

MISSION STATEMENT: The mission of Jacksonville Country Day School is to empower students for a lifetime of intellectual exploration, development of character, and social responsibility.

*We Believe* in providing a superior education through a challenging program that encompasses intellectual and social skills as well as cultural, emotional and physical development.

*We Believe* the success of our program is dependent on hiring and retaining a qualified and well educated faculty who employ a variety of teaching techniques which accommodate various learning styles.

*We Believe* a positive, respectful environment best enables each student to achieve as an individual and as a member of a group.

*We Believe* an orderly environment, with guidelines and expectations for respect, safety and efficiency, provides an atmosphere most conducive to success.

*We Believe* positive involvement of students, parents, faculty, staff, administration and members of the community is important to the continued success of Jacksonville Country Day School.

*We Believe* when school and family work together, our students will be young people of good character with a healthy respect for self, an awareness of the responsibilities and obligations of citizenship and a sense of responsibility to fellow human beings.

*We Believe* all education is character education which is the deliberate effort to develop virtues that are good for the individual and good for society.

Parents: The administration and faculty consider the information in this handbook vital to the well being of each student, school family and to the smooth operation of the school. We ask that you read and review the contents of this handbook with each child who attends JCDS. Please cut out the form below, and sign and return it to your oldest child's homeroom teacher by August 31.



We have reviewed the information in the handbook with our child/ren and support and agree with the guidelines that have been outlined.

Date	Parent's Signature
	Student(s) Signature(s)
	Student(s) Signature(s)

# 2007-2008 STUDENT HANDBOOK

## JACKSONVILLE COUNTRY DAY SCHOOL

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Admissions/Development Office Fax: (904) 646-4058  
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[www.jcnds.com](http://www.jcnds.com)

e-mail: [office@jcnds.com](mailto:office@jcnds.com)

### Member of:

Florida Council of Independent Schools  
National Association of Independent Schools  
Educational Records Bureau  
Florida Kindergarten Council

### Accredited by:

Florida Council of Independent Schools  
Southern Association of Colleges and Schools  
Florida Kindergarten Council

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**BOARD OF TRUSTEES  
Officers**

President  
Vice President  
Treasurer  
Corresponding Secretary

Christopher G. Burns  
Daniel S. Yip, M.D.  
Thomas E. Adkins, Jr.  
Poppi Elias

**Members at Large**

Michael Abel  
Richard Anderson  
Judy Andrews  
Ronald R. Austin  
Debbie Broder  
Steve Bushman  
Bennie Clark, Jr., D.M.D.  
David Kight  
Bingham Parkinson  
Ron Price

Bruce Renard  
Raymond D. Riddick  
Pat Sams  
Rebecca Schwam  
Joel Shapiro  
Mike Shumer  
Lara Siewert  
Dennis M. Smith, Jr., M.D.  
Bill Steitz  
Lynn Zimmerman

**Honorary Member**

Patricia S. Blanchard

**Trustees Emeritus**

G. Bruce Douglas  
Jerome S. Fletcher

Donald M. Wolfson  
P. Jeremy Smith, Jr.

**Administration  
Head of School**

TERRY BARTOW  
B.S. University of Massachusetts Amherst  
M.S. Cornell University

Head of School

SHEILA WARMAN  
B.A. Rider University  
M.S. Nova Southeastern University

Administrative Assistant to  
Head of School/Office Manager

WENDY McDONALD  
B.A. Montclair State University

Office Coordinator

CATHY BELL

Nursing Assistant

**Associate Head of School  
Elementary**

LOUISE MORROW  
B.S. Jacksonville State University  
M.Ed. University of North Florida

Associate Head of School  
Elementary Head

WENDY-LEE MIRANDA  
A.A. Florida Community College Jacksonville

Administrative Assistant to  
Associate Head of School

**Preprimary**

GAYLE WILSON  
B.A. University of North Florida  
M.A. Jacksonville University

Preprimary Head

## Admissions

PAT WALKER  
B.A. Wake Forest University

Director of Admissions  
Public Relations

JUDY WITTE

Administrative Assistant to  
Director

## Auxiliary Services

CHRIS KEMPH  
B.A. University of North Florida  
M.Ed. University of North Florida

Director of Auxiliary Services

ELEANOR NEWTON

Director of Extended Care

## Curriculum

RUTHANNE STABLER  
B.A. Duke University  
M.A.T. Duke University  
M.S. Walden University

Curriculum Coordinator

## Development

LOUISE HIDAY  
A.E. The Woman's College of Georgia  
Georgia College

Director of Development  
& Alumni Affairs

JUDY WITTE

Administrative Assistant to  
Director

## Finance & Operations

WILLIAM "MIKE" MORROW  
B.A. Jacksonville State University  
M.A. Pepperdine University

Director of Finance &  
Operations

MILDRED FORREST

Business Office Assistant

DAWN KELL  
B.S. University of Phoenix  
M.B.A. University of Phoenix

Business Office Assistant

## FACULTY Pre-Primary Department

JILL ABEL  
B.A. University of Virginia  
M.T./Ed. University of Virginia

Jr. Kindergarten Teacher

PATRICIA NIX  
B.S. Northeast Louisiana University

Jr. Kindergarten Assistant

KRISTA PIZZI  
B.S. Florida State University

Jr. Kindergarten Teacher

SHERRIE WARREN  
B.S. University of Delaware

Jr. Kindergarten Assistant

KRISTIN SZALLAY  
B.S. Ohio University

Jr. Kindergarten Teacher

ASHLEY AUBUCHON B.A. University of Florida	Jr. Kindergarten Assistant
ROSEMARY ENNIS B.A.E. University of North Florida	Sr. Kindergarten Teacher
KATHERINE STRATTON B.A. University of North Florida	Sr. Kindergarten Assistant
DIANE BAJALIA B.S. Jacksonville University	Sr. Kindergarten Teacher
MICHELE MORIN	Sr. Kindergarten Assistant
MISSY MORRISSEY B.A. University of Denver M.A. University of Denver	Sr. Kindergarten Teacher
DONNA BATEH B.A. University of Richmond	Sr. Kindergarten Assistant
MARYANN JAMIESON A.A. Vassar	Sr. Kindergarten Assistant

### Elementary Department - Primary Grades

NANCY PARRY B.A. Clemson University	First Grade Teacher
ALLYSON SEE B.A. Brandeis University M.Ed. Temple University	First Grade Assistant
MARIANNE PETERS B.S. Andrews University M.Ed. University of North Florida	First Grade Teacher
MARTHA ROBINSON B.S./B.A. University of Richmond	First Grade Assistant
JULIE SPRINGER B.A. Palm Beach Atlantic University	First Grade Teacher
KATHY COLE B.A. Florida State University M. A. Florida State University	First Grade Assistant
LAURIE INCLES B.S. Jacksonville University M.Ed. University of North Florida	Second Grade Teacher
DIANE McHUGH B.S. Queens College M.S. St. John's University	Second Grade Assistant
SHANNON JOHNSON B.A.E. University of North Florida	Second Grade Teacher

DARLENE YOUNG B.A. University of North Florida	Second Grade Assistant
KIMBERLY LANDTROOP B.S. Pennsylvania State University M.Ed. University of North Florida	Second Grade Teacher
CINDY BALL B.S. Eastern Connecticut State	Second Grade Assistant
MARIE DERBY B.A. St. Joseph College	Third Grade Teacher
DEBORAH CANNINGTON B.S. University of Florida	Third Grade Assistant
SHARON JONES B.A. University of North Florida	Third Grade Teacher
GINA MARTINELLI B.A. Adelphi University B.F.A. University of Florida	Third Grade Assistant
HELEN McCALL B.S. North Carolina Wesleyan College	Third Grade Teacher
MELISSA DEARY B.A. University of Southern California	Third Grade Assistant

### **Elementary Department - Intermediate Grades**

LINDA BASICH B.A. University of Central Florida	Fourth Grade Teacher
SANDY MERRILL B.A. Jacksonville University M.Ed. Jacksonville University	Fourth Grade Teacher
JUDY STONER B.A. University of Baltimore M.A. Jewish Theological Seminary of America Ed.D. Teachers College of Columbia University	Fourth Grade Teacher
DEBORAH CAIRNS B.A. Sweet Briar College M.Ed. George Washington University	Fourth Grade Assistant
ANNE HARDY B.S. University of Georgia	Fifth Grade Teacher
JOELLEN SUSLAK B.S. Florida State University	Fifth Grade Teacher
DIANE WELLMAN B.S. University of Missouri	Fifth Grade Teacher
SUSAN MURPHY A.A. Florida Keys Community College	Fifth Grade Assistant

LORRAINE GOSS B.S. Grand Valley State University M.Ed. Grand Valley State University	Sixth Grade Teacher
DONNA HAMM B.S. Spalding College M.S. Indiana University	Sixth Grade Teacher
DONA THOMPSON B.A. University of North Florida	Sixth Grade Teacher
BETH KING A.A. Florida Community College of Jacksonville	Sixth Grade Assistant

### Resource Department

MERRA LEE BLOCK, LMHC B.S. Jacksonville University M.S. Nova University Board Certified in Professional Counseling	Guidance Counselor
STACY BOWEN B.F.A. University of North Florida	Fine Arts Coordinator
MAUREEN BROWN B.A. University of Connecticut	Director of Technology
JIM DANIEL	Band
VIRGINIA DICKERT B.M.E. Jacksonville University M.A.T. Jacksonville University	Music
JUDY EISENBERG	Media Assistant
AMY KUCSAK M.S. Florida State University	Media
SHAW LANE B.A. West Georgia College	Art
ILIANA LEONARD B.A. University of Florida M.A. University of Florida	Spanish, Grades JK-1
BRYAN LIBRIZZI B.A. University of North Florida	Physical Education
LINDA LYNCH B.S. Ursinus College	Physical Education
DEBORAH OLIVER B.A. University of Central Florida	Science
LILLIAN ROZANSKI B.A. Florida Atlantic University M.A. University of North Florida	Reading Specialist
RAQUEL SCARPELLI B.S. Faculdade de Educação Física de Santo André	Physical Education

MONICA SEVLEVER  
M.S. National University of Rosario, Argentina

Spanish

GARRETT WADKINS  
B.A. University of West Florida

Technology

DARLENE YOUNG  
B.A. University of North Florida

K-3 Computer Teacher

## **MISSION STATEMENT**

The mission of Jacksonville Country Day School is to empower students for a lifetime of intellectual exploration, development of character, and social responsibility.

## **PHILOSOPHY**

Jacksonville Country Day School, a non-denominational, multi-cultural school, is dedicated to motivating and directing students of average to superior ability toward achieving their unique potential. The school emphasizes personal and academic self-discipline, as well as social, emotional and physical development. Interaction among school, family, and community members contributes to our students becoming effective members of an ever-changing society.

The language arts, math, social studies and science curriculum is enhanced by areas of specialized instruction, including technology, fine arts, guidance, library, physical education and Spanish. A wide variety of classroom teaching strategies and materials provides a balance of individual and collaborative activities. Jacksonville Country Day School instills in its students a desire to make learning an enjoyable life-long pursuit.

## **OBJECTIVES AND COMMITMENTS**

1. To support the mission and philosophy of JCDS, character education will be the foundation for all learning and activities of our school community
2. To instill self-discipline and responsibility in each student
3. To foster a positive attitude toward learning
4. To provide a program appropriate to individual needs, yet compatible with the needs of the total group
5. To provide a guidance program for social and emotional support for our students and families
6. To develop an appreciation of the visual/fine arts
7. To stimulate curiosity and to invite students to seek scientific explanations about our natural world
8. To create an awareness of other languages and cultures
9. To increase student mastery in the utilization of computer tools; to stress critical thinking, problem solving, and creativity in performing multi-purpose tasks while integrating technology into the curriculum
10. To encourage musical experiences appropriate to individual levels of development; to involve students in creative speech, movement, instrument playing, and singing
11. To foster a genuine love of reading and to provide students with library and research skills
12. To develop an enriching field trip schedule
13. To include parents and guest speakers in the educational process
14. To encourage maximum development of physical fitness; to start with a program of perceptual motor activities building towards a comprehensive sports program which includes physical fitness, individual and team sports

15. To provide extra-curricular services:

- extended day care
- individual student guidance
- various health-related screenings
- parent education
- intramural sports
- activities, including art, band, chorus, cooking, dance, drama, karate and tennis

16. To establish clear communication among students, parents and teachers regarding academic and social issues

## CHARACTER EDUCATION

Character Education is an important and integral part of the philosophy and educational program. We at Jacksonville Country Day School believe that all education is character education. Therefore, all facets of school life - relationships, environment, activities, curriculum and teaching strategies - will reflect this commitment.

JCDS identifies a virtue of the month that teachers discuss and integrate into subject areas. The school asks that the families also discuss the virtues.

## ACADEMICS

### PARENT ORIENTATION

Each department of the school has a presentation of programs for parents. Classroom policies and procedures are discussed. This year's program for parents will be held in grade level groups.

- JK/SK Thursday, August 30, 2007
- 1<sup>st</sup>-3<sup>rd</sup> Thursday, September 6, 2007
- 4<sup>th</sup>-6<sup>th</sup> Tuesday, September 11, 2007

### COMMUNICATIONS

Close communication between the school and parents is important for success. In the event parents have concerns, they are encouraged to call ahead for an appointment with the teachers or administrators.

#### Procedures:

Parents may have concerns regarding some aspect of the school's program. In expressing and resolving concerns, the following procedure shall be followed:

1. Parents should address concerns first to the teacher if the issue is specific to the classroom. If the issue is not specific to the classroom, the concerns may first be addressed to the appropriate Department Head.
2. Parents not satisfied after a discussion with the teacher may then address the concern to the Department Head, who will research and review the situation, convene a meeting of the parties if appropriate, and render a decision on the matter.
3. In the event that parents are dissatisfied with Step #2, the Head of School should be contacted. The Head will follow the process described in Step #2 and render a decision.
4. If the parent disagrees with the decision of the Head of School, the parent may appeal to the President of the Board of Trustees. The appeal must be made in writing, fully explaining the nature of the complaint and reasons for disagreement with the Head of School's decision.
5. The President shall endeavor to resolve the concern with all parties. If this is not possible, the President shall decide the matter, with or without a hearing, as the President determines. The Head of School's decision will not be overturned unless the President finds the decision to have been arbitrary, capricious, unreasonable in light of the facts, or against school policies.

E-mail communication should be sent to [office@jcds.com](mailto:office@jcds.com). E-mails to specific faculty and staff will be forwarded.

## CONFERENCES

Parent teacher conferences are scheduled twice a year.

- November 7, 8, & 9, 2007
- February 5, 6, & 7, 2008

Sixth grade students are invited to attend.

Parents or teachers may also request conferences at any time. Conferences need to be scheduled in advance to provide ample preparation time. Concerns should be dealt with as they occur by calling the school office to leave a message or sending a note to your child's homeroom teacher.

"Drop-in" conferences are discouraged because they disrupt the classroom routine and distract the teacher from student-related responsibilities.

Classroom observations of up to 30 minutes must be scheduled through the department head.

## REPORT CARDS

The **Preprimary Progress Report** is issued at the end of the school year.

Students in grades 1-6 receive report cards every twelve weeks. Students in grades 4-6 receive interim reports in the middle of each grading period.

The **Primary Progress Report** for first grade reports the student's degree of progress with the following symbols: S - Satisfactory N - Needs Improvement

The **Primary Progress Report** for grade two uses the following symbols: G - Good S - Satisfactory N - Needs Improvement

The **Primary Progress Report** for grade three uses the following symbols: E - Excellent S - Satisfactory  
G - Good N - Needs Improvement

The report reflects the student's progress in academic subjects, non-academic subjects, learning characteristics, and social characteristics.

The **Intermediate Progress Report** (grades 4-6) reports the student's degree of achievement expressed with the following symbols:

A+	99-100		C+	81-82	
A	92-98	Excellent	C	74-80	Satisfactory
B+	90-91		D+	72-73	
B	83-89	Very Good	D	65-71	Unsatisfactory
			F	Below 65	Failing

The report reflects the student's progress in the areas of work habits, attitudes, homework and classroom conduct by the symbols: S - Satisfactory and N - Needs Improvement. The report also includes a citizenship grade (S - Satisfactory, N - Needs Improvement) which reflects conduct in areas other than the classroom as well as respect for teachers and fellow students.

## INTERIM PROGRESS REPORTS

In the middle of each academic marking period, parents of students in grades 4, 5 & 6 receive a report that communicates progress in all areas.

## HONOR ROLL

Students in grades 4-6 who have attained substantial achievement in their classes are given special recognition by being named to an honors list each marking period.

- HEADMASTER'S LIST:** A in each subject and all satisfactory (S) grades in conduct, specialists' courses, citizenship and work habits.
- HIGH HONORS LIST:** Four A's, two B's (nothing less than B-) and all satisfactory (S) grades in conduct, specialists' courses and citizenship. There may be no more than 2 N's in work habits per marking period.
- HONORS LIST:** 3 B's (Remainder A's) or all B's and all satisfactory (S) grades in conduct, specialists' courses and citizenship. There may be no more than 2 N's in work habits per marking period.
- ACADEMIC MERIT:** A's or B's in all areas with the exception of a "C" in one subject and no more than 2 N's per marking period in work habits.
- CITIZENSHIP HONOR ROLL:** All satisfactory (S) grades in classroom conduct and on citizenship report.

## **HOMEWORK**

The JCDS curriculum includes teaching students effective work habits and study skills. Homework is assigned to improve and practice academic skills as an extension of lessons learned in class.

It is suggested that students spend from thirty minutes in primary grades to one and one half hours in sixth grade on homework assignments. Homework might include reading, skills practice, research or completion of projects.

All students are responsible for completing and handing in homework assignments. A student will not receive credit for late work. Teachers in grades four through six will contact parents by telephone or a Tell-U-Gram if a student becomes negligent about homework. The Tell-U-Gram is a means of communication and should be signed by a parent and returned to the teacher. In grades four through six, students who do not turn in homework after a specified number of times will be penalized by a demerit, or an N in work habits on the report card.

The parental responsibility in the matter of homework is to provide a time and place for homework to be completed.

## **HELP SESSIONS**

In grades 4-6, students may receive extra support in scheduled help sessions. Occasionally, students may be required to stay for these sessions. Grade level teachers will announce dates and times of help sessions at the Presentation of Program.

## **PHYSICAL EDUCATION**

- All students, grades JK-6, must wear shoes appropriate for PE. Socks and sneakers are required.
- Students in grades JK-6 need swimsuits and towels during swimming units. Girls should wear one-piece bathing suits or tankinis. Bikinis are not permitted.
- Students in JK-3 do not change clothes for PE, except for swimming.
- Students in grades 4-6 are expected to dress out each day for physical education. Uniform shorts and shirts are required. Warm-up suits or jogging suits may be worn during cold weather. Students in grades 4-6 are not allowed to wear school clothes; they are not excused from dressing out unless they have a written excuse.
- Students in grades JK-6 are excused from participating in physical education only if they are injured or sick and have a note from a doctor or parent explaining the reason. Excuses from participating in physical education should be taken to the school office in the morning so notice can be given to teaching staff. Approved excuses from PE will be documented in the Daily Bulletin.
- A student who is not excused from physical education and does not dress and participate, will have points deducted from his or her grade. The grades are based on dressing out and participation.

## ATTENDANCE

### SCHOOL HOURS

- JK/SK 8:20 A.M.-1:30 P.M.
- 1<sup>st</sup>-6<sup>th</sup> 8:20 A.M.-3:05 P.M.
- Early Care 7:10 - 8:00 A.M.
- Extended Care 1:30 - 6:00 P.M.
- Students may go to classrooms at 8:00 A.M.
- Students arriving prior to 8:00 A.M. must go to Early Care in the gym, parents will be billed
- Students on campus after 3:20 P.M. who are not attending school sponsored activities will be sent to Extended Care
- Parents or caregivers picking up students after 3:20 P.M. must pick them up directly from Extended Care in the Jaguar Den

### TARDINESS

- Students who arrive after 8:20 A.M. must go to the School Office to check in and get a tardy slip to enter class

*PARENTS SHOULD MAKE EVERY ATTEMPT TO HAVE STUDENTS AT SCHOOL ON TIME. IT IS MOST UPSETTING TO A CHILD TO ARRIVE LATE AFTER SPECIAL DIRECTIONS HAVE BEEN GIVEN FOR THE DAY OR WHEN CLASS INSTRUCTION HAS BEGUN. PROMPTNESS IN ARRIVAL AFFORDS STUDENTS THE MAXIMUM POTENTIAL FOR A GOOD BEGINNING EACH MORNING.*

### OFF CAMPUS APPOINTMENTS/EARLY DISMISSAL

- Dental and medical appointments should be scheduled after the end of the school day or during vacation periods when possible.
- Students leaving school before regular dismissal must bring a note from home, signed by the parent. This note is sent to the office at the beginning of the school day and recorded as an early dismissal.
- To ensure security, phone calls for early dismissals should be made only in emergency situations.
- An authorized person with identification must sign out any student leaving campus prior to regular dismissal times at the main office.
- Students will be called to the office for early dismissals. Parents and/or authorized persons must wait in the office for students after signing the dismissal list. At no time will students be dismissed early directly from classrooms.

### ILLNESS OR INJURY DURING SCHOOL

- Students who become ill or hurt during school hours should advise the teacher immediately.
- Students will be sent to the office where simple first aid is available.
- Office staff will immediately notify parents if medical attention or home care is thought to be necessary.
- Children with a temperature of 100 degrees or over will be sent home.
- Students may return to school when they have been fever free for 24 hours.

### ABSENCES

- Regular attendance is required.
- Vacation periods are generous. Please do not ask that students be excused for vacations early or to return late.
- Please plan family vacations during the scheduled school holidays.

If a student develops a pattern of excessive tardies (more than five per trimester) and/or excessive absences (nine or more absences per trimester), a meeting between the parents, student (if appropriate), and Head of School will be arranged.

**FOR SECURITY AND COURTESY REASONS PLEASE CALL IF YOUR CHILD WILL BE ABSENT.**

## **MAKE-UP WORK**

- Students absent for 1 or 2 days due to illness will work with the teacher upon return to school to obtain and complete missed assignments.
- For absences of 1 or 2 days, please do not call the office for missed assignments.
- If a student is absent for more than two days, parents may call the office for assistance in contacting the teachers for make up work. The decision to send work home will be at the discretion of the teacher and will vary according to grade level and content of the subject areas being covered.
- In the rare situation where parents know students will miss school for several days, contact the homeroom teacher well in advance (at least a week) to request work. The decision to prepare work in advance will be at the discretion of the teacher.

## **STUDENT CONDUCT**

In alignment with our Character Education Program, we believe that an orderly environment, with guidelines and expectations for respect, safety and efficiency, provides an atmosphere most conducive to success.

In regards to student behavior, the basic principle is that no student because of his or her behavior has the right to prohibit a teacher from teaching or another student from learning. Each grade level establishes a set of rules at the beginning of the school year as well as a system of accountability and communication.

JCDS will continue to take a strong stand regarding respect for others. Bullying, put-downs, name calling, taunting, or any other type of disrespect will not be allowed at any time and will be dealt with as quickly as possible.

Parents and students are expected to know and follow the school rules and parents are asked to support the faculty and administration in all areas.

Basic rules are classified under five categories:

- Respect for others
- Respect for property
- Safety
- Responsibility
- Honesty

Specific rules will be outlined at presentation of program at each grade level.

## **CONDUCT REFERRAL AND MERIT SYSTEM**

Acceptable conduct is considered conduct which conforms to the grade level classroom rules, community rules (hallways, lunchroom, field trips), and respect for others. Minor discipline issues are handled by the teacher within the classroom setting.

If there is repetition of misconduct or an infraction that jeopardizes the well being or safety of another student or adult, the supervising teacher will refer the student to the proper administrator and parents will be contacted.

**Preprimary:** The classroom teacher or assistant will notify the department head and the parents will be called.  
(JK/SK)

**Primary:** When there is continued misconduct at this level, a character report is written, the department head is informed, and the report is sent home to parents.  
(Grades 1-3) A telephone call home to parents is usually placed at this time.

Intermediate: When there is continued misconduct at this level, a demerit will be sent home in (Grades 4-6) the Thursday folder to be signed and returned to school. See Merit System below for details about the structure of this program.

Extended Day/ In an effort to maintain an effective consistent discipline program, the Extended Day and Enrichment: Enrichment staff will honor procedures and/or consequences administered by the department heads.

### **MERIT SYSTEM – GRADES 4-6**

The Merit System works on a six-week cycle to coincide with the mid-term report and the report card. When a student exhibits unacceptable behavior or fails consistently to follow the rules, a demerit form will be sent home in the Thursday folder. Parents should discuss the demerit with students, sign the form and return it to the homeroom teacher the next day.

The rules concerning demerits are consistent throughout the school community, including field trips, vans, lunch, recess, before and after school activities, and during all classes.

When a student has received three (3) demerits in a six-week period, a consequence or loss of a privilege will occur. This consequence could include denied attendance to a field trip or assembly, a lunch detention or work detail. Students will be informed if they are in danger of losing a privilege.

Students with three (3) demerits in a six week period will carry (1) over to the next grading period. The reporting period will start over at the end of each six weeks.

### **REFERRAL**

If behavior or misconduct escalates to a level that is verbally or physically aggressive or out of control, a referral form will be written and parents will be called as soon as possible. Consequences will also be as immediate as possible. If a student needs to be removed from his/her classroom, any of the following consequences will be at the discretion of administration:

- **Detention** will be served under the supervision of a teacher or administrator during lunch or after school.
- **In-School Suspension** means isolation from a student's peer group. The student will not attend lunch with his peers or any specialist classes. All class work or assignments will be completed during in-school suspension.
- **Out-of-School Suspension** means that a student is not allowed to participate in the regular school day. Attendance at school or any school functions is prohibited during the suspension period.
- **Expulsion** from school means that a student is not permitted to finish the school year at JCDS.

JACKSONVILLE COUNTRY DAY SCHOOL RESERVES THE ABSOLUTE AND UNCONDITIONAL RIGHT TO SUSPEND, EXPEL OR DENY REENROLLMENT TO ANY STUDENT WHOSE SOCIAL OR ACADEMIC PERFORMANCE IS DEEMED TO BE CONSISTENTLY UNACCEPTABLE.

### **UNACCEPTABLE ITEMS**

- The following items are not allowed at school: radios, portable TV's, headphones, electronic games, cell phones, matches, lighters, explosives, skateboards, rollerblades, baseball cards or any other type of item for selling or trading.
- Use of controlled substances (tobacco, alcohol, drugs) is strictly forbidden. The use of or being under the influence of any of these substances on the school grounds or at any school event may result in suspension or expulsion. The selling or distribution of any controlled substance will result in immediate expulsion.
- No type of weapon, or anything that could be construed as a weapon is allowed in school, in backpacks or on busses. This includes any type of knife, gun, or any other item that could be a danger to students.

## CHEATING

The following actions are considered cheating and will result in disciplinary action:

- Copying homework (handwritten or on computer)
- Using any materials (notes, book) other than those permitted by teacher while taking a quiz or test
- Asking for or giving information about a test already taken by another student
- Asking for or giving information to another student while taking a test or quiz
- Looking at someone else's work or allowing someone else to look at the student's own paper
- Talking during a test or quiz, until all students have finished

Students who are found to be cheating will receive a zero on the assignment and a character report or a demerit (depending on grade level) will be written and parents will be called.

## PLAGIARISM

*Plagiarism* is defined as "the stealing and using of another's ideas, words, or phrases as one's own" ([American Heritage Dictionary of the English Language](#)). There are various methods and degrees of plagiarism, but the Administration and Faculty of JCDS wish to make it clear that all of the following are *unacceptable*:

1. Direct copying from a source, word for word. Students must acknowledge any direct quote with:
  - a. quotation marks around the quoted material and
  - b. in-text citation of source
2. Paraphrasing without giving credit to the source. Many students think that changing a word or two in their source material frees them from plagiarism. This is not true. The original passage must be read, digested, and rewritten in the student's own words. Otherwise, the student is still guilty of plagiarism. Paraphrasing or restating does not require quotation marks, but it does require in-text citation or acknowledgment within the sentence, such as, "According to Mark Twain...."
3. Use of an original concept or idea, even if in the student's own words. If a student borrows an original idea from a source, acknowledgement must be given. "As the biographer of Edgar Allan Poe points out..."
4. The use of sources without including a Works Cited list. Even if the student uses no direct quotes or phrases, if he or she reads an outside work a Works Cited List is required.

Ideas and information found repeated in several sources are assumed to be common knowledge and do not require citation. If in doubt, the student should ask the teacher about whether a particular fact needs a source citation.

## INTERNET AND TECHNOLOGY RULES

- Students will use the Internet only with teacher supervision, which means that permission has been given and the teacher is in the room.
- Students will not be allowed to use the school's computer to access their personal email, receive personal email, or send personal email.
- Students will not search for inappropriate materials. Students who view inappropriate material by mistake must report the site to the teacher in charge and exit site. Attention should not be drawn to the inappropriate material.
- Websites will be bookmarked or given to students. Students will never be allowed to "surf" the web.
- Students may not access the folders of other students.
- Vandalism, abuse, or theft of the equipment will result in loss of privileges or more severe consequences, depending on circumstances.
- Only JCDS technology staff are allowed to add or delete programs.
- Students must have permission to print.

- Regardless of what students are allowed to do at home on their computers, they will follow the above stated rules and guidelines at school.
- Sixth grade students, who are issued their own personal laptops, will have specific rules regarding the maintenance, use, and care of their computers which will be outlined at their orientation and reviewed as needed through the year.

Students who misuse or violate any of the rules regarding technology may lose their computer privileges. The specific amount of time will be determined by the severity of the abuse.

**JACKSONVILLE COUNTRY DAY SCHOOL RESERVES THE RIGHT TO REMOVE FROM ENROLLMENT ANY STUDENT BECAUSE OF EITHER THE STUDENT'S CONDUCT OR THE STUDENT'S PARENT'S CONDUCT, WHICH IS DETERMINED BY JCDS TO BE DISRUPTIVE, DETRIMENTAL, OR INTERFERING WITH THE DAILY OPERATION OF THE SCHOOL.**

## **UNIFORM REGULATIONS**

All JCDS students have a choice of uniform wear. Uniforms are to be purchased from RC Uniforms & Embroidery located at 11645 Beach Boulevard (phone number: 646-0493; e-mail: [orders@rcuniforms.com](mailto:orders@rcuniforms.com)) or linked to the school website at [www.jcdis.com](http://www.jcdis.com). Clothing purchased elsewhere is unacceptable.

Issues regarding uniforms, but not covered when purchasing uniforms, include the following:

- Each item of uniform clothing should be labeled with the child's name in indelible ink.
- JCDS T-shirts are NOT a part of the uniform. T-shirts worn under the uniform shirt should be white, navy or green (to coordinate with uniform colors).
- Girls' skirts should be no shorter than 3 inches above the knee. Girls may wear bike (fitted) shorts under their skirts.
- Belts should be brown, tan, black or blue and coordinate with the uniform pants and uniform colors.
- Belts should be solid color with no decorations.
- Shirts must be tucked into pants or skirts so that the waistband or belt shows.
- Pants and skirts must be worn at the waist and students will not be allowed to let their pants or skirts "sag" and sit low on the hips.
- There is no uniform shoe. Shoes should be worn that are appropriate for P.E. and outside play. In grades JK through 3, we encourage the students to wear sneakers. In grades 4-6, students may wear sneakers or regular shoes. (Sneakers are required for P.E.)
- No flip flops, clogs, boots, shoes without backs, or platform shoes with heels higher than an inch may be worn.
- There are no uniform socks. Ankle socks may be worn with uniforms. Tights and leggings should be white, navy blue, or green (to coordinate with uniform colors) and they should be solid colors.
- In cool weather there is no uniform outerwear as the students go to and from school. In the classroom, students must wear a uniform sweater or sweatshirt. Students may also wear a plain navy blue, white, or dark green (to match uniform color) solid color sweatshirt. Only sweatshirts without hoods are acceptable. Sweaters or sweatshirts may not be worn around the shoulders or hips. They should be properly worn or put on the back of the chair. Girls who want to wear shorts or pants under their skirts for the cooler weather should wear uniform attire.
- Gym clothes should also be purchased from RC Uniforms. In cold weather the students may wear sweats over their gym clothes. JCDS gym bags are also available for all students, and are required for students in grades 4-6.
- Accessories that cause distractions in the classroom (e.g., excessive number of bangles, watches that beep, etc.) may not be worn. Students will be limited to wearing only one "awareness" bracelet at a time.
- Boys may not wear earrings. Girls will not wear large hoop-type earrings, earrings that dangle to the shoulder or earrings that are distracting in the classroom.
- Hair should be kept clean and neat. No extreme or distracting hairstyles or colors or distracting hair accessories will be acceptable. Boys' hair length should not be below the eyebrows in the front, the earlobes on the side, or the bottom of the shirt collar in the back.
- Students may not write or draw anything on their own bodies or on any other student's body.

*THE ADMINISTRATION RESERVES THE RIGHT TO PASS JUDGMENT ON ANY ITEM OF APPAREL. STUDENTS NOT FOLLOWING THE UNIFORM REQUIREMENTS WILL BE ASKED TO CALL HOME FOR THE APPROPRIATE UNIFORM CLOTHING AND WILL RECEIVE A DEMERIT OR CHARACTER REPORT.*

## **GENERAL INFORMATION**

### **DAILY SCHOOL BULLETIN**

This is emailed every morning from the office to classrooms and includes:

- the names of all students who are reported absent
- the names of students who have special dismissal arrangements
- the names of students excused from PE
- the lunch menu
- school events for the week

All students in grades 4-6 will read the bulletin and be responsible for the information contained in it. JK-3 will have pertinent information read to them. The bulletin will also be posted in each classroom.

### **FIELD TRIPS**

- Teachers decide if chaperones are needed on field trips, depending on the destination and agenda of the trip.
- Parents who chaperone field trips should follow the agenda, schedule, and guidelines established for the group by the teachers. All arrangements will be made by the teachers.
- Teachers will communicate to the homeroom contact parent/s if additional chaperones are needed.
- Parents may not bring siblings on field trips. All school rules apply on field trips.

### **MORNING NEWS SHOW**

- Produced and delivered by sixth grade students
- Viewed by all students daily
- Reports important reminders for students

### **LIBRARY**

- Library hours: 8:00 A.M.-3:30 P.M.
- Available for reference and study: 8:00-8:30 A.M. and 3:00-3:30 P.M.
- Books are circulated for two six-day cycles, except for reserve books.
- Books may be renewed one time.
- Reference books and current publications are not circulated.
- Special arrangements are made according to individual situations for circulation of vertical file materials and back issues of periodicals.
- Overdue notices are sent out weekly.
- Students are financially responsible for books not returned or damaged.

### **LOCKERS**

- Students in grades 4-6 are provided with lockers in the locker rooms for the safekeeping of their PE uniforms. Students must provide combination locks and these lockers must remain locked while not in use. Students are not allowed to leave their clothes in lockers without locks on them.
- Lockers are provided for students in grades five and six for the storage of books, lunch, and other school-related materials. Students are not required to have locks on these lockers, but should be respectful of the property of others and avoid opening any lockers other than their own.
- Students are responsible for their lockers. They are not allowed to put decals nor stickers on lockers. Writing or defacing any school property is not allowed.

### **LOST AND FOUND**

- Books or apparel found on school grounds should be turned in to the lost and found rack if the owner cannot be located. *It is very important that students' names be put on uniforms, sweaters, jackets, bathing suits, towels, books, etc. for identification.*

- Students and parents should check the lost and found (located near the library) periodically

All lost and found items left unclaimed after 60 days will be donated to a charitable organization by our PEP Parents' Association group.

## **LUNCH ROOM**

Lunch Schedule:

- JK – (in classrooms)
- 11:35 – 12:05 – Grades SK – 3
- 12:05- 12:35 – Grades 4-6

JCDS offers a voluntary lunch service. SLA, a professional food management company will prepare healthy, nutritional meals. Lunch tickets will be sold and students may eat the school lunch on the days of their choice. All ticket sales will be handled by SLA in the cafeteria. A monthly menu will be provided. Students may also bring their lunch from home.

The school and SLA will continue to provide a healthy selection of entrees along with fresh fruits and vegetables on a regular basis. It is our goal to encourage healthy choices by educating our students as well as by example. We request that parents not bring fast food or junk food (burgers, fries, chicken fingers, candy, soft drinks etc.) since these foods are not offered in our food service program and are not in line with our mission to help prevent obesity in children.

Students at lunch are supervised by school faculty and staff. Students must stay in the lunchroom area until dismissed by the supervising teacher. Students may converse with their friends during lunch and must show respect for others by talking quietly only to the students near them. Students must raise their hand to request to leave their seats for any reason.

Parents who plan to join their child for lunch must inform the office by 9:00 AM so that the order can be placed. To prevent exclusion for any student, parents who join their child/ren and have lunch outside should not invite other students.

## **PARTIES AND HOLIDAY CELEBRATIONS**

Regular classroom parties and celebrations are planned by the homeroom parents in conjunction with the classroom teacher. Below are guidelines established by JCDS:

**Fall Festival:** This event is sponsored by the Student Council. Parent volunteers are needed to cover booths.

**Thanksgiving:** This holiday is celebrated as part of the curriculum. Parents may be asked to provide food items or assist with food preparation. Classroom teachers organize this activity.

**Winter Holidays:** Every class has a party before the break. This often involves finger foods. Parents may be asked to send in food, paper goods, or drinks. Money is not requested. Teachers will establish the guidelines for the time and type of food.

**Valentine's Day:** This day is celebrated in all grades with the sharing of Valentines.

**Birthdays:** Preprimary parents are encouraged to send a healthy snack for the class to celebrate their child's birthday. First and second grade students may bring in plain cookies to share with their homeroom classmates on the day of their birthday. JK, SK, first, and second grade parents should make arrangements with their child's classroom teacher. Birthdays in grades one through six are recognized at the monthly character education assembly and with a birthday pencil and button. Birthday deliveries such as balloons or flowers are discouraged and will only be sent to the recipient at the end of the school day. Invitations to birthday parties should be sent through the mail.

Gifts: The school does not encourage the giving of gifts to faculty, staff, or administration. Homeroom parents may decide to collect money at the winter holiday time and end of year to purchase a group gift. This is totally optional for families. No money is to be sent to school with students.

End of the Year: On the last day of school, a play day is scheduled to celebrate the end of the school year. The school provides snacks and activities. No parties are scheduled on this day.

### **PRESCRIBED MEDICATION**

- All medicines must be dispensed in the office by the nursing assistant.
- Students who need to take prescribed medicine must take the medicine in the original prescription container to the nursing assistant along with a note of instruction from the parent or doctor.
- No medicines are to be kept in classrooms or backpacks, except inhalers.

### **SNACKS**

- All students have a snack period in the morning.
- Parents are asked to send fruit, vegetables or healthy snacks for snack period.
- Gum or candy is not permitted.

### **TELEPHONE**

- Parents are requested to make calls to students only in emergency situations.
- If a student is ill and needs to call home, he/she is required to see the nursing assistant and use the school phone.
- When a student needs to call home for any reason, he/she must get permission to use the school phone.
- Students may not use cell phones on campus.

## **SAFETY & SECURITY**

### **CAMPUS TRAFFIC SAFETY**

*The safety of each and every JCDS student is of paramount importance. Any family member or caregiver driving on campus needs to be informed of and follow all arrival/departure procedures, traffic patterns and safety procedures. Please ensure that anyone dropping off or picking up your child has read, understands and abides by the following:*

- Campus wide speed limit -15 mph
- Cell phone use is prohibited at the Baymeadows intersection, while driving on JCDS campus, or while loading/unloading students.
- Both lanes of East Road (to the right of the main entry road) are one-way. The right lane is for loading/unloading students. The left lane on East road is for access to parking lots.
- West Road (to the left of the main entry road) is a **NO PASSING two-way road**. If cars are waiting for dismissal and blocking West Road, drivers may access parking lots using the left lane of East Road.
- The parking lot adjacent to the Fine Arts Center is one-way (east to west) only.
- Students must be escorted in parking lots and when crossing streets.
- Students may only be dropped off/picked up in designated areas.
- It is unlawful to park in handicapped parking spaces without a permit (EVEN temporarily, to unload/load students).

### **ARRIVALS**

- All students need to be in their classrooms at 8:20 A.M.
- After 8:20, students must go to the main office for a tardy slip to enter class.

#### ***Front Circle Arrivals***

- Drivers should pull up into the loading zone, remain in vehicle, and put vehicle in park while students unload.
- Cell phones may not be used while students are unloading.
- Administrators are present each day from 8:00 to 8:20 A.M. to assist with unloading.

### ***Fourth Grade Area Arrival***

- Vehicles enter campus and make an immediate right turn.
- Drivers should use the right lane and wait at the stop sign until there is room in the loading zone.
- Drivers should remain in vehicle and put vehicle in park while students unload.
- Cell phones may not be used while students are unloading.
- Administrators are present each day from 8:00 to 8:20 A.M. to assist with unloading.

### ***Deerwood Path Arrival***

- All students should be dropped off at the west side paved area next to the Deerwood path. (The east side paved area by the 4th golf tee is only for very short-term parking).
- Students should walk down the path to their classrooms.
- Students may not cross the road unescorted at any time.
- Parking on the school side of the road is not permitted at any time. The gate at the Deerwood path is open and monitored from 8:00 A.M. until 8:30 A.M. The Deerwood path will be closed if it is raining.

The north circle by the 2<sup>nd</sup> grade is NOT to be used for drop-off of students at any time.

### **DISMISSALS**

- All vehicles picking up students are required to display a JCDS decal and a window name card.
- Decals must be displayed in the front windshield, lower right (passenger) side. Window name cards should be placed in the windshield at the time of dismissal.
- The decal provides immediate visual recognition for staff members assisting students at dismissal. The name card expedites the dismissal process.
- Decals may be obtained in the main office. Name cards are given out during the first week of school. Vehicles without a decal will be asked to park while verification for pick up and ID are checked.

### **Preprimary Dismissal**

- 1:30 P.M.
- At the Front Circle and the Deerwood path
- Teachers/assistants will accompany students to the dismissal areas. Please read and comply with the following dismissal procedures:

### **Regular Dismissal**

- 3:05 P.M. from four locations
- Staff members will be present from 3:05-3:20 P.M.
- After 3:20 P.M. all remaining children will be sent to Extended Care.

#### ***Front Circle Dismissal***

- Vehicles must pull into the loading zone, display window name card in front window, and put vehicle in park while students load.
- Students will not be loaded if cell phones are in use.
- If students are not present at dismissal, driver will be asked to pull forward out of the loading zone. Staff members will escort students to waiting vehicles.

#### ***4<sup>th</sup> Grade Area Dismissal***

- Vehicles enter campus and make an immediate right turn. Drivers should use the right lane and wait at the stop sign, then pull into the loading zone.
- Drivers should display window name card in front window and put vehicle in park while students load.
- Students will not be loaded if cell phones are in use.
- If students are not present at dismissal, drivers will be asked to park in the lot and walk back to escort students to parked vehicles.

### *Large Carpool Dismissal*

- Registered large carpools, four or more students, may pick up students in the north circle by the 2<sup>nd</sup> grade wing. (To reach this area, use the left lane of East Road when entering campus and continue through the parking lots to reach the north circle.)
- Vehicles park in the circle until dismissal. Each vehicle must pull up to designated loading zone, display name card in carpool in front window, and put car in park.
- Students will not be loaded if cell phones are in use. Students may not load in waiting cars until that vehicle is in loading zone.
- The large carpool form listing students and drivers must be sent to the main office.

### *Deerwood Path*

- Teachers/assistants escort students down the Deerwood Path at 3:05 P.M.
- Vehicles should wait in line on Summit Ridge Road and move into the west side paved area next to the path as space becomes available.
- Vehicles must pull up to designated loading zone, display window name card in front window, and put car in park.
- Students will not be loaded if cell phones are in use.
- If your child is not at the dismissal area, move out of the paved area and rejoin the line on Summit Ridge Road.
- Drivers of parked vehicles in the east side temporary parking must cross the street and escort students to vehicles.

### *Rainy Day Dismissal for Deerwood Path*

- When it is raining hard or lightning at dismissal time, children will not be dismissed from the Deerwood Path.
- Deerwood Security will be called when the path is closed.
- Students will be dismissed from the front circle or the 4<sup>th</sup> grade area. Students should know which area to use in case of rain.
- Due to the increase in the number of cars in line on rainy days, we may create a double line of cars coming into the 4<sup>th</sup> - 6<sup>th</sup> grade dismissal area to get vehicles off Baymeadows Road.

### *Walk-up Dismissal*

- The school strongly encourages parents to use one of the four drive up dismissal areas where effective security measures are in place.
- Parents and caregivers who must park and walk up to meet children at dismissal must do so in a designated area:
  1. At the sidewalk north of the Front Circle
  2. At the cross section of the sidewalk by the pool and 4<sup>th</sup> Grade dismissal area
  3. At the end of the crosswalk at the Deerwood path
- **If parents/caregivers walk up to meet students, they must have the window name card in hand for staff to release students in those areas.**
- **Students must be escorted by an adult to waiting vehicles in parking lots.**

If a carpool is picking up both primary and intermediate students, parents will have the option of using either the front circle or the 4<sup>th</sup> grade area. The option chosen must be communicated to the students, their teachers and the main office. The dismissal option is chosen for the entire school year to avoid confusion.

JCDS will cooperate with state law and the Department of Motor Vehicles in requiring that all children use seat belts.

Any student not picked up by 3:20 P.M. (at any departure area) will be sent to extended day and the charge will be billed to the parents.

### **EARLY DISMISSALS**

- An authorized person must sign out any student leaving campus prior to regular dismissal times at the main office.
- The student will be called to the office.

- Parents and/or authorized persons must wait in the office for students after signing the dismissal list.
- At no time will students be dismissed early directly from classrooms.

## **LEAVING CAMPUS**

No student may leave campus before, during, or after school hours without an authorized person who has signed the dismissal list.

## **AFTER SCHOOL ACTIVITIES**

Students who stay after school must be in:

1. Help session
2. Intramurals
3. Extended Day
4. Other Enrichment activities supervised by an adult (fine arts groups, lessons, tutoring)

Adults responsible for after school activities will dismiss students from designated areas. Students not picked up five minutes after dismissal of after school activities will be sent to Extended Care and billed accordingly.

## **VISITORS**

- All visitors, including parents, must check in at the Main Office, sign the guest register, and receive and wear a security badge.
- Only prospective students and former students may visit in the classrooms during the school day.
- All student visitors must have permission from the Administration and must sign the guest registration in the School Office.

## **STUDENT SECURITY**

- Students are supervised at all times by faculty and staff.
- Students in JK-2<sup>nd</sup> grade are required to be with a buddy if they leave the classroom without an adult.
- Teacher assistants supervise children crossing the street during physical education.
- PSI Corp members are on duty daily during arrival to escort students to class.
- PSI Corp members are stationed in the Preprimary area during arrival to assist students.
- PSI Corp members assist faculty and staff during dismissal.

## **PET POLICY**

For the health and safety of our students, pets are not allowed in the buildings or on any school grounds, including the athletic fields. No Pets are allowed out of vehicles on campus at any time. Policies regarding classroom animals will be determined by the administration.

## **FIRE DRILLS**

- The signal for a fire or fire drill is the continuous sounding of the fire alarm system horn.
- At the signal all activity and discussion ends and no one but the teacher or supervising adult may speak.
- At the direction of the teacher, students will walk out of and away from the building to assigned areas.
- If a student is between classes, he should proceed to his next class area. If this is unknown, the student should simply walk away from the building and report to the nearest teacher who will direct him.
- Students must walk carefully and be silent and alert.

## **TORNADO DRILLS**

- When inclement and "tornado producing" weather is present, two office personnel will listen to the radio for tornado warnings and watches.
- If a tornado is spotted in close proximity, the intercom bell will be rung for an extended period of time.

- All faculty and students will proceed immediately to the most interior wall of the classroom and sit in a crouching position with backs to the window.
- The all-clear signal will be given by two long rings of the intercom bell.

## **OTHER EMERGENCIES**

JCDS has developed a comprehensive disaster plan. Part of this plan includes communicating with parents through the Saf-T-Net ALERTNOW Emergency Notification Service, which calls the number each family has provided in the event of an emergency. Another service called Message Assistant might also be employed to send parents important *non-emergency* messages, such as early closings of school due to weather conditions. If this service is used, the number left on caller ID will be the school number. Please make certain that the school office has the most current contact information for your family.

### **The following is important information about the Saf-T-Net ALERTNOW Service:**

1. Your caller ID will display 411 anytime a call is coming through from the ALERTNOW Service. Caller ID will not display a name associated with the number.
2. There is a slight two to three second pause once the phone has been answered. Please stay on the line. The system needs to detect a couple seconds of silence to determine whether a live person has picked up the phone or an answering machine. Do not keep saying hello.
3. The system will leave a message on your voice mail or answering machine; however, the system is set to ring each line six (6) times. If your answering machine is set to pick up after the sixth ring, a message will not be delivered to your machine. We encourage you to set it at five (5) rings.
4. If you have a Telemarketer Zapper or Privacy Director on your telephone lines, you may not receive the call. For example, with Privacy Director all incoming calls are rerouted and the callers must identify themselves for the call to go through. Because our system is automated, it will not identify itself, thus the call will not get through to your number.
5. Due to "dead" areas, cell phones may sometimes not receive the message.

## **PARENT/STUDENT ACTIVITIES**

### **PARENTS**

The Jacksonville Country Day School Parents' Association is responsible for a number of activities beneficial to the school and students. Some of their activities include homeroom parent activities, the PEP volunteer program, library and computer lab aides, and fund-raising events. All JCDS parents are automatic members of this association and are encouraged to participate.

### **YEARBOOK**

This is an annual publication that captures the faces and events of the school year. This parent volunteer group begins during the first week of school and is completed by the first week of February. Yearbooks are pre-ordered in the late fall of each school year, so a family's ordering decision at that time is final. Yearbooks are given to students two days before the end of school. Students are given time to have their fellow students and teachers sign their yearbooks.

### **STUDENT COUNCIL**

JCDS Student Council is an organized group of elected representatives who meet regularly to learn about the democratic process in planning school and community projects. Student Council representatives listen to the students and faculty and accept the responsibility of making decisions which will improve the school and community.

In the fall each third, fourth, and fifth grade class elects two representatives who assume a leadership role on the Student Council. Students who wish to become representatives must have an overall "C" average, an "S" in citizenship, and no unsatisfactory conduct grades the previous year. The school counselor will conduct classroom elections. To remain on the Student Council, students must follow all school rules as set forth in this handbook.

In the fall four representatives from each sixth grade classroom are elected by their homeroom classmates. These four students work as a team of officers who lead the Student Council for a twelve-week period. Leadership of Student Council rotates, giving each set of sixth grade representatives the opportunity to learn about student government by serving as officers. All sixth grade students who seek this leadership

role must have an overall "B" average, an "S" in citizenship, and no unsatisfactory conduct grade the previous school year. In addition, officers must have been at JCDS for at least one year.

As leaders of the school, all Student Council representatives and officers should develop these life skills: integrity, initiative, organization, cooperation, and responsibility. These skills are emphasized at the monthly meetings in the planning and follow-through of school projects and activities. The focus of Student Council is developing an understanding of the democratic process in serving the school and community. During the school year Student Council representatives vote to allocate funds to local charities and to the school. Serving others in a learning environment is the primary goal of the organization.

Since the Student Council officers have a responsibility to set the highest example for their fellow students, two demerits (during the period of a trimester) result in probation for Student Council officers, and three demerits result in dismissal from the Student Council.

Student Council meetings are held after school on the third Wednesday of each month. A member who must miss a Student Council meeting should ask the alternate to take his/her place. The alternate will be asked to take the permanent place of a member who has missed two meetings. In order to run for a Student Council position, the student must commit to attending each meeting.

# QUICK-VIEW CALENDAR 2007-2008

## August

22 Open House / Orientation –Extended Day Closed  
 23 1st Day of School – Extended Day Open  
 30 Pre-Primary Presentation of Program

## September

3 Labor Day – Extended Day Closed  
 6 Grades 1 – 3 Presentation of Program  
 11 Grades 4 – 6 Presentation of Program  
 14 Noon Dismissal – Faculty In-Service – Extended Day Open  
 21 Reading Celebration  
 24–28 Grades 3 – 6 CPT-4 Testing

## October

4 Noon Dismissal Faculty Retreat – Extended Day Open  
 5 No School – Extended Day Open  
 8 No School – Columbus Day – Extended Day Closed  
 26 Noon Dismissal – Faculty In-Service – Extended Day Open

## November

7 Parent Teacher Conference Grades JK – SK & 3 – 6  
 8 Parent Teacher Conference All Grades  
 9 Parent Teacher Conference All Grades  
 17 6th Grade ISEE Exam  
 20 Noon Dismissal Thanksgiving Holiday – Extended Day Open  
 27 School Resumes

## December

20 Noon Dismissal Winter Break – Extended Day Open

## January

7 School Resumes  
 21 Martin Luther King Day – No School, No Extended Day

## February

5 Parent Teacher Conference Grades JK – SK & 3 – 6  
 6 Parent Teacher Conference All Grades  
 7 Parent Teacher Conference All Grades  
 15 Noon Dismissal – Faculty In-Service – Extended Day Open  
 18 President's Day – No School, No Extended Day

## March

20 Grandparents' Day Noon Dismissal – Extended Day Open  
 21–31 Spring Break

## April

1 Classes resume  
 18 Noon Dismissal – Faculty In-Service – Extended Day Open

## May

1–2 Book Fair – Fine Arts Building  
 12–16 Grades 1 – 2 SAT Testing  
 22 6th Grade Dinner & Dance  
 23 6th Grade Graduation  
 26 Memorial Day – No School, No Extended Day  
 30 Noon Dismissal – Last Day of School – Extended Day Open