

STATEMENT of VISION / MISSION

At Mamie Agnes Jones Elementary, our vision is to ensure students show leadership qualities and character to reach their maximum academic growth through rigorous standards and the use of individual goal setting.

Duval County Public Schools

WEBSITES:

www.duvalschools.org - For the latest information about Duval County Public Schools, including calendars, and links to school sites, log on to duvalschools.org. Changes in policies and procedures, newsletters and coming events are prominently displayed. You may also use this site to contact School Board Members and School District personnel. Also, please check the Mamie Agnes Jones website for up-to-date information at www.duvalschools.org/majones

SCHOOL HOURS

School hours are from 8:30 a.m. to 3:10 p.m. each day. Students should **NOT** arrive earlier than **8:00 a.m.** or remain on campus later than **3:10 p.m.** unless they are participating in a supervised activity. **Supervision WILL NOT be provided for students unless they are enrolled in the Extended Day Program. Multiple late pick-ups will result in the school contacting Jacksonville Sheriff's office for assistance in transporting students home safely.**

ANNUAL BOOK GOAL

Each year our school sets an annual book goal. Students who meet their grade level book goal will participate in the end of year Reading Celebration. Books are recorded and turned in each nine weeks to their teacher. Students should log books read at home in their student agenda and or log sheet provided by grade level. See teacher for more specific grade level details and expectations.

BUS INFORMATION

There are options on how you may want your kindergarten student at a bus stop. All kindergarten students must have a transportation release document on file with the teacher and main office before allowed to ride a bus. Bus drivers will not release students if they deem the situation is unsafe. Students whose permanent residence is two miles or more from school, may be eligible for transportation. Bus schedules will be distributed to all students transported by bus and are also available in the office. Bus transportation is a privilege. The school principal or designee may suspend any transported students who refuse to obey the rules from riding on a school bus. **Transportation 858-6200**

CAFETERIA

The cafeteria is a vital part of our school. A well-balanced breakfast and lunch are offered at a reasonable price. Students' behavior should reflect self-respect and consideration for the rights, feelings, and property of others. Lunch with students is reserved for special occasions since there is limited seating. The Parent/Guardian will write a note in the students' agenda letting the teacher know the student will have lunch with the parent/guardian (name listed on blue card) in our outdoor picnic area. Parent will sign student out for lunch at the front desk. The student will be called to the front with their lunch. The students' parent will wait at the front desk to walk them to and from the picnic area this applies as well to the use of the restrooms in the lobby area. The parent will sign the student back in at the front desk upon returning from lunch. Students are not allowed to invite other students to have lunch with them outside. Students are only permitted to have outside lunch with their parents and or guardians.

CHANGE OF ADDRESS / PHONE NUMBER

It is imperative that the school be notified immediately of a change of address, home or office telephone number or emergency information during the academic school year. Please make changes to the blue card in the main office.

COMMUNICATION

Flyers/School Calendars/Notices

Communication between the school and home is essential. Flyers, school/classroom calendars and/or flyers will be used to communicate valuable information regarding school, community and district events. Classroom newsletters and web pages provide, on a regular basis, the standards the class is working on and important deadlines. Please check your child's the RED folder for this information.

Websites

Mamie Agnes Jones Elementary School has its own website that can be accessed at www.duvalschools.org/majones to obtain additional information about the school. Please note the school calendars are always available on this site. Additional websites that you may find useful to access are www.duvalschools.org for Duval County Public Schools.

CONFERENCES

Parent teacher conferences are encouraged for the purpose of sharing an understanding of the child's needs. Conferences are normally scheduled immediately **before or after** the student day. School office hours are 8:00 a.m. - 3:30 p.m. With COVID-19, we expect to do more phone conferences and virtual conferences.

EXTENDED DAY PROGRAM

The Extended Day Program operates only on days school is in session and consists of a morning session (7:00-8:00 a.m.) and an afternoon session (3:00-6:00 p.m.).

Fees must be paid in advance every month. A late fee of \$25.00 will be charged for late payments and for any child not picked up by 6:00 p.m. A schedule of payment due dates and fees will be given to parents at the time of registration.

To be eligible for enrollment in the Extended Day Program, a child must be enrolled as a regular student at the school and the parent must work. For more information, call the Extended Day office at 904-266-1214 Extension 213.

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission slip from a parent / guardian is required for all field trips. **PERMISSION CANNOT BE GRANTED OVER THE PHONE. Children and/or Siblings will not be allowed to accompany a chaperone on a field trip.** Cash, Check, Cashier's Check or Money Order only and No Refunds will be given. A Volunteer application must be submitted and cleared prior to a chaperone attending a field trip. (Clearance can take as much as 10 days in peak season)

GRADE PORTAL

Parents have access to their child's grades online through the DCPS FOCUS Portal.

Students new to Duval will need to register in order to view your student's records. You can do so by:

Selecting - Register here at

<http://www.duvalschools.org/page/144497> or

Check with the front desk for assistance.

GRADING SCALE

The Duval County School Board has adopted the following grading scale for all students grades K-12.

A	Outstanding Progress	90 - 100%	I	Incomplete	0%
B	Above Average Progress	80 - 89%	E	Excellent Progress	(K - 1)
C	Average Progress	70 - 79%	S	Satisfactory Progress	(K - 1)
D	Lowest Acceptable Progress	60 - 69%	N	Needs Improvement	
F	Failure	59% and below	U	Unsatisfactory Progress	(K -1)
NG	No Grade / Insufficient Enrollment				

GUIDANCE

Ms. G. Wilhelm, School Counselor, provides guidance services. The primary function is to assist students with their academic, career, and personal / social development. This is carried out through classroom programs, individual, and small group counseling with students, conferences with parents and teachers, interpreting assessments, referrals to community resources, screening for Gifted programs and working with the Intervention Team and Eligibility Determination Teams.

HEALTH / ILLNESSES OR ACCIDENTS AT SCHOOL

When a student is ill or has an accident at school, the teacher will send the child to the office. An office staff member or clinic volunteer will make the student as comfortable as possible. A parent will be called using our emergency numbers. **It is important that we have an emergency phone number for every student!** The school clinic does not have adequate facilities to care for a sick child for a prolonged period of time. The school is limited in the amount of first aid treatment that can be given. We cannot administer medication without prior written approval from the parent and signed documentation by physician. Please instruct your child to report any injury to the teacher as soon as possible.

Fevers: During the COVID-19 pandemic, we will take temperatures of each student as they enter the building. As long as the temperature is not above 100.3, the student will be allowed to go to class. Should your student have a temperature at 100.4 or higher, you will be asked to pick up your student. Students with these temperatures will be housed in another room for their sake as well as others. Students must be fever free for at least 24 hours without the aid of medication.

Medicine at school: In the event that a child is to take medicine during the day, the parent must do the following:

- a. Must bring in the medication and sign a medication liability release form and have it filed in the office (including over the counter medications).
- b. Have a copy of directions for administering the medicine from a licensed doctor or dentist attached to the original prescription container or written directions for non-prescription medications.
- c. Bring the medicine in the original container to the office so that it may be administered.

Diseases: If your child has a communicable disease, he / she must remain at home until after he/she has been treated and released by your doctor. Chicken Pox, Hepatitis, Measles, Mumps, Pinkeye, Ringworm of the scalp or skin, Rubella, Scarlet Fever, and Whooping Cough all require a doctor's attention.

Head Lice: Any child with **head lice or nits** may not attend school by order of the Duval County Health Department. The child will be excluded from school until he / she is **completely free** of live lice and nits (eggs). A school employee will examine the child prior to admission back to school. **A parent / guardian must accompany the child for this examination.** Should the child still have lice or nits, he / she **MUST** leave the

school premises for treatment. A letter will be sent to parents of all the children in the classroom, to inform them of how to detect head lice and its treatment. Other children in the class will be checked for lice.

HOMEWORK - ALL students are expected to READ every night!

Homework is an important factor in reinforcing skills and learning. Please check **your child's planner** each day to determine the homework that has been assigned. The assignment and amount of work will vary from class to class. It is the responsibility of the student to complete the assignments and bring them to the teacher.

PARENT / COMMUNITY ORGANIZATIONS

All parents and interested individuals are encouraged to join the PTO, attend PTO meetings, and participate in PTO-related activities. Membership dues are a donation that assists in providing special programs and activities for our school.

PTO Fees: Individual Membership: \$5.00

Family Membership: \$8.00

SAC, our School Advisory Council, is made up of parents, staff, business people, and citizens of the community. It meets on the 3rd Thursday of the month and plays an active role in advising school leadership personnel and informing the community of mutual needs and interests.

Continued school improvement is a key issue addressed by SAC. Attendance by the public is encouraged at all meetings.

REPORT CARDS / SCHOLARSHIP WARNINGS / PROGRESS REPORTS

Report cards are issued every nine weeks. These are to be SIGNED BY THE PARENT AND RETURNED TO THE HOMEROOM TEACHER WITHIN THREE (3) DAYS TO INDICATE THAT YOU HAVE RECEIVED IT. If a report card is lost, send a note to the office and a duplicate card will be sent home.

Scholarship Warnings: This report is sent to parents by the teachers. This report indicates that the child is in danger of failing a subject or is having difficulty in meeting standards. Upon receipt of this report, the parent should contact the teacher to schedule a conference. THE SCHOLARSHIP WARNING MUST BE SIGNED AND RETURNED TO THE SCHOOL WITHIN THREE (3) DAYS, TO INDICATE THAT YOU HAVE SEEN IT. You may also access FOCUS grading program online to view your child's grades. You may pick-up your individual password at the school.

Progress Reports are sent home at the midpoint each nine weeks. These reports are used to inform parents about their student's progress toward meeting academic goals. They may be used in conjunction with Scholarship Warnings or as a substitute for a Scholarship Warning since they would indicate unsatisfactory progress. PROGRESS REPORTS SHOULD BE SIGNED AND RETURNED TO THE TEACHER TO INDICATE THAT YOU HAVE SEEN IT.

Parents do not have to wait on the progress report they can view attendance and class grades on a daily basis with their Focus Parent Portal login.

SPECIAL EVENTS

Birthday Parties

During COVID-19, there will be no sharing of food. We extend our "Happy Birthday" wish to each youngster on their "special day", but request that birthday parties be held outside of school. **No deliveries of gifts, flowers and balloons for students will be allowed in classrooms.** Please arrange to give these things to your children at home, as it is disruptive to the class.

School Parties:

School Board Policy School Functions 4.44. IV states two (2) parties per school year may be held during school hours. MAJ classes will host their two celebrations one prior to the Winter Break and at the other one at the end of the school year. For birthday celebrations, parents may bring in ***a store bought class treat*** that will ***only be served during the scheduled lunch time.*** Only items in individual serving sizes are allowed. (i.e. cupcakes, single serving sized cups of ice cream, juice boxes, etc.) On Valentine's Day the school will not accept balloons, flowers, or candy for students. There must be a treat for every child in the class. Either the parent or student (grade 3 and up) must serve the items and help with clean-up. Parents should check in at the front desk with the treats just before the child's scheduled lunch time. Parents must notify the teacher in advance of the birthday celebration.

VALUABLES

Students are responsible for their own belongings. Please instruct your child not to lend or expect to borrow money from other students. **All thefts should be reported to the classroom teacher. Be advised that neither the school nor its personnel will be responsible for any losses of personal property.** Students should leave personal possessions (i.e. toys) at home.

VISITORS / VOLUNTEERS

During COVID-19, there will be no volunteers or visitors to the building.

Visitors and Volunteers are always welcome! For the safety of our students, **all visitors are required to sign in and out** in the Main Office and get a visitor's badge to wear. Volunteers must complete an application and undergo a criminal background screening, free of charge, conducted by our school district. Applicants must be at least 18 years of age. Designated school staff will verify your clearance to volunteer at the school using our online process. DCPS is no longer using volunteer cards as a proof of clearance. Apply at <http://www.duvalschools.org/static/offcampus/volunteer/> this process can take up to 2 weeks.