

Mamie Agnes Jones Parent/Student Handbook

STATEMENT of VISION / MISSION

Our Vision:

Mamie Agnes Jones Elementary is a learning community committed to closing the achievement gap, celebrating diversity, and providing technological experiences that prepare our students to compete in a global society.

Our Mission:

The mission of Mamie Agnes Jones Elementary School is to educate our students in a comfortable environment that promotes high levels of achievement, builds student self-esteem, and develops quality work ethics so students may reach their full potential.

SCHOOL HOURS

School hours are from 8:30 a.m. to 3:00 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.**

BUS INFORMATION

Students whose permanent residence is two miles or more from school may be eligible for bus transportation. Parents/guardians must register your child for transportation each year through your DCPS parent account. Additional information including "how to" videos is available at <https://dcps.duvalschools.org/Page/31291>. As a reminder, 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. The phone number for transportation is 904-858-6200.

EXTENDED DAY PROGRAM

The Extended Day Program operates only on days school is in session. Before school (7:00 -8:00 am) and/or after care (3:00 – 6:00 p.m.) sessions are available. Fees must be paid in advance every month. Fees 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. Enrollment is completed online annually at <https://dcps.duvalschools.org/Page/34676>.

PARENT CONTACT INFORMATION

Parents/Guardians can update contact information, emergency contacts and any student health conditions on the child's "Blue Card" found in their parent account. This should be done at the start of the school year and any time information changes. Only designated individuals on the blue card will be allowed to pick the child up from school.

CAFETERIA

The cafeteria is a vital part of our school. A well-balanced breakfast and lunch are offered free of charge to all students. Students' behavior in the cafeteria should reflect self-respect and consideration for the rights, feelings, and property of others.

Parents/Guardians who are approved volunteers may join their child for lunch in the cafeteria during the student's regular lunch time. Parents must check-in at the main office and will sit with their child(ren) in the designated area. Students are only permitted to have lunch with their parents and or guardians. Other students (friends) are not permitted to join them at the table.

COMMUNICATION

CHANGE OF ADDRESS / PHONE NUMBER

It is imperative that the school be notified immediately of any change of address, telephone numbers or emergency contact information during the academic school year. Changes can be made through your parent account. Changes of address require proof of address to be presented to the main office to update the information.

THRILLSHARE

Communication between school and home is essential. Thrillshare is the DCPS approved application-based communication program. General information, notices of district, school and classroom activities as well as individual communications between teachers/parents will take place through Thrillshare. Weekly updates, calendars, newsletters and flyers will be posted here.

WEBSITES:

<https://dcps.duvalschools.org/> - The "go to" or the latest information about Duval County Public Schools, including calendars, and links to school sites. 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 school specific information at <https://dcps.duvalschools.org/majones>

CONFERENCES

Parent teacher conferences are encouraged for the purpose of sharing an understanding of your individual child's needs. Conferences are normally scheduled immediately **before or after** the student day. To schedule a conference, please reach out directly to your child's teacher through email or Thrillshare. You may also call the front office and leave a message for the teacher.

GUIDANCE

Our school counselor, Mrs. Turano, provides guidance services to all students. The school counselor's 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 and Eligibility Determination Teams.

GRADE PORTAL

Parents and guardians have real time access to their child's grades online through their DCPS Parent Account.

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	

HOMEWORK - ALL students are expected to READ every night!

Homework is an important factor in reinforcing skills and learning. Please check your child's communication folder 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.

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 any books read at home. See teacher for more specific grade level details and expectations.

REPORT CARDS / SCHOLARSHIP WARNINGS / PROGRESS REPORTS

REPORT CARDS are issued every nine weeks and are published online.

SCHOLARSHIP WARNINGS are noted on the report card and indicate that the child is in danger of failing a subject or is having difficulty in meeting grade level expectations. Upon receipt of this report, parents/guardians are encouraged to contact the teacher to schedule a conference.

PROGRESS REPORTS are published 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.

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. Other children and/or siblings will not be allowed to accompany a chaperone on a field trip. Payment must be made in cash and no refunds will be given. Parents wishing to chaperone a field trip must complete the district volunteer application online and be cleared as also complete the school's volunteer training prior to a chaperone attending a field trip. (Clearance can take as long as 10 days in peak season)**

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 school clinic. The school nurse or office personnel will make the student as comfortable as possible. A parent/guardian will be contacted using our emergency numbers. **It is important that we have at least one emergency contact number for every student!** The school clinic does not have adequate facilities to care for a sick child for a prolonged period. 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. Students enrolled in Hazel Health are able to see a medical practitioner online. The school Health Services Manual may be found online at <https://dcps.duvalschools.org/Page/14089>. Some of the most common situations are listed below.

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

- a. Bring in the medication in its' original container and sign a medication liability release form which will be filed in the clinic (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.

Fever: A parent or guardian will be contacted to pick up any child presenting with a fever of 100.4 degrees or more. Students with a fever are to remain home until fever free at least 24 hours without the use of fever reducing medication (i.e., Tylenol or Motrin).

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 may not attend school on the order of the Duval County Health Department. The child will be excluded from school until he/she is completely free of live lice. 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, he/she MUST leave the school.

Vomiting: The student will be excluded from school if actively vomiting and may return the next day if vomiting has resolved.

PARENT / COMMUNITY ORGANIZATIONS

Parent Teacher Organization (PTO): 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. Membership fees are \$5.00 per person.

The School Advisory Council (SAC) is made up of parents, staff, businesspeople, and citizens of the community. It meets each month, generally on the 2nd Monday, and plays an active role in advising school leadership 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.

SPECIAL EVENTS

STUDENT BIRTHDAYS

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/or 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. If desired, a **volunteer approved** parent/guardian 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.) A **volunteer approved** parent or guardian must be present at lunch to serve the items and help with clean-up. Volunteer approved parents/guardians should check in at the front desk with the treats just before the child’s scheduled lunch time.

CLASS 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.

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

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. Visitors are individuals who come to the school to attend an event, conference with a teacher, or attend a meeting. Those wishing to have lunch with their child, chaperone a field trip, or volunteer for a program must complete the necessary steps to receive volunteer clearance.

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. Volunteers must also complete the school training and sign the form stating they understand the expectations. Online applications can be accessed at <https://dcps.duvalschools.org/site/Default.aspx?PageID=29120>. Volunteers are encouraged to complete this well in advance as this process can take up to 2 weeks.