
Bethany Berkowitz , PTA President**

Rev. 07-2015

PTA EXECUTIVE BOARD

President
Vice President for Volunteers
Vice President for Ways and Means
Treasurer
Recording Secretary
Corresponding Secretary

PARENTS QUICK REFERENCE

Getting the Help You Need

For issues relating to your child's classroom or school concerns, use the following steps:

1. Contact the teacher.
2. Contact the principal/assistant principal.
3. Contact BCPS Zone 1 Office: 443-809-8767.
4. If a parent wishes to observe a classroom, they are to notify the office to schedule an appointment.

For other information, please call the following numbers:

Bus Transportation	443-809-4321
Early Childhood Office	443-809-431
Free & Reduced Meals	443-809-7855
Special Education	443-809-3660

JACKSONVILLE ELEMENTARY QUICK REFERENCE

Main Office Phone Number	410-887-7880
Main Office Fax Number	410-887-7882
Nurse's Office Phone Number	410-683-8351

Welcome to Jacksonville Elementary School!



A Message from the Administrative Team

Jacksonville Elementary School's Vision:

“We, the Jacksonville Elementary School Community, commit ourselves to maximizing individual abilities using all available resources to develop lifelong learners and responsible, caring citizens able to meet tomorrow’s challenges.”

Jacksonville Elementary School's Mission Statement:

At Jacksonville Elementary School we strive to provide quality education in a safe and nurturing environment that develops the knowledge, skills, and character to enable all students to reach their maximum potential as responsible, life-long learners and productive citizens.

We believe that in order to realize this mission, the home and school must work in partnership. It is in this spirit that we worked together in the overall planning, implementation, and evaluation of the total school program. Your involvement in your child's education continues to make the difference.

This handbook has been provided especially for you. The purpose of the handbook is to provide important information about our school. Please carefully review the handbook, store it away in a safe place, and use it as a reference throughout the school year.

Let's keep the lines of communication open. Please do not hesitate to call or email us at any time. We welcome questions and concerns. It's also nice to hear the good things you might have to say.

We look forward to our continued partnership!

Debbie Miller, Principal
Marlana Mathis, Asst. Principal

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SCHOOL HOURS

The building will open at 9:05 for students to enter, and they should be seated in their classroom, ready for class to begin by 9:20 am. Any student not in the classroom by the time the bell rings will be marked tardy. Dismissal will be at 3:50. Walkers/car riders will be dismissed at the end of the 2/3 hallway and all bus riders will be dismissed from their classrooms. Please be advised we do not have control over when the busses arrive to take children home. Problems at the high school or middle school can delay our busses arriving here as much as 10-15 minutes.

*Buses will arrive approximately 15 minutes prior to the beginning of the school day.

No child should be dropped off prior to 9:05 am as there is no supervision.

RAPTOR VISITOR/VOLUNTEER SECURITY SIGN IN SYSTEM

All Baltimore County Public Schools are using the RAPTOR system. **Everyone** must ring the buzzer located next to the right set of doors. Someone in the office will ask the purpose of your visit. **Please do not hold the buzzer when speaking.** You will be invited into the office where your driver's license will be scanned and a visitor/volunteer badge printed. **This badge must be worn so it is visible at all times.** If you are in the school without a badge, you will be asked to report to the office to sign in. Please stop by the office to sign out before leaving the building.

STUDENT INFORMATION/EMERGENCY FORMS

At the beginning of each school year, you will receive a form with all information currently on file, **including emergency contact information.** You are asked to make any changes, sign and return the form. It is extremely important that the office be notified IMMEDIATELY of **any changes in your telephone number, address, your place of employment, your spouse's place of employment, and emergency telephone numbers.** We would not want the unfortunate situation of a child becoming ill or getting hurt and school personnel being unable to contact parents because of outdated records. If you get a new telephone number and wish to keep it confidential, please let us know.

In addition, parents will be asked to complete consent for Administration of Approved Medications and Health Emergency Contact Information sheet. This sheet will be maintained in the Health Suite.

If you have legal custody of your child, please make an appointment early in the year to see the principal or our guidance counselor to discuss this matter. Custody papers and other related legal documents are required to be on file at school.

CONNECT-ED PHONE MESSAGE SYSTEM

Jacksonville Elementary will again be using the Connect-Ed phone messaging system as a quick way to get messages to parents. These recorded messages could be anything from an emergency closing for JES ONLY to information on testing. **Please make sure we have current phone and email information so you receive these messages.**

FOOD IN THE CLASSROOM

Per BCPS and Jacksonville policy, NO food items are to be brought in to celebrate birthdays in the classrooms. No cupcakes, snacks or food treats. Students can bring small treats, pencils, stickers, etc. for friends but no food. In addition, no McDonalds or special lunches are to be brought into the cafeteria.

For holiday/seasonal classroom parties, per BCPS guidelines, no homemade goodies can be brought in. All treats be store bought and brought to school in the container that it was purchased in. Teachers need to be able to double-check the labels for ingredients in the event that there are allergies in the classroom and it saves the school nurse from having to check allergies in every classroom.

NEWSLETTER

The first Thursday of each month, a newsletter will be posted online which will keep you informed about important events in the school and community. You can access it at any time by going to <http://jacksonvillees.bcps.org>. If you do not receive an email, please contact the school to verify we have the correct email address.

REPORTING STUDENT PROGRESS

Good communication between parents/guardians and teachers is very important to the educational process. There are four reporting periods during the school year. Here at Jacksonville, all classroom teachers schedule conferences with each parent/guardian to discuss their child's program after the first term. Please check the BCPS calendar to review the dates of report cards and conference days. Fourth quarter report cards WILL NOT be mailed home if the student is absent the final day of school. They can be picked up in the office during the summer.

HOME / SCHOOL COMMUNICATION FOLDER

Every child at Jacksonville will receive a home/school communication folder. This folder is to go home every night and be returned by students on the next school day. Items such as notices, information from teachers, and homework will go home on Thursdays in the folders. Parents are asked to review the folder nightly, pull out appropriate materials, and check homework. In turn, parents can use the folder to communicate with teachers, as well as the school office. Look at your child's folder nightly - - you'll find it a most effective communication tool!

INCLEMENT WEATHER-EMERGENCY CLOSINGS

JACKSONVILLE ELEMENTARY IS LOCATED IN THE **HEREFORD ZONE**

When it is decided that schools are to be closed for inclement weather, announcements will be made by local television and radio stations. In addition, information can be found on the

Baltimore County Public School website (www.bcps.org) or by calling the hotline at 410-887-5555. We also encourage you to sign up with Schools Out, <https://www.schoolsout.com>, a free service that will send you an email or text message when schools have a delayed opening or are dismissed early. Students and parents are, therefore, asked to **please do not call the school** for this information. These announcements are made for the cancellation of school, as well as for delayed openings and early dismissals.

HEREFORD WEATHER ZONE -- **Jacksonville Elementary is a Hereford Weather Zone school.** In case of inclement weather that would necessitate a delayed opening or early dismissal of school, parents are asked to pay particular attention to radio and TV announcements which might indicate information that would **ONLY** pertain to Baltimore County Schools in the **Hereford Weather Zone.**

NOTE: If school has an emergency closing, **Play Centers will also be closed** AND all before school activities are cancelled. If there is a field trip scheduled to leave before school starts, it will be cancelled for that day.

Delayed Openings and Early Dismissals

Media Announcements: The following message will be given to television and radio stations: **"All Baltimore County Public Schools closed."** -- (Jacksonville is closed.)

"Baltimore County Hereford Zone Only Schools closed." -- (Jacksonville Elementary is closed.)

One-hour delay -- for **either** all Baltimore County Public Schools **or** for Hereford Zone only -- Jacksonville will open at **10:05 a.m.**

Two-hour delay - for **either** all Baltimore County Public Schools **or** for Hereford Zone only -- Jacksonville will open at **11:05 a.m.**

One-Hour Early Dismissal

Students will be dismissed one hour earlier than normal. Dismissal time for Jacksonville will be **2:50 p.m.**

Lunches will be served to students as usual.

Media Announcements: The following message will be given to television and radio stations: **"All Baltimore County Public Schools will close one hour earlier than normal closing time."**

Two-Hour Early Dismissal

Students will be dismissed two hours earlier than normal. **Dismissal for Jacksonville will be 1:50 p.m. Lunches:** Every effort will be made to serve lunches to all students, thus some adjustments to lunch shift schedules will be necessary.

Media Announcements: Please tune to WBAL Radio 1090 AM. The following message will be given to television and radio stations: **"All Baltimore County Public Schools will close**

two hours earlier than the normal closing time.”

Three-Hour Early Dismissal

Same procedure as Two-Hour Closing. **Dismissal time for Jacksonville will be 12:50 p.m.** Lunches will be served.

IMPORTANT: For parents with children who attend Baltimore County Schools that are both in and out of the Hereford Weather Zone, it is important that you recognize that delayed openings or early closing will create situations whereby students will be on **different transportation schedules**. This could present possible child care implications. Parents are urged to make contingency plans now!

SPECIAL NOTE: Don't forget that *Jacksonville Elementary* is a *Hereford Weather Zone School*. Listen for special messages on radio and television announcing possible delayed openings or early closings that sometimes only affect Hereford Weather Zone.

LATE ARRIVAL PROCEDURE

Students arriving after 9:20 a.m. should report to the office **accompanied by a parent/guardian to sign them in**, and take a note of excuse from parent to the classroom teacher.

TRANSPORTATION OF STUDENTS

BUS POLICIES AND PROCEDURES

Jacksonville Elementary is served by approximately 15 buses. In order to facilitate an orderly and safe dismissal, students must ride home on their assigned buses. **Students will not be allowed to ride home on any bus but their assigned one.** Whenever a child who normally rides a bus is to be picked up, a note should be sent to school. Students not riding the bus will meet in a designated location in the school. **Whenever your child's transportation routine is altered, a note must be sent to your child's teacher to specify the change. DO NOT EMAIL THIS INFORMATION as the teacher may be out or busy teaching and not able to read it.**

TRANSPORTING BY CAR

Driving students to and from school is strongly discouraged in light of the large number of buses being employed to transport students. When it is necessary to drive students to school, however, students should be discharged at the center of the parking lot directly in front of the school so that students can use the crosswalk printed on the driveway.

- Only drop off at the parking lot side of the "Student Drop-Off Zone" where the signs are posted.
- Have your child/children **prepared** to exit the vehicle **immediately** on the passenger side

ONLY when pulled up to the "Student Drop-Off-Zone" area. (Remember, there are other cars waiting to pull up and drop off.)

- Drivers are **NOT** to drop off children anywhere else other than at the designated "Student Drop-Off Zone."
- Remember that children are to exit from the vehicle using the car door facing the building. **NEVER** have a child exit into the parking lot on the opposite side.
- Please wait your turn in the line of cars to drop off your children. **Do not try to pass on the left side of the line of cars.**
- If you must drop your child off or pick your child up early or at dismissal, **do not use the bus lanes.**

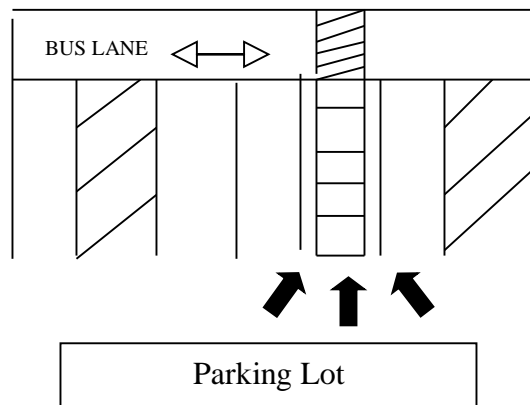
MORNING STUDENT CAR DROP-OFF

Please review the diagram of how we have allowed for three student drop off spaces. Keep these two safety precautions in mind as you drop off your students:



- Only allow your child/children to exit your vehicle on the side facing the school.

- Please proceed on immediately after you drop off your child/children so that the next car can move up to your drop off space.



STUDENT PICK-UP (early dismissal)

If students need to leave early from school, they need to bring in a **note from home in the morning stating the time and reason the student will be picked up.** **DO NOT CALL SCHOOL OR EMAIL TEACHERS.** Parents **must** report to the office to pick up their child/children. All parents must sign out their child/children from the office before leaving school. **No child will be dismissed between 3:15 and the last bus departure.**

END OF DAY STUDENT PICK-UP

Students who are being picked up will be dismissed out the 2/3 hallway doors (by the gardens) at 3:50 pm. We suggest you park on the upper lot next to the tennis courts and walk down.

Parent Pick Up Procedures

In order to insure the safety of all of our students, the doors will be opened at 3:50 for parent pick-up and dismissal. The following guidelines have been established for parent pick-up of students. In following these procedures, we can be sure that all students are being dismissed to a designated person and that students are supervised in a safe area at all times.

Guidelines for Students Who Will Be Picked Up Regularly

Only complete the Parent Pickup Registration Form sent home on the first day of school if a parent/designee is going to be picking up the child every day (or on a set schedule of days) after school. Please notify the school of any changes during the year.

Guidelines for Students Who Will Be Picked Up On An Occasional Basis

Parents must **send in a note** to the classroom teacher that morning saying that the child will be picked up and who will be picking them up. PLEASE DO NOT CALL THE OFFICE OR EMAIL THE TEACHER (the teacher might be out that day and not able to get email messages). The notes will be sent to the office and a list will be compiled of all students who will be picked up that day. **If we do not receive the information in writing, we will put the student on the bus.**

PLEASE DO NOT GO TO THE CLASSROOMS OR HUB. ALL STUDENTS TO BE PICKED UP WILL BE DISMISSED FROM THE PARENT PICKUP-UP LINE AT 3:50 PM.

WE APPRECIATE YOUR COOPERATION!!!

DRESS CODE

In an effort to create a more positive and respectful learning environment at Jacksonville Elementary School, the following **Dress Code Guidelines** have been put in place:

1. The length of shorts or a skirt should not be shorter than finger tip length when you are standing with your arms down at your sides.
2. Tank tops, muscle shirts, and shirts with spaghetti straps should not be worn.
3. Your stomach should not show.
4. Children should wear outdoor appropriate shoes. Flip flops are not acceptable.
5. Children should wear weather appropriate clothing, remembering that they will go outside in cold weather.

STUDENT BEHAVIOR

The primary goal of the Baltimore County Public Schools is to help all students reach their academic potential. In order to attain that goal, it is important for students to assume responsibility for their actions and realize the relationship between their behavior and learning. The Board of Education's disciplinary code is designed so that all students may understand acceptable and appropriate behavior. These policies are augmented by the administrative rules and regulations explained in the Student Behavior Handbook.

At the beginning of each school year the school's administrators meet with each class to discuss the Student Behavior Handbook.

Parents are required to fill out the Student Behavior Handbook Acknowledgment Form located in the handbook and return it to their child's teacher.

CODE OF CONDUCT

Each day I will show self-control
Offer kindness
Act responsibly
Respect others
I am Ready to Soar

VISITORS AND VOLUNTEERS

As we all continue to work together to ensure the safety of our students, we would like to call to your attention the following:

The driveway and parking lot in front of the school have been specifically designated for one-way traffic. A **ONE WAY** sign is in place at the far entrance, with a **Do Not Enter** sign placed at the entrance closer to Jarrettsville Pike.

VOLUNTEERS MAKE A DIFFERENCE!

Volunteering Information (including Field Trip Volunteers)

Sign-In

To assure protection under Maryland State Law for comprehensive liability insurance and worker's compensation, **all volunteers are required to sign in at the office upon entering** the school and to wear a volunteer pass. In addition, volunteers are also required to complete the Safe Schools training online at http://www.bcps.org/community/volunteer_info. A copy of the application and certificate must be submitted to the school two weeks prior to volunteering, either in the school or on field trips.

It is important that you **sign in and sign out** in order to record your hours each time you report to your volunteer job. The Maryland State Department of Education requires that we record the number of volunteer hours in our school, and this information is taken from the computer logs. Please also include the hours spent at home volunteering.

The school can receive recognition by the county and state for volunteer efforts based on the total hours accumulated. Individuals will be recognized for their volunteer hours.

Tax Deductions

The IRS allows a number of tax benefits for volunteers. Un-reimbursed expenses, made as part of giving services to a school, may be deducted by volunteers. Car mileage, bus and cab fares are deductible. Service hours are not deductible.

Code of Ethics for Volunteers

The volunteer, like the teacher, is bound by professional principles of behavior.

Respect for Human Dignity

A JES volunteer.....

- Is appreciative of all racial, religious, and ethnic groups.
- Is appreciative of individual differences.
- Is courteous and impartial.
- Encourages positive self-concept through honest appraisal.
- Understands and accepts the students in terms of their own backgrounds, values, manners, sex, vocabulary, and aspirations.

Confidentiality

A JES volunteer.....

- Considers personal family matters of pupils confidential.
- Considers school records confidential.
- Respects privacy of teachers and pupils in school relationships.

Dependability

A JES volunteer.....

- Is regular in attendance.

- Is punctual.
- Notifies school when unable to come.
- Signs in and out on appropriate sheets.

Cooperation

A JES volunteer.....

- Develops a working relationship with all school personnel.
- Is supportive of the staff in its educational efforts.
- Observes all school policies, including health and safety procedures.
- Observes school procedures in regard to conferences on his/her own children.
- Handles school equipment and material in a responsible manner.

BEFORE AND AFTER SCHOOL CHILD CARE

Our Jacksonville Elementary Child Care Committee, composed of parents and the administration, carefully evaluated the before and after school child care for our students provided by Play Centers, Inc. The committee's assessment of Play Centers supported the return of Play Centers as our child care provider for the 2015-2016 school year. Child care will be provided from 7:00 a.m. to 9:05 a.m. and from 3:50 p.m. until 6:00 p.m. Interested parents should call 410-296-4880 or 410-666-3055 for more information.

NEWS FROM THE DEPARTMENT OF RECREATION AND PARKS

The Carroll Manor Recreation Council looks forward to serving both children and adults of Jacksonville Elementary. Their website address is www.carrollmanor.org. There is also a link from the JES website, or you may call the Recreation Office at 410-887-8207 weekdays between 10:00 a.m. and 2:00 p.m. for information on all their programs and events.

LOCKERS

Each child will be assigned a locker outside of the classroom door. Please remember there are to be **no locks**. Lunches can be kept in the locker, but it is not a place to store food.

TOY ALERT / SPORTS EQUIPMENT

Students are to refrain from bringing radios, electronic equipment, or cards to school. Also, sports equipment may only be brought in if the Physical Education teacher requests it due to current unit of study. Any personal item brought to school is the sole responsibility of the student. All balls brought into school with teacher permission must be carried in backpacks or in bags.

SCHOOL BREAKFAST/LUNCH PROGRAM

Grab-n-Go breakfast is available when school is in session for the full day. Breakfast includes cereal or muffin, juice and milk. The cost is \$1.40; reduced price is \$0.30.

The BCPS's Office of Food and Nutrition will provide a balanced, hot lunch daily for students. The cost of lunch items is outlined below:

- \$2.90 - hot lunch
 - .40 - reduced price hot lunch
 - .60 – milk
 - .50 – a la carte (ice cream, frozen yogurt, cookies, etc)
- (price subject to change)**

A menu will be sent home to you monthly and is also available on the BCPS website at www.bcps.org. Our cafeteria provides computerized purchasing accounts for students buying lunch items. One of the major advantages of this computer system is that students may deposit funds into an account in advance for the purpose of purchasing meals or additional food items.

A prepayment form is available for your convenience. Students may make prepayments on the first day of school. Prepayments are collected by the classroom teacher and forwarded to the cafe manager each morning. Additional prepayment forms are available from the office, cafeteria staff and on the BCPS website.

You may also add money to your child's account using a credit card by signing up at <https://www.myschoolbucks.com/ver2/login/getmain.action>.

Additional money may be added to the account at any time. We will continue to accept daily payments at the register, although we encourage and prefer the prepayment method to ensure prompt and efficient service. A computerized statement indicating the balance in your child's account will be sent home periodically.

JACKSONVILLE'S DRINKING WATER

Jacksonville Elementary School has been and is presently on bottled water. Water coolers are strategically stationed throughout the school. Students may come to school with bottles filled and may refill as necessary during the day.

The Coordinator from the Office of Environmental Services for the Baltimore County Public Schools monitors and conducts sample readings on the condition of our well water on a regular basis.

SPECIAL AREA CLASSES

Physical Education Program

All students at Jacksonville will be provided with and expected to participate in physical education classes. It is important that students be prepared for activities with appropriate attire. Active wear that allows ease of movement and tennis shoes are required for class (no slip-on shoes). County policy prohibits unprepared students from participation for safety purposes. Parents will be notified of P.E. days so that you may help your child to be prepared for class. Thank you for your cooperation.

Vocal Music Program

The vocal music program provides students with the opportunity to enjoy and appreciate a wide variety of music on a regularly scheduled basis.

The program consists of: singing (including foreign language songs and games), listening/appreciation, rhythm, playing percussion and melodic instruments, movement/dance, reading, composing, and dramatizing.

Integrating the vocal music program with the ongoing implementation of the classroom curriculum is important. In addition 4th/5th grade chorus is available to all 4th/5th graders. Fifth grade students may also join band or orchestra and still be part of the fall chorus program.

Instrumental Music Program

The instrumental music program offers 5th grade students the opportunity to study one of the following instruments: flute, clarinet, oboe, alto and tenor saxophones, trumpet, trombone, baritone, French horn, tuba, snare drum, violin, viola, cello, and double bass. Lessons are during school hours, once a week for 50 minutes on a rotation schedule.

Band is an enriching experience, and many students will remember it as one of the most enjoyable and creative times in their lives. In order to get the most out of band, one has to spend time outside of class getting to know the instrument better, and it is recommended that each band student practice a minimum of thirty minutes a day. Please encourage your child to practice. In these days of busy schedules for parent and child, your support is indispensable. Let's build a band that we can take pride in, leaving you and your children many memories of their first years of music.

Art Program

All students at Jacksonville Elementary will be provided art instruction. Integrating the art program with the ongoing implementation of the classroom curriculum is important.

Parents should provide art smocks for all grade levels. (An oversized shirt, labeled with your child's full name is fine.) Art materials used are non-toxic and water soluble.

Library Media Program

The Library Media Program ensures that learning activities are integrated into the curriculum, and students become skilled users of information as they access and gather resources. Instruction is also provided to stimulate interest in reading, viewing, and using information and ideas.

NOTES FROM THE SCHOOL NURSE

The health and well-being of your child are primary concerns while your child is in school. In order to ensure and maintain his/her good health and safety, please take a few minutes to review the following guidelines:

We attempt to discourage administration of medication in the schools; however, if your physician decides it is necessary for your child to receive a medication during the school day, the approval and specific directions must be provided to the school. **Parents must bring the medication to the school in the original box or bottle with the current prescription label on the container. All medications (even over the counter medications) require a written physician's order. Students are not to have medications in their possession.**

Please keep all home, work, and emergency phone numbers at school up-to-date. When children become suddenly ill or injured at school, it is essential that we have current phone numbers.

Please keep the nurse informed of significant changes in your child's health. For example: changes in diet, daily medication, new allergies, changes in physical restrictions, vision and/or hearing impairment.

By communicating your child's special health and safety needs to us, we can ensure a safer and healthier school year. Have a healthy year!

LOST AND FOUND

Please mark all belongings with your child's full name. Lost and found items will be located in the cafeteria area. Students may get permission from their teacher and are encouraged to look through the lost and found items during lunch time. Parents are also encouraged to check the Lost and Found periodically during the school year.

VENDING MACHINES

There are no vending machines available to students during the school day. Drinks and snacks are only available during lunch from the cafeteria. It is also recommended that parents not send soda to school.

