

# **Jacksonville Elementary School**

## ***Parent-Student Handbook***

2022-2023



**3400 Hillendale Heights Road  
Phoenix, MD 21131  
410-887-7880**

**<http://jacksonvillees.bcps.org>**

**Debbie Miller, Principal**

**Marlana Mathis, Asst. Principal**

**Thank you to the JES Leadership Committee for your help and review  
of this handbook.**

## **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. 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
Free & Reduced Meals	443-809-7855
Special Education	443-809-3660

## **JACKSONVILLE ELEMENTARY QUICK REFERENCE**

Main Office Phone Number	443-809-7880
Main Office Fax Number	443-809-7882
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.*

### Jacksonville Student Code of Conduct:

#### **Each Day, I will:**

Show self-control

Offer Kindness

Act Responsibly

Respect others

I am ready to soar!

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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 4:05. Walkers/car riders will be dismissed at the end of the student 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 10 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/SAFETY**

**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. Additionally, please do not hold the door for the next person in line. We want to continue to have secure entry for all visitors at JES.

Our school practices drills for universal emergency response procedures, including alert status, drop, cover and hold, evacuation, lockdown, severe weather safe area, and shelter in place on a regular basis. Additional information can be found on the Baltimore County Public School Website under School Safety and Security.

## **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.

Custody papers and other related legal documents are required to be on file at school.

## **SCHOOL MESSENGER PHONE SYSTEM**

Jacksonville Elementary will again be using School Messenger phone system as a quick way to get messages to parents. These recorded messages or email could be anything from an emergency closing to information on school events and updates. **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.

For holiday/seasonal classroom parties, per BCPS guidelines, no homemade goodies can be brought in. All treats must 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.

Food suggestions for holiday parties can include: fresh fruit, vegetables, plain popcorn and other healthy treats. Additional information can be found under the BCPS Rule and Policy 5740 and the USDA's smart snack calculator to ensure foods meet the required nutritional standards. Room parents will be provided information at the beginning of the year of appropriate choices.

## **CAFETERIA GUIDELINES**

In addition, no outside food (McDonalds, Fast Food or special lunches) should be brought into the cafeteria for students. Students may eat foods packed from home or from the BCPS cafeteria only. Students are expected to eat food provided from home or purchased in the cafeteria. This provides a safe eating environment for all children. Please no glass drinks or water bottles.

## **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, 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 or will be disposed of after July 1<sup>st</sup>.

## **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](http://www.bcps.org)) or by following the BCPS Now App. 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 **3:05 p.m.**

Lunches will be served to students as usual.

### **Two-Hour Early Dismissal**

Students will be dismissed two hours earlier than normal. **Dismissal for Jacksonville will be 2:05 p.m.** Lunches: Every effort will be made to serve lunches to all students, thus some adjustments to lunch shift schedules will be necessary.

### **Three-Hour Early Dismissal and Half Days**

Same procedure as Two-Hour Closing. **Dismissal time for Jacksonville will be 1:05 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!

### **LATE ARRIVAL PROCEDURE**

Students arriving after 9:20 a.m. should report to the office **accompanied by a parent/guardian to sign them in.**

## **TRANSPORTATION OF STUDENTS**

### **BUS POLICIES AND PROCEDURES**

Jacksonville Elementary is served by approximately 13 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. After 3:15, we will not be able to accept any changes in transportation.**



## 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, students should be discharged at the center of the parking lot, in one of the three designated drop off areas so that students can use the crosswalk printed on the driveway.

Hillendale Heights is a two-way road. Please do not block both lanes during drop off. Please stay to the left of the school entrance so that buses can continue to move into the bus loop. Please do not block the entrance to Overshot development.

- Only drop off at the parking lot side of the "Student Drop-Off Zone" at the designated drop off signs.
- 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, please wait for the line to move forward.
- If you must drop your child off or pick your child up early or at dismissal, **do not use the bus lanes, unless directed by a building administrator.**

## 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 hallway doors K-1, 2-3 and 4-5. Students will be available for pick up at the back gardens. We suggest you park on the upper lot next to the tennis courts, or in the front lot and walk down. Parents are required to walk down to the school for hand off of your child.

### **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. In accordance to BCPS policy, **if we do not receive the information in writing, we will put the student on the bus.**

**\*\*\*For the safety of all of our students, we will no longer accept changes in transportation after 3:15 PM.\*\*\***

## **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](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. According to BCPS policy, volunteers who do not follow the guidelines can be excused at the discretion of the administration.

## LOCKERS

Each child will be assigned a locker outside of the classroom door. Please remember there are to be **no locks**. Lunches and belongings, as well as extra materials can be kept in the locker.

## TOY ALERT / SPORTS EQUIPMENT

Students are to refrain from bringing electronic equipment, or toys to school. Any personal items brought to school are the sole responsibility of the student. All balls brought into school, with teacher permission, must be carried in backpacks or in bags.

## 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, doctor's orders and parent authorization must be provided on the BCPS form. This form can be found on JES website. **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.**

Students in all grades are to keep a change of clothing in their locker. In the case of drink spills, falls in the mud, or bathroom accidents, your child will need a change of clothes. The health suite does not stock changes of clothes for students.

It is recommended that all students keep chapstick in their backpack or locker for school use. Students are permitted to keep trial-sized lotion and lotion sunscreen (NOT SPRAY) in their locker, however, teachers, administrators, BCPS staff, and volunteers are NOT permitted to apply sunscreen or lotion to students. Students must be able to self-apply.

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 when items are missing. Parents are also encouraged to check the Lost and Found periodically during the school year. All unclaimed items will be donated in the winter, spring and summer.

### **CLASSROOM VISITATION**

In order to maintain safety of students and provide maximum learning in our classrooms, we ask that visits and observations of classrooms be scheduled ahead of time through the main office. We do not allow drop-in visits, for any reason, to see your child, as this interrupts instruction and can make transitions back difficult for children. American Education Week is an excellent time to visit your child and see what is happening in the classrooms.

### **ATTENDANCE**

According to the Maryland Compulsory Attendance Law, it is the parent's responsibility to see that their children attend school on a regular basis. In order for you to be in compliance, your child cannot have more than two unexcused absences per quarter. We understand that illnesses, doctor's appointments, and family emergencies may interfere with your child's ability to attend school. These absences are excused only if accompanied by a note from home, detailed email or the doctor. Remember, vacations are not excused absences. Any student not meeting the required 94% guideline, will receive an attendance letter.

### **MAKE UP WORK**

While your child is absent, they will be missing valuable collaborative conversations and experiential learning. These experiences cannot be made up at home or school. All missed work will be provided to your child upon their return to school.

### **COMMUNICATION**

When sending notes or money to school, please clearly label envelopes with the student name, teacher and purpose. This helps with organization and insuring proper delivery of items.