



## 2019-2020 Parent Handbook

Cecilia Robinson-Vanhoy, Principal  
Amy Roberts, Assistant Principal

**In Collaboration with:**  
Shared Decision Making Committee (SDM)  
School Advisory Council (SAC)

J. Allen Axson Montessori  
4763 Sutton Park Court  
Jacksonville, Florida 32224  
992-3600



## J. Allen Axson Montessori #141

### Axson Vision & Mission

**Vision:** Every student is inspired and prepared for success in college or a career and life through the Montessori Method.

**Mission:** To provide educational excellence to every student every day using the Montessori Method of instruction.

**How do we ensure EVERY STUDENT is inspired & prepared for success in college or a career and life?**



We have an intentional focus on student achievement and well-being by supporting.

- Culture & Positive Behaviors
- Rigorous & Differentiated Instruction
- Support Services for Students



We develop and retain high performing team members by focusing on:

- Recruitment & Retention
- Training & Development
- Building Capacity



We sustain engagement of parents, caregivers, and community by focusing on how we:

- Invite all to participate
- Promote welcoming environments
- Collaborate on decisions



We ensure effective, equitable, and efficient use of resources and align them to improve student outcomes by focusing on:

- Supporting Facilities & Grounds
- Ensuring Access to Resources & Materials
- Promoting Fiscal Responsibility

**Information above front 2017-2020 District Strategic Plan.**



## J. Allen Axson Montessori #141

### **Montessori: Innovative, Bold, Empowering, Essential!**

#### **What makes Montessori education unique?**

**The Whole Child Approach** A primary goal of Montessori education is to help each child reach his or her full potential in all areas of life. The child's emotional, social, spiritual, physical, and cognitive needs and interests are considered to be inseparable and of equal importance. The child is seen as naturally eager for knowledge and capable of initiating learning in a supportive, thoughtfully prepared learning environment with the guidance of a specially educated teacher.

**The Prepared Environment** To set the stage for self-directed and joyful learning to take place, the entire classroom setting is thoughtfully prepared by the teacher to encourage exploration, independence, freedom within limits, beauty, harmony, and a sense of order and trust. The child, through individual choice, makes use of what the environment offers to develop him-or herself, interacting with the teacher when support or guidance is needed.

**The Montessori Materials** Students in Montessori classrooms work with specially designed learning materials, manipulating and investigating them to master the lessons they embody. Each material, as presented by the teacher, teaches one skill or concept at a time. Built-in "control of error" allows the child to determine if he or she has done the exercise correctly. Materials offer multiple levels of challenge and can be used repeatedly at different developmental levels. Students use real objects and actions to translate abstract ideas into concrete form.

**The Teacher** The Montessori teacher functions as a role model, guide, demonstrator, and meticulous observer and recorder of each student's behavior and growth. In preparing the classroom, she makes sure it meets each student's unique interests, academic levels, and developmental needs. Like her students, she is an active and curious learner. The program of study required to become an AMS-credentialed Montessori teacher is specialized and extensive.

**How does Montessori education work?** Every Montessori classroom operates on the principles of freedom within limits. Ground rules appropriate to the age level (infancy through adolescence) are based on core Montessori beliefs: respect for self, for others, and for the environment.

Teachers present individual and small-group lessons on the various materials in the environment. Students are then free to work at their own pace with materials they have chosen, either alone or with others. The teacher relies on her observations of the children to determine which new activities and materials to introduce. The aim is to encourage active, self-directed learning and to strike a balance between individual mastery and small-group collaboration.

The multiyear age span in each class (typically three years) provides a family-like setting, where learning can take place naturally. More experienced children share what they have learned, while reinforcing their own learning. Younger students look up to their older "brothers" and "sisters" and get a preview of the work to come. Ideally, members stay with the class and teacher for the entire cycle, forging a stable community and meaningful bonds.



## J. Allen Axson Montessori #141

**How does Montessori education prepare a student for the future?** Montessori children are unusually adaptable. They have learned to work independently and in groups. Since they have been encouraged to make decisions from an early age, these children are problem solvers who can make choices and manage their time well.

They have also been encouraged to exchange ideas and discuss their work freely with others. Good communication skills ease the way in new settings.

Montessori programs, based on self-directed, non-competitive activities, help children develop a positive self-image and the ability to face challenges and change with skill, confidence, and creativity---all essentials for life in the 21<sup>st</sup> century.

**The Montessori Method** is a child-centered educational approach that recognizes the child as naturally eager for knowledge and capable of initiating learning when provided with a supportive, thoughtfully prepared environment and sequential, hands-on learning materials. It is an approach that values the human spirit and the development of the child as a whole.

Montessori education dates back to 1907, when Dr. Maria Montessori, one of Italy's first female physicians, opened a child-care center in Rome. Drawing on her previous work experience, including scientific observations of young children, Dr. Montessori designed a unique learning environment and materials that fostered the students' natural desire to learn. They made gains that exceeded all expectations.

News of the success of the Montessori Method sparked the interest of educators worldwide, and, in the following decades, Montessori schools for children of all ages opened on every continent but Antarctica. There are now thousands of Montessori programs dotting the globe, with an estimated 5,000 Montessori schools, both public and private, in the United States alone.

The innovative premises that guided Dr. Montessori's work over 100 years ago are still embraced by Montessori educators today and are continually confirmed by contemporary research:

- Children are to be respected as different from adults and as unique individuals, each developing at his or her own pace, according to specific developmental stages.
- The most essential life skill, such as language development, are acquired from birth to age 6 and honed in the elementary and secondary years.
- Children learn through purposeful activity.
- Children possess unusual sensitivity and cognitive abilities for absorbing and learning from the people and things in their environment.

The American Montessori Society Email: [ams@amshq.org](mailto:ams@amshq.org)



## J. Allen Axson Montessori #141

### I. Enrollment and Class Selection

J. Allen Axson is a public school; all admissions procedures are determined by the Duval County Public School administration. Because the school has a Montessori Curriculum, however, there are admissions and enrollment policies that are unique to this school. At the lower level, Axson offers a fee-based Preschool program. At the upper level (1<sup>st</sup>-5<sup>th</sup> grade), admission is limited to students who have had prior experience in a Montessori classroom, in order to ensure that they are prepared to integrate into the Axson Montessori environment. Admissions policies are as follows:

#### Grades PK3-PK4

To be eligible for the PK3 program your child must be three (3) years old by September 1. Applications are to be turned in to the Magnet office and can only be made after a tour of school has been completed. Pre-K magnet seats are given out on a lottery basis. Tuition is currently \$327/month (extended day fees if applicable are extra). PreK 4 students have continuity to Kindergarten.

#### Grade K

Parents who wish to enroll their children in Axson at the Kindergarten level must apply through the Magnet Lottery, held by DCPS in the spring. Applications should be taken to the Magnet office for students interested in these grade level openings; see [duvalchoice.com](http://duvalchoice.com) for more information. Kindergarten students must be five (5) years old by September 1.

#### Grade 1-5

Students who are already enrolled at Axson do not need to reapply each year. Parents who wish to enroll their children in Axson for the first time in grades 1-5 must apply through the Magnet Lottery. Students will only be admitted at these levels if they have documented proof of Montessori experience from the previous school year. The documented proof will be checked by school administrator(s) or designee.

#### Program continuity

Students who graduate from Axson in grade 5 have level 1 priority to attend John E. Ford K-8 Montessori Magnet. Parents of fifth grade students must fill out an application for Magnet Lottery if they wish their child to attend a magnet school; see [duvalchoice.com](http://duvalchoice.com).



## J. Allen Axson Montessori #141

### **Classroom placement, reassignments and teacher requests**

There are several factors that determine classroom placement: balanced grade levels, male/female, student personalities, and student academic and behavioral needs. Teachers also have the opportunity to give input for consideration in the class placement process. **It has not been determined at this time whether parent class placement requests will be accepted for the 2020-2021 school year.** When considering placement for the following school year, the principal **may** choose to take class placement requests from **April 3, 2020 to May 15, 2020**, using the online form found on our website under the “Parents” tab, click “Class requests”. In the event that we do take requests, please note that although class placement requests will be considered, final decisions are at the discretion of administration. Not all requests can be honored due to the reasons stated above. Every effort is made to consider the parent request during the scheduling process. Parent meetings to discuss your preferences are not necessary in this process and would NOT give you consideration over other parents who are completing class requests.

**In the event that Administration decides to allow for Parent Class Placement Requests for the 2020-2021 school year, only requests completed in the format above by the deadline will be considered, No Exceptions.**

It is important for children to remain in the same classroom for each stage of their pre-primary, lower elementary, and upper elementary experience for them to receive the full benefits of continuity of instruction that the Montessori multi-grade-level classrooms provide. If exceptions arise, the Principal and/or Assistant Principal is responsible for considering classroom reassignments requested by parents. The expectation is that parents meet with the classroom teacher at least twice before requesting a classroom reassignment. Reassignments, if granted by administration, will take place at the end of each grading period and will only be made if classroom space is available. Specific classroom requests will not be considered for a reassignment and is determined on open classroom seats.

### **II. Supplies**

Prior to the beginning of the school year you will receive a supply list from your child’s teacher requesting that you bring in items on the list at orientation or during the first week of classes. Most of these items will be for your child’s use in the classroom, although some of them will be available for the entire class’s use. The cost of the materials will be reasonable; most of them will be available on the tax holiday days established by the state.

### **III. Arrival and Dismissal**

#### **Arrival**

Parents may choose to have their children use the bus (not for PreK) or bring their children to school on their own. Children are greeted at the front of the car unloading/loading zone by a school official and safety patrol students. Students cannot be on campus until 8:00a.m. unless they are enrolled in Morning Extended Day. Students will not have supervision in the hallway until 8:00am. The front doors to Building 3 and 4 will remain open until 8:25 each morning. At 8:25, our safety patrols will close the front



## J. Allen Axson Montessori #141

doors and all students will need to enter through the **Main Office** front door of the school. When the second bell rings at 8:30 all students will need a tardy slip prior to admittance to class.

- Do not park inside the bus loop or drop students off in the bus loop. This may cause disruption in the bus schedule not only for our school, but other schools as well.
- Please drop your child off at the front of the school. You will need to pull all the way to the front of the drop off zone. If your child is not ready to exit the car at that time, please pull around and park in a parking spot to avoid a backup in the drop off line.
- For the safety of your child, please have them exit from the passenger side only. This will be strongly enforced. If you are unable to comply for any reason, please park your vehicle in the designated parking areas.
- Please do not park your car in the car loading zone. If you wish to walk your child in, please park in the designated parking areas.
- **NEW THIS YEAR: The BACK Parking lot is NOT a drop off location. You may NOT enter through the back gates.** At 8 am all other children will either be dropped off in the bus loading area when their bus arrives or in the front of the school for car drop off. Please be patient the first couple of weeks of school as it does smooth out after time and practice.
- **It is important that we model for our children our ability to follow daily routines and procedures. While dropping off and picking up or any time on campus, please always follow the directions of the staff member on duty.**

**\*\*\*Kindness to all staff is expected. They are following the rules and procedures of safety required by Duval County Public Schools and School Board Police.\*\*\***

**Mrs. Cecilia Vanhoy, Principal J. Allen Axson Montessori School**

The speed limit on campus is 15 mph. There are several speed bumps on campus to serve as reminders of our speed limit.

### **Dismissal**

Dismissal begins at 1:30 for Pre-Kindergarten students and 2:55 for K-5. On Early Dismissal days, the entire school dismisses at 1:05.

### **Car Riders**

If you would like to stay in your car and pick up your child, please use the designated car tag and include your child's name as well as his/her teacher on the tag. These tags can be obtained from your child's teacher at Orientation, Friday, August 9. Additional tags can be picked up in the front office. **Do not leave your car running or unattended while in the car-loading zone.** A staff member will call for your child starting at 2:55 p.m. If you wish to park and pick up your child, **please park in the designated parking areas and walk to the dismissal area for your child** (see the walk up section below). Please be prompt. If a child has not been picked up by 3:10 p.m., he/she will be escorted to the benches in front



## J. Allen Axson Montessori #141

of the main office. Please be patient during the first few weeks of school as the children, staff and parents (re)familiarize themselves with the dismissal routine.

**If staff on duty during dismissal are not familiar with you, please be prepared to present your ID.**

**Please ensure** that any other adults picking up your child is on the blue card and they bring photo ID identifying who they are or your child will not be dismissed.

### **Walk up**

If you choose to park your car and walk up to meet your child, please wait outside in the grass or on the sidewalk. Please do not block the doors or knock on the doors. A teacher leader will be assigned to the doorway to facilitate pickup. PreK 3 and 4 students will be released at the black gate between Building 1 and 3 at 1:30. Primary students will be released at the front of Building 3. Lower Elementary students (except Humphries) will be released at the black gates between Building 1 and 3. Upper Elementary and Humphries from Lower Elementary will be released from the front of Building 4. Once you have picked up your child, please move away from the exit doors and gates. Families staying to visit with each other after dismissal are asked to keep your children in the grassy area between the sidewalks to avoid disrupting the remainder of dismissal.

## **IV. Bus Transportation**

Axson provides bus transportation to students in Kindergarten through Fifth grade living in Zones 2, 3 and 7. If you live in one of these zones and would like to request a bus stop, please visit [www.duvalchoice.com](http://www.duvalchoice.com) for a "Magnet Bus Stop Application." Applications will be available after April 1<sup>st</sup> and must be submitted to the Transportation Department by the designated deadline. Bus stops and times are subject to change for the 2019-2020 school year. Current bus routes may be viewed at [www.duvalschools.org](http://www.duvalschools.org). Stops will be added according to guidelines, and applying does not guarantee a stop request will be granted.

During the first week of school, parents of kindergarten students must tag their child with his/her name, parent's phone number, bus number(s) and bus stop. This is also recommended for new students riding the bus, no matter their grade level.

Additionally, each parent/guardian of a kindergarten bus rider is required to complete a "**Kindergarten Dismissal Form**" to make a preference about dismissal. Some parents may choose for their child to be met by someone at the bus stop, and some may allow their child to walk home. All bus drivers are instructed to transport only those kindergarten students for whom they have a copy of form from the school. Parents will be expected to transport their kindergarten student home if they have not filled out a form with the preference for their child. Transportation is not provided for pre-k students due to state policy.



## J. Allen Axson Montessori #141

Any student riding the bus will need to fill out a Bus Registration Form that is located in the bus registration packet. This can be found on our website under the “Parents” tab, then click “Forms”.

Bus riding is a privilege, which may be revoked. Misconduct by a student while riding a bus represents a serious threat to the safety of all occupants on the bus as well as other motorists, pedestrians, and members of the community. Parents/guardians are urged to discuss with their children appropriate school bus conduct in order to ensure bus safety. All students who misbehave while riding the school bus will be disciplined according to the Duval County Elementary Code of Student Conduct.

### Bus Transportation Contact Information:

Transportation Department	(904) 858-6200
Axson Bus Coordinator: Amy Roberts	(904) 992-3600 ext. 107
DCPS Transportation Coordinator: Angela Bridges	(904) 858-6207
Durham Bus Company (Bus 445)	(904) 731-4150
First Student Bus Company (Bus 542)	(904) 751-9828
Student Transportation of America (Bus 165, 312, 344, 389)	(904) 720-2177

***On early release days, all bus routes will run approximately 1 hr and 45 minutes earlier than on full days. This year we are going to try to send text alerts for bus delays. Please ensure that you have downloaded the DCPS app and do not block text alerts on your phone if you want to receive updates on buses.***

### V. Extended Day

“AM” 7:00-8:15 a.m.	“PK” 1:30-3:00 p.m.	“PM” 3:00-6:00 p.m.
---------------------	---------------------	---------------------

Extended Day is offered at J. Allen Axson before and after school. This program is designed for students with working parents, however space is limited. Extended day is committed to providing an enriched and safe after school program where children will continue to develop socially, emotionally, physically, and mentally with stimulating activities.

To enroll your child in extended day, please complete the “Extended Day Enrollment Packet” that is available in the front office.

Extended Day Drop off and Pick Up will be located in the front office. All students must be signed in and out by an adult. Specific procedures for this will be given in greater detail from the Extended Day Director.



## VI. Attendance

All students are expected to attend school regularly, receive total instructional time, and to be on time for classes to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

If a student has at least 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period, the principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school level Attendance Intervention Team (AIT). The AIT will schedule a meeting with the parents or legal guardian and a representative of the district attendance office. If appropriate, a contract will be developed and signed by the participating parties.

Students returning from an absence are required to present a written excuse from their parent/ guardian, stating the cause for the absence.

The following causes are acceptable excuses for being *absent or tardy*:

- (a) Illness or injury of the student;
- (b) Serious illness or death in the student's family;
- (c) Inclement weather;
- (d) Official religious holiday of a religious sect or for religious instruction (See below); (e) Insurmountable conditions as determined by the school principal or other designated district or school personnel; and,
- (e) A bus failure or irregular schedule, which causes the absence or tardiness of a student who is eligible for and regularly transported by the District

A planned trip or vacation is not an excusable absence. However, we understand the diverse circumstances many of our families face. To have your child's absences considered to be excused for travel, you will need to email the Principal ([vanhoyc@duvalschools.org](mailto:vanhoyc@duvalschools.org)) and the teacher to discuss details. If you do not request permission before the trip, the absences will be considered unexcused. If approved, I will send notification to staff to document in FOCUS.

### Late Arrival/Early Check Out

A student will not be released after 2:15 p.m. during the week or 12:30 p.m. on Early Dismissal days unless the principal/designee determines it is an emergency or an excused event.

If your child arrives at 8:30 a.m., (second bell) he or she is considered tardy. If your child is tardy, they must get a tardy slip from the office in order to be allowed into the classroom. Children who are tardy miss important aspects of starting the day such as morning meeting and whole group lessons. A tardy child will often have a greater difficulty settling into his or her own work, which disrupts our learning environment.



## J. Allen Axson Montessori #141

Nonattendance for instructional activities is established by an accumulation of tardiness, early checkouts and absences for all or any part of the school day. For learning activities to be fully effective, it is reasonable to require that each student arrive to class on time and remain for the entire school day. A student who is tardy to class or who is checked out not only places his or her learning in jeopardy but also interrupts the learning of other students.

Excessive tardies or early checkouts (defined as more than 5 in a 30 day window) will result in one or more of the following interventions:

- a. A mandatory parent/guardian conference with the guidance counselor.
- b. A mandatory conference with the Assistant Principal.
- c. Referral to the Attendance Intervention Team
- d. In accordance with the *Code of Student Conduct*, other appropriate penalties such as detention beyond the regular school schedule or appropriate counseling programs for students and parents/guardians may be administered at the school principal's or designee's discretion.

### **VII. Illness and Medications**

Minor colds may not require an absence; if you do send your child into school please remind him or her of the importance of using tissues and of frequent hand-washing. **Children should be kept at home if they have any of the following symptoms: fever (within the last 24 hours), diarrhea, vomiting, rash, unknown spots, constant coughing or sneezing, extreme mucus discharge, head lice.**

If your child is running a fever the night before school, you should keep your child home and fever free for 24 hours before returning to school. Children returning after being treated for head lice must be checked by a school official before returning to class. Upon returning to school, please send in a note stating why your child was absent. If your child is taking any medications, please let your teacher know the name of the medications and any possible side effects they need to look for.

If your child becomes ill at school, he or she will be taken to the front office clinic. If your child vomits at school, you will immediately be called to pick up your child from the front office. If a student reports a minor headache or just needs to lie down, he/she can rest on a futon in the clinic. Teachers or office staff will make you aware of any problems throughout the day.

Students are not permitted to have medication in their possession while at school (including cough drops, etc.). Medication of any kind (prescription or over-the-counter) cannot be administered to a child unless a medication form is completed in the Front Office by a parent or guardian. **District policy requires a physician's signature in order for the school to administer over the counter or prescription medications.** If your child needs medication while at school, please check with the front office to make sure you are in compliance with the district's medication policy.



### **VIII. Behavior**

Teachers will establish and explain the expected behavior for their students in the classroom. While on campus, students are expected to abide by the provisions of the Duval County Student Code of Conduct. The Student Code of Conduct can be found at [www.duvalschools.org](http://www.duvalschools.org). Code of Conduct violations will be handled by an administrator according to district guidelines. Students who are outside of their classroom will be expected to observe the following rules:

#### **Hall:**

1. Walk quietly in the halls.
2. Keep hands, etc. to yourself.
3. Leave gum, candy, and toys at home.
4. Go directly to your destination when leaving classroom (movement with purpose).
5. If you see trash on the floor or ground, please pick it up.

#### **Cafeteria:**

1. Use good table manners.
2. Speak in a normal tone.
3. Clean tables and floors before leaving.
4. Do as the principal, teachers, and assistants ask.

#### **Playground:**

1. Use equipment safely and correctly.
2. Keep hands, etc. to yourself.
3. Stay on the playground.
4. Do not use the playground unless there is a certified teacher on the playground with you.
5. Refrain from unorganized contact sports.
6. Active adult supervision must be present.

### **IX. Parent/Teacher Communication**

Regular Parent/Teacher communication is important for the success of your child. All teachers are available to conference regarding your child, but such conferences should take place outside of instructional time. If you call or email the teacher during the day, please give the teacher 24 hours to respond to your request. Your child's teacher will provide information about the best means of contact, including phone numbers and e-mail, and available times for parent-teacher conferences.

Administration recommend that teachers communicate with families at least once a week. Communication can be email, face to face conversation, phone call, notes home, classroom daily agenda used as a two way communication tool, teacher website/newsletter, Axson website, and Vanhoy's Weekly Newsletter.



**X. Grading**

Students will be sent home with a mid-term progress report at the middle of every quarter. The midterm report comprises a combination of grades and narrative feedback. Mid-term progress reports are meant to give parents an understanding of the skills/objectives students have learned, as well as alert parents to any difficulties their child may be having. Grades can be accessed at any time via FOCUS.

Kindergarten Grading Scale

Grade	Definition
E	Excellent Progress
S	Satisfactory Progress
N	Needs Improvement (Lowest Acceptable Progress)
U	Unsatisfactory Progress

E, S, N, and U are used on the Kindergarten report card for Language Arts and Math. S and N are used for all other subject areas.

Grades 1, 2 and 3

Grade	Definition
S	Satisfactory Progress
N	Needs Improvement (Lowest Acceptable Progress)
U	Unsatisfactory Progress

S, N, and U are used for grading all subjects except art, music, and physical education which receive S or N.

Grades 4 and 5

Grade	Grading Scale	Definition
A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure
S		Satisfactory Progress
N		Needs Improvement

A, B, C, D, and F are used for grading all subjects except art, music, and physical education, which receives S or N.

Teachers may use plus and minus symbols as part of this grading system. A scholarship warning/progress report will be sent home anytime during a grading period when it is apparent that a student may fail or is doing unsatisfactory work that may lead to failure in any course/subject. If a student is in danger of not passing one or more class, you will receive a Possible Grade Retention letter as early as mid-January and as late as late-February. <http://dcps.duvalschools.org/Page/10017>



## J. Allen Axson Montessori #141

### XI. Safety

Maintaining safety for our students, staff, parents and community members is extremely important. We ask that all stakeholders take part in keeping our campus safe. Please note the following expectations for safety:

- **Be prepared to show proper identification at the front desk and/or anytime while on campus.** If a staff member is not familiar with you, you will be asked for your identification as a safety precaution not only for your child's safety, but for the safety of our entire school population. You do not need to obtain a visitor's pass when picking up your child before and after school. However, for any other activity on campus please report to the Front Office to receive a visitor's badge.
- Although we want to be polite to others, at no point should you prop open an outside door OR allow someone to enter through an outside door as you are exiting. Staff members will be assigned to entry doors during entry times. Otherwise, kindly ask them to report to the main office to enter.
- When driving on campus, please maintain your speed at a safe 15 mph and follow the direction of staff members on duty. As a reminder, signs have been posted as you arrive on campus.
- Please follow the Arrival and Dismissal maps for entrance areas to the school. During the hours of 8:25-2:55, you may ONLY enter through the front door of the school.
- Although we want our school to feel as welcoming and peaceful as possible, we do have requirements for safety required by Florida State Statute. Please note that we MUST comply with these requirements for the safety of our students and everyone on campus.

**\*\*\*\*IMPORTANT IF YOU WOULD LIKE TO PARTICIPATE IN SCHOOL EVENTS AND FIELD-TRIPS\*\*\*\***

If you have not already done so, please go online to fill out a volunteer application:

<http://dcps.duvalschools.org/site/Default.aspx?PageID=7416>

The application takes about five minutes, but is required for your participation in campus activities. The approval process typically only takes a few days to a week to process. Your application, once approved, is good for two years. **Please note that parents or family members *will not be allowed* to chaperone field trips, participate in class or school events and volunteer in the classroom until clearance has been given to volunteer. There are NO exceptions to this rule.**

It is important that we model for our children our ability to follow daily routines and procedures. While anywhere on the campus of J. Allen Axson Montessori, please always follow the direction of the staff member on duty and show grace and courtesy in your interactions with other students, parents, staff and visitors. If at any time you do not show respect for others on campus or refuse to follow the direction of staff, an administrator will politely ask you to leave our campus. Our goal is to ensure a safe and peaceful learning environment for all of our students and disruptions to this will not be tolerated.

Our goal is also to encourage our students to find peaceful resolutions to disagreements with others through honest communication. As you are communicating throughout the school, please be the model for our children by avoiding gossip and keeping conversations quiet and out of the hallway.



### **XII. Food at School**

J. Allen Axson Montessori is committed to promoting nutritional food for our students. Our nutrition guidelines can be found on our school's website. We strongly believe that the foods children eat during the school day should feed the mind and body the healthy energy needed to accomplish the multitude of tasks children engage in each day. Therefore, you should not see sugary cookies, cakes, sodas, artificial fruit drinks or candy during the school day. Please refrain from sending such food items to school for snacks, lunches or birthday celebrations. Children will be asked to put away candy or sugary items and a note may be sent home as a reminder to keep those items at home. Many classrooms engage in gardening activities to promote awareness of food and nutrition. If your child has an allergy to specific food(s), it is important that you note it on their health form, and that you let their teacher know. ***We are a peanut aware school. This means the cafeteria is peanut free for food preparation and serving.*** Individual teachers will notify parents if a classroom is peanut free due to a specific food allergy in that particular classroom.

#### Breakfast (FREE)

Breakfast is served daily from 8:00-8:25 a.m. in the cafeteria, located adjacent to our rear parking lot. Children always have the choice between a hot or cold meal. Chartwells is the food service provider for Duval County Public Schools. Please encourage and expect your children to eat as soon as they are on campus. Students coming in after 8:25, unless they are a bus rider, will not be served breakfast. Please make sure if you arrive after 8:20 that you have fed your child/children at home. Students are expected to eat in the cafeteria for breakfast, not in their classroom. **Unfortunately, we are unable to allow your child to bring food out of the cafeteria for breakfast.**

#### Lunch

If you wish for your child to buy lunch, the cost is \$1.95 per day; menus can be found on the district's website. You may pay with cash or check directly to the cafeteria manager or you may utilize the online service, [www.myschoolbucks.com](http://www.myschoolbucks.com). You only need your child's student number (which the teacher can provide). There is a transaction fee but the online service is convenient and alerts you when your child's account is running low. Students may run a negative balance not to exceed \$1.95. You can also speak to our Cafeteria Manager, Mrs. Paula, if you have any questions.

Many students bring their lunch. Please remember to include a small placemat or cloth napkin for your child to lay out his/her food. Also, please refrain from sending candy, sodas, cookies, cakes or other sugary foods or drinks. You will find many healthy alternatives in the nutrition guidelines on our website, [www.duvalschools.org/jaa](http://www.duvalschools.org/jaa). DCPS Food Service Department (904)732-5145

#### **Classroom snacks**

Teachers usually ask parents to provide snacks for the class on a regular basis. Please follow the nutrition guidelines. Also, avoid commonly allergenic foods, such as peanuts. If you wish to celebrate your child's birthday, the teacher will be happy to do the Walk Around the Sun Ceremony to celebrate your child's timeline of life. Please do not send in cake, cupcakes, or cookies.



## J. Allen Axson Montessori #141

### **XIII. Field trips**

Your child's teacher will schedule several off-campus field trips over the course of the year. Usually these trips involve bus transportation. Except for select activities in the Upper Elementary grades, these trips will leave after the school day has started, and return before the end of the school day. You must sign a release form for every field trip you wish your child to go on; without a release form, your child will be required to stay at school in a different class for the day. All trips involving buses will require payment of a fee. Payment must be made by the deadline set by your teacher to guarantee your child's participation. Usually you will be asked to provide your child with a bag lunch on the day of the trip. If the fee for the fieldtrip poses a financial burden, please talk to your child's teacher to make other arrangements.

Parents are usually invited to accompany the trip as a chaperone. If you do so, you may ride the bus with the children, if space is available. You may also arrange to arrive at the trip destination separately, or leave separately. For your child to participate and to be marked present, he/she needs to ride the bus to the field trip. There will be a form for you to sign if you wish to sign your child out at the field trip location. You may not do so unless you have made this arrangement in advance with the teacher and sign the required form checking your child out. Talk to your child's teacher to make sure this will be convenient. While on the trip, please be willing to help the teacher in any way he or she asks, including keeping close to the children assigned to you. All chaperones must be cleared through the Duval County Public School's volunteer application process before attending a field trip. **If you have not been cleared prior to the field trip you will not be able to attend.**

There may be times when the teacher requires a parent to attend a field trip with his/her child depending on the need for additional supervision for a particular trip. IF the parent is unable to attend, the child will be placed in another classroom for the day to continue his/her educational growth.

### **XIV. Volunteering**

Volunteerism is an important part of our school community. There are opportunities to help in the classrooms, on campus, attending field trips, etc. We love our volunteers and depend on them to enrich our students' school experience. If you, or any member of your family, would like to volunteer at Axson, you must complete the Volunteer Application on the DCPS website (direct link: <http://dcps.duvalschools.org/site/Default.aspx?PageID=7416> ). You can contact our front office staff for the status of your approval or to see when your current approval expires. A volunteer approval is good for two years. Background screenings can take anywhere from 3 days to 2 weeks to process. You can contact any school across the District or The Department of Community & Family Engagement at 904.390.2960 or <https://dcps.duvalschools.org/Page/5407> to inquire about your volunteer screening status. Your photo identification will need to be scanned at the front desk once you are approved so that a visitor pass can be printed at each visit.



## J. Allen Axson Montessori #141

### **XV. School Counselor**

Our school has two part-time school counselors. The school counselor implements a comprehensive program driven by the needs of the school that includes classroom lessons, small group meetings, individual counseling and collaboration and consultation with teachers and parents. The school counselor is available via phone, email, and by appointment. Additionally, there are forms available outside of the school counseling office (#112) for students, teachers and parents who wish to discuss concerns with the counselor.

### **Mental Health Therapist**

We now have a licensed Mental Health Therapist that is on site two to three days a week. The therapist is able to work with children who may need additional support for success. An intake appointment with the parent is required to be completed with the therapist before services can be provided.

Parents and teachers can discuss barriers the student may be having and request service through our School Counselor.

### **XVI. Online Parent/Student Resources**

As part of the District's goal to ensure effective, equitable, and efficient use of resources, Duval County Public Schools has implemented **Focus** and **OneView**. The district's student information system allows parents to access grades, progress reports and attendance. **Focus** and **OneView** will serve parents/guardians, students, teachers and administrators. To learn more about these resources and to register, please visit <https://dcps.duvalschools.org/Page/15745>.

The district has also provided our students with online learning platforms to support academic growth. Grade K-5 students have access to I-Ready for Reading and Math. Students in 3-5 have access to Achieve 3000. <http://dcps.duvalschools.org/domain/5286> Please talk to your child's teacher for login information as well as additional online resources they recommend.

### **XVII. PTA**

We are part of a state and national organization, whose mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA is a membership organization. All parents and teachers are encouraged to join annually. Axson PTA sponsors fundraising events such as Chick Fil A Spirit Days, Boosterthon, and Fall Festival. PTA sponsors Staff Appreciation Luncheons, Communication Folder/Agenda, and School Wide-Programs, PTA Family Nights as well as the end of the year reading celebration, Mile maker, and Field Day. PTA also coordinates vision and hearing screenings for students. PTA works side by side with FAME to provide additional funding for programs/paraprofessionals at our school. To get involved, please visit the webpage for contact information. <http://www.duvalschools.org/domain/7399>



## J. Allen Axson Montessori #141

### **XVIII. FAME**

Friends of Axson Montessori (FAME) was created in 2006 as a 501c (3), tax-exempt, organization that supports the Montessori environment by providing support funding for the principal during Annual Spring budget process. They provide money to support the goal of a paraprofessional in every classroom. Each year, our school's budget changes depending on the amount of funding received from the state and district. Our classrooms rely on the use of part-time paraprofessionals who assist students, supervise work, reinforce lessons and help create a learning environment where the lead teachers can teach according to individual learning styles. Without part-time paraprofessionals, we cannot provide the same environment for our children to learn. The goal of FAME is to ensure the position of part-time paraprofessionals is secure at Axson. <http://www.duvalschools.org/domain/3687>

**Please consider donating to FAME.** There are multiple ways to give; here is a link to make it easy for you to contribute. <https://www.aplos.com/aws/give/FAME/general>



## J. Allen Axson Montessori #141

### XIX. Staff and Faculty Contact Information

#### Teacher Extension List & Email

Teacher Name	Extension	Grade	Email
Allison Bear	124	Primary PreK-K	<a href="mailto:beara@duvalschools.org">beara@duvalschools.org</a>
Hope Cleveland	130	Primary PreK-K	<a href="mailto:clevelandh@duvalschools.org">clevelandh@duvalschools.org</a>
Maggie Fickling	122	Primary PreK-K	<a href="mailto:dinkerm@duvalschools.org">dinkerm@duvalschools.org</a>
Jenny Croft	123	Primary PreK-K	<a href="mailto:croftj@duvalschools.org">croftj@duvalschools.org</a>
Heather Dubuisson	126	Primary PreK-K Extended Day Director	<a href="mailto:dubuissonh@duvalschools.org">dubuissonh@duvalschools.org</a>
Tanya Gray	128	Primary PreK-K	<a href="mailto:oconnort@duvalschools.org">oconnort@duvalschools.org</a>
Dora Pistro	121	Primary PreK-K	<a href="mailto:pistrod@duvalschools.org">pistrod@duvalschools.org</a>
Isabelle Queniat	125	Primary PreK-K	<a href="mailto:queniat@duvalschools.org">queniat@duvalschools.org</a>
Lisa Reimann	131	Primary PreK-K	<a href="mailto:reimannl@duvalschools.org">reimannl@duvalschools.org</a>
Shannon Simon	127	Primary PreK-K	<a href="mailto:thomass1@duvalschools.org">thomass1@duvalschools.org</a>
Sara Uselman	135	Lower Elementary 1 <sup>st</sup> -3 <sup>rd</sup>	<a href="mailto:uselmans@duvalschools.org">uselmans@duvalschools.org</a>
Shannon Davis	137	Lower Elementary 1 <sup>st</sup> -3 <sup>rd</sup>	<a href="mailto:crouses@duvalschools.org">crouses@duvalschools.org</a>
Megan Karasek	134	Lower Elementary 1 <sup>st</sup> -3 <sup>rd</sup>	<a href="mailto:karasekm@duvalschools.org">karasekm@duvalschools.org</a>
Jeanie Maurer	136	Lower Elementary 1 <sup>st</sup> -3 <sup>rd</sup>	<a href="mailto:laakej@duvalschools.org">laakej@duvalschools.org</a>
Crystal Confer	132	Lower Elementary 1 <sup>st</sup> -3 <sup>rd</sup>	<a href="mailto:wormerc@duvalschools.org">wormerc@duvalschools.org</a>
Kristen Humphries	148	Lower Elementary 1 <sup>st</sup> -3 <sup>rd</sup>	<a href="mailto:humphriesk@duvalschools.org">humphriesk@duvalschools.org</a>
Shannon Lightcap	140	Lower Elementary 1 <sup>st</sup> -3 <sup>rd</sup>	<a href="mailto:lightcaps@duvalschools.org">lightcaps@duvalschools.org</a>
Sara Loschiavo	133	Lower Elementary 1 <sup>st</sup> -3 <sup>rd</sup>	<a href="mailto:loschiavos@duvalschools.org">loschiavos@duvalschools.org</a>
Mabel Parrilla	138	Lower Elementary 1 <sup>st</sup> -3 <sup>rd</sup>	<a href="mailto:parrillam@duvalschools.org">parrillam@duvalschools.org</a>
Jared Tintle	139	Lower Elementary 1 <sup>st</sup> -3 <sup>rd</sup>	<a href="mailto:tintlej@duvalschools.org">tintlej@duvalschools.org</a>
Ashley Watkins	141	Lower Elementary 1 <sup>st</sup> -3 <sup>rd</sup>	<a href="mailto:watkinsa1@duvalschools.org">watkinsa1@duvalschools.org</a>
Stacy Avera	144	Upper Elementary 4 <sup>th</sup> /5 <sup>th</sup>	<a href="mailto:averas3@duvalschools.org">averas3@duvalschools.org</a>
Jennifer Cribbs	142	Upper Elementary 4 <sup>th</sup> /5 <sup>th</sup>	<a href="mailto:tramutaj@duvalschools.org">tramutaj@duvalschools.org</a>
Karla Hahn	143	Upper Elementary 4 <sup>th</sup> /5 <sup>th</sup>	<a href="mailto:hahnk@duvalschools.org">hahnk@duvalschools.org</a>
Lorraine Myers	145	Upper Elementary 4 <sup>th</sup> /5 <sup>th</sup>	<a href="mailto:myersL@duvalschools.org">myersL@duvalschools.org</a>
Amanda Hines	146	Upper Elementary 4 <sup>th</sup> /5 <sup>th</sup>	<a href="mailto:hinesa@duvalschools.org">hinesa@duvalschools.org</a>
Erika Williams	147	Upper Elementary 4 <sup>th</sup> /5 <sup>th</sup>	<a href="mailto:williamse8@duvalschools.org">williamse8@duvalschools.org</a>



## J. Allen Axson Montessori #141

### Resource and Instructional Personnel Extension & Email

Teacher /Staff Name	Extension	Responsibility	Email
Irene Bryson & Carla Crumley-Forest	154	School Counseling	<a href="mailto:brysoni@duvalschools.org">brysoni@duvalschools.org</a> <a href="mailto:crumley-fc@duvalschools.org">crumley-fc@duvalschools.org</a>
Cynthia Coleman	104	Bookkeeper/Principal's Secretary	<a href="mailto:jelinekc@duvalschools.org">jelinekc@duvalschools.org</a>
Sandie Phelps	108	CRT/Data Entry	<a href="mailto:phelpss1@duvalschools.org">phelpss1@duvalschools.org</a>
Gina Allmond	101	Front Office Receptionist	<a href="mailto:allmondg@duvalschools.org">allmondg@duvalschools.org</a>
Paula Adams	117	Cafeteria Manager	
Holly Fitzharris Robyne Dubberly Sandy Gerard Jodi Ashe	115	Exceptional Student Education	<a href="mailto:fitzharrisa@duvalschools.org">fitzharrisa@duvalschools.org</a> <a href="mailto:dubberlyr2@duvalschools.org">dubberlyr2@duvalschools.org</a> <a href="mailto:gerards@duvalschools.org">gerards@duvalschools.org</a> <a href="mailto:baconj1@duvalschools.org">baconj1@duvalschools.org</a>
Chrissy O'Reilly Tara Budd	119	Gifted	<a href="mailto:oreillyc@duvalschools.org">oreillyc@duvalschools.org</a> <a href="mailto:buddt@duvalschools.org">buddt@duvalschools.org</a>
Emily Gideon	116	Media	<a href="mailto:gideone@duvalschools.org">gideone@duvalschools.org</a>
Sekeira Thompson-Fowler	150	P.E.	<a href="mailto:thompson-fowers@duvalschools.org">thompson-fowers@duvalschools.org</a>
Sarah Straus	118	Art	<a href="mailto:strauss@duvalschools.org">strauss@duvalschools.org</a>
Jill Lee	120	Music	<a href="mailto:leej7@duvalschools.org">leej7@duvalschools.org</a>
Sandy Pond 1 <sup>st</sup> -5 <sup>th</sup>	149	Science/Computer Resource	<a href="mailto:ponds@duvalschools.org">ponds@duvalschools.org</a>

### Administration

Administrator	Phone number	Email
Cecilia Robinson-Vanhoy, Principal	992-3600 ext. 103	<a href="mailto:vanhoyc@duvalschools.org">vanhoyc@duvalschools.org</a>
Amy Roberts, Assistant Principal	992-3600 ext. 107	<a href="mailto:buncha@duvalschool.org">buncha@duvalschool.org</a>



## J. Allen Axson Montessori #141

### Parent Handbook Acknowledgement Form

Please the read J. Allen Axson Montessori Parent Handbook in its entirety and discuss any relevant information with your child/children. Sign and return this acknowledgement form to your child's teacher. We must have one on file for every student.

“We have read and discussed the J. Allen Axson Montessori 2019-2020 Parent Handbook. By signing below, we are agreeing to accept and adhere to the school procedures and district policies referenced in this handbook.”

Print Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_