



JACKSONVILLE  
COUNTRY DAY SCHOOL

Nurturing Minds. Building Character.

**Student-Parent Handbook  
2009-2010**

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



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 28, 2009.

XX

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) _____
	Student(s) Signature (s) _____

**2009-2010 STUDENT-PARENT HANDBOOK**

**JACKSONVILLE COUNTRY DAY SCHOOL**

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Jacksonville, Florida 32256

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

## TABLE OF CONTENTS

BOARD OF TRUSTEES	3
ADMINISTRATION	3
FACULTY	5
MISSION STATEMENT	9
PHILOSOPHY	9
OBJECTIVES AND COMMITMENTS	9
CHARACTER EDUCATION	10
ACADEMICS	10
Presentation of Program	10
Communications	10
Conferences	11
Report Cards	12
Interim Progress Reports	12
Honor Roll	12
Homework	13
Extended Class Sessions	13
Physical Education	13
ATTENDANCE	14
School Hours	14
Tardiness	14
Off Campus Appointments/Early Dismissals	
Illness/Injury During School	14
Absences	14
Make-up Work	15
STUDENT CONDUCT	15
Conduct Referral and Merit System	15
Merit System - Grades 4-6	16
Referral	16
Unacceptable Items	17
Cheating	17
Plagiarism	17
Internet and Technology Rules	18
Uniform Regulations	18
GENERAL INFORMATION	20
Daily Bulletin	20
Field Trips	20
Library	20
Lockers	20
Lost and Found	21
Lunch Room	21
Parties and Holiday Celebrations	21
Health	22

Prescribed Medication	22
Snacks	22
Telephone	22
<b>SAFETY &amp; SECURITY</b>	<b>23</b>
Campus Traffic Safety	23
Arrivals	23
Dismissals	24
Early Dismissals	26
Leaving Campus	26
After School Activities	26
Visitors	26
Student Security	26
Pet Policy	26
Fire Drills	27
Tornado Drills	27
Other Emergencies	27
<b>PARENT/STUDENT ACTIVITIES</b>	<b>28</b>
Parents	28
Yearbook	28
Student Council	28
<b>QUICK-VIEW CALENDAR</b>	<b>29</b>
<b>MONTHLY VIRTUES</b>	<b>Inside Cover</b>
<b>CAMPUS MAP</b>	<b>Inside Cover</b>

## BOARD OF TRUSTEES

### Officers

President  
Vice President  
Treasurer  
Corresponding Secretary

Daniel S. Yip, M.D.  
Ron Price  
David Kight  
Pat Sams

### Members at Large

Michael Abel  
Richard Anderson  
Debbie Broder  
Dave Brown  
Bryan Chamberlain  
Irene Cywes  
Rick Friedman  
Reid Gray  
Julie McQuiddy  
Bingham Parkinson

Dr. Mary Pentel  
Rebecca Schwam  
Everett Seay  
Joel Shapiro  
Dr. Mike Shumer  
Lara Siewert  
Dr. Dennis M. Smith, Jr.  
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

LYNNE SOPCHAK  
B.A. University of South Carolina

Exec. Administrative Ass't. to  
Head of School/Office Mgr.

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  
B.A. St. Leo University

Administrative Assistant to  
Associate Head of School

	<b>Preprimary</b>	
GAYLE WILSON B.A. University of North Florida M.A. Jacksonville University		Preprimary Head
	<b>Admissions</b>	
PAT WALKER B.A. Wake Forest University		Director of Admissions Public Relations
JUDY WITTE A.A.S. Bennett College		Administrative Assistant to Director
	<b>Auxiliary Services</b>	
CHRIS KEMPH B.A. University of North Florida M.Ed. University of North Florida		Director of Auxiliary Services
PATTY COWAN B.S. University of Georgia		Auxiliary Service Coordinator
	<b>Computer Technology</b>	
MATT WILSON B.A. Auburn University		Director of Technology
MICHAEL PORTER B.A. Jacksonville University M.A.T. Jacksonville University		Technology Coordinator
	<b>Curriculum</b>	
RUTHANNE STABLER B.A. Duke University M.A.T. Duke University M.S. Walden University		Curriculum Coordinator
	<b>Development</b>	
LOUISE HIDAY A.E. The Woman's College of Georgia Georgia College		Director of Development & Alumni Affairs
LESLIE COBLE B.A. Auburn University		Development, Communications, and Public Relations Assistant
	<b>Finance &amp; Operations</b>	
MIKE MORROW B.A. Jacksonville State University M.A. Pepperdine University		Director of Finance & Operations
DAWN KELL B.S. University of Phoenix M.B.A. University of Phoenix		Comptroller

**FACULTY**  
**PrePrimary Department**

LAURIE STAYER B.A. University of Florida	PreJr. Kindergarten Teacher
WENDY JOHNSTON B.S. Ohio University M.A. Ohio University	PreJr. Kindergarten Assistant
CHRISTY MAURER B.S. Western Kentucky University M.S. University of North Florida	PreJr. Kindergarten Teacher
TERESA GORE B.S./B.A. Appalachian State University	PreJr. Kindergarten Assistant
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
MISSY MORRISSEY B.A. University of Denver M.A. University of Denver	Jr. Kindergarten Teacher
SHERRIE WARREN B.S. University of Delaware	Jr. Kindergarten Assistant
KRISTA PIZZI B.S. Florida State University	Jr. Kindergarten Teacher
KELLY SHERROD B.A. Savannah College of Art & Design	Jr. Kindergarten Assistant
ROSEMARY ENNIS B.A.E. University of North Florida	Kindergarten Teacher
ASHLEY JIMERSON B.A. University of Florida	Kindergarten Assistant
DIANE BAJALIA B.S. Jacksonville University	Kindergarten Teacher
MICHELE MORIN	Kindergarten Assistant

## Elementary Department - Primary Grades

NANCY PARRY B.A. Clemson University	First Grade Teacher
SUSAN MURPHY A.A. Florida Keys Community College	First Grade Assistant
ALLYSON SEE B.A. Brandeis University M.Ed. Temple University	First Grade Teacher
KATHY COLE B.A. Florida State University M. A. Florida State University	First Grade Assistant
KRISTIN SZALLAY B.S. Ohio University	First Grade Teacher
MARTHA ROBINSON B.S./B.A. University of Richmond	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
DARLENE YOUNG B.A. University of North Florida	Second Grade Teacher
LINDSEY UPCHURCH M.A. Florida State University	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
SHANNON JOHNSON B.A.E. University of North Florida	Third Grade Teacher
DEBORAH CANNINGTON B.S. University of Florida	Third Grade Assistant

SHARON JONES B.A. University of North Florida	Third Grade Teacher
LINDA MATTHEWS B.S. Florida State University	Third Grade Assistant
HELEN McCALL B.S. North Carolina Wesleyan College	Third Grade Teacher
DEBORAH CAIRNS B.A. Sweetbriar College M.Ed. George Washington University	Third Grade Assistant

### Elementary Department - Intermediate Grades

LINDA BASICH B.A. University of Central Florida	Fourth Grade Teacher
JENNIFER ROBERTS B.A. University of Florida M.A. University of Florida	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
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
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

## Resource Department

STACY BOWEN B.F.A. University of North Florida	Fine Arts Coordinator
EMILY DICKERT B.S. University of North Florida	Dance
VIRGINIA DICKERT B.M.E. Jacksonville University M.A.T. Jacksonville University	Music
AMY KUCSAK M.S. Florida State University	Media
SHAW LANE B.A. University of West Georgia	Art
ILIANA LEONARD B.A. University of Florida M.A. University of Florida	Spanish, Grades 2-6
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
MICHAEL PORTER B.A. Jacksonville University M.A. Jacksonville University	Technology
RAQUEL SCARPELLI B.S. Faculdade de Educação Física de Santo André	Physical Education
CHRYSTAL STAPLES	Band
ESTRELLA TABLADA B.S. Escuela Nacional de Mexico	Spanish, PJK-1
LINDSEY UPCHURCH M.A. Florida State University	Computer Teacher, K-3

## **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 Care care
  - 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

### Presentation of Program

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

- PJK/JK/K                      Thursday, August 27, 2009
- 1<sup>st</sup>-3<sup>rd</sup>                         Thursday, September 3, 2009
- 4<sup>th</sup>-6<sup>th</sup>                         Wednesday, September 16, 2009

### 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.

### Communication Between School and Home

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

Thursday Reminder: This informational document is a newsletter that is emailed every Thursday. It contains a calendar of upcoming events and a capsule of what is happening at the school on a weekly basis. If you are not receiving a Thursday Reminder by email, please let the office know.

Thursday Folder: All students receive a Thursday folder that includes communication between the classroom/school and home. This folder will include academic information (and may need to be signed and returned to the teacher) as well as general information flyers regarding upcoming events. This folder system requires that a parent sign that they have reviewed the information, and then return the empty folder to school on Friday. We hope that parents will use this system to become better informed about the day-to-day and week-to-week activities at school.

Calendar: Each school family will receive a comprehensive twelve-month school calendar with all major events and holidays. This information may need to change periodically so a constantly updated calendar will be on our website ([www.jcnds.com](http://www.jcnds.com)). There is also a strip calendar of major dates on the website and at the end of this handbook.

Time Sensitive Documents/Deadlines: Office personnel spend an inordinate amount of time throughout the year pursuing forms, registrations or documents that are not turned in on time. Examples are student information forms, immunization records, various Parent Association forms and picture money. The receipt of all such documentation must be returned to school within 15 business days of the information being sent home. If documentation is not received within this time frame, alternative action will ensue. If student information forms are not returned on time, family information will not appear in the school directory. If picture money or pictures are not returned on time, the family's account will be billed. If correct immunization records are not submitted on time, the child will not be permitted to attend school. Of course, any extenuating circumstance can be handled with a phone call to the Main Office.

### Conferences

Parent teacher conferences are scheduled twice a year.

- November 2,3,4,5, and 6, 2009
- February 22,23,24,25, and 26, 2010

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 Main 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

- Honors List:* In conduct, specialists' courses and citizenship. There may be no more than 2 N's in work habits per marking period.  
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

### 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. Students will not receive full 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.

### Extended Class Sessions

In grades 4-6, students may be invited to receive extra support in scheduled extended class sessions. Occasionally, students may be required to stay for these sessions. Grade level teachers will announce the days of the week for these sessions at the Presentation of Program. The time will be from 3:00-3:30.

### Physical Education

- All students, grades PJK-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 PJK-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 Main 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

- PJK 8:20 A.M. - 12:00 P.M.
- PJK "Lunch Bunch" 12:00 - 1:30 P.M.
- JK/K 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 Main 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 their temperature has been consistently below 100 degrees for a minimum of 24 hours (guidelines from the Florida Department of Health).

### 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.  
(PJK/JK/K)

**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. A telephone call home to parents is usually placed at this time.  
(Grades 1-3)

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

**Extended Care/Enrichment:** In an effort to maintain an effective consistent discipline program, the Extended Care and 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

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.jcnds.com](http://www.jcnds.com). Clothing purchased elsewhere is unacceptable. RC Uniforms and Embroidery accept orders by email, phone, fax, or online and must be paid for with a credit card or personal check.

To be returned or exchanged merchandise must be in unused and resalable condition, have the original tags attached, and cannot have been altered or washed.

The original receipt is required for all returns and exchanges.

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 or distracting buckles.
- 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 PJK 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.
- Students must wear uniform sweatshirts, sweaters or a plain navy blue or white sweatshirt or sweater in classrooms and school buildings. Sweatshirts, sweaters, or jackets with hoods are not allowed. 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.

**BACKPACKS:** Students in Preprimary (PJK, JK, K) and Primary (1<sup>st</sup> – 3<sup>rd</sup>) Grades may not bring rolling backpacks to school. All backpacks should fit easily into a 10" wide cubby. Rolling backpacks that fit into the locker (10" wide) are requested for students in grades 4-6.

*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. PJK-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.

### 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

- Hallway 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 in grades 4-6 are provided with PE lockers in the locker rooms for the safekeeping of their PE uniforms. If students choose to use PE lockers, students must provide combination locks and these lockers must remain locked while not in use. The only items allowed in lockers are clothes and shoes.
- 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:*

- PJK – “Lunch Bunch” (in classroom)
- JK – (in classrooms)
- 11:35 – 12:05 – Grades K – 3
- 12:05- 12:35 – Grades 4-6

JCDS offers a voluntary lunch service. 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.

Students are expected to wipe down tables after lunch each day according to a schedule established by their teachers. Students will also be asked to pick up their lunch trash and dispose of it appropriately.

Parents who plan to join their child for lunch must inform the office by 9:00 AM so that the order can be placed. Parents must sign in at the Main Office and obtain a security badge prior to going to the lunch room. 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 cookies to share with their homeroom classmates on the day of their birthday. PJK, JK, K, first, and second grade parents should make prior arrangements with their child's classroom teacher. Birthdays in grades K-6 are recognized at the monthly character education assembly. Primary and Intermediate students receive 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.

## Health

### *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. Parents must also sign a release form that can be obtained from the school nursing assistant.
- No medicines are to be kept in classrooms or backpacks, except inhalers.

### *Entry Requirements*

- All students are required to meet the Florida Department of Health standards for immunization.
- All Preprimary students must be completely toilet trained. Children must wear underwear – no diapers, pull-ups, or training pants.

## 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 have or 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 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 at all times 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.

#### *North Circle Arrivals (Pre Junior Kindergarten only)*

- Vehicles enter the campus and make an immediate left turn.
- At the four way stop make a left turn into the parking area.
- Drive through the parking area. At the North Circle you must display the PJK window name card for entry.
- Drivers should pull up to the loading/unloading area, remain in the vehicle, and put the vehicle in park while an adult unloads the student.
- Administrators and student escorts are present each day from 8:00 – 8:20 A.M. to help unload and escort students to class.

#### *Front Circle Arrivals*

- Vehicles enter the campus and make an immediate left turn.
- Go through the four way stop.
- 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 only to be used for the drop off and pick up of PJK students and their siblings.

### 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*

- PJK – 12:00 P.M. at the North Circle
- PJK “Lunch Bunch” – 1:30 P.M. at the North Circle
- PJK Extended Care – 3:00 P.M. at the North Circle
- JK and K – 1:30 P.M. at the Front Circle and Deerwood Path
- Teachers/assistants will accompany students to the dismissal areas.
- See dismissal instructions below:

### *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.

### *PJK Dismissal – North Circle*

- 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.
- Please pull forward, out of the loading zone if you need to fasten your child’s safety restraint system.

### *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.

#### *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 Care and the charge will be billed to the parents.

\*Please Note: There is no designated area for large carpools as in the past.

#### Early Dismissals

- An authorized person must sign out any student leaving campus prior to regular dismissal times at the Main Office.
- Parents and/or authorized persons must wait in the office for students after signing the dismissal list.
- The student will be called to the office.
- 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 Care
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 check in at the Main Office, sign the guest register, and receive and wear a security badge.

#### 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.
- PSI Corp members are on duty daily from 8:00 -8:15am 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. Pets are not 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 Main 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 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. 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.

Jacksonville Country Day School  
Strip Calendar  
2009-2010

<b>August</b>		
13		Pre-Planning for Faculty/Staff Begins
17		Full Faculty / Staff Meeting, 1:00
19		Orientation / Book Day
20		First Day of School / Extended Care Open
27		Preprimary Presentation of Program
<b>September</b>		
3		Grades 1 – 3 Presentation of Program
7		<b>Labor Day, No School, No Extended Care</b>
16		Grades 4 - 6 Presentation of Program
25		Math/Reading Celebration (Grades 2 – 6)
<b>October</b>		
2		<b>No School, Extended Care Open, Professional Development Day</b>
12 - 16		CTP-4 Testing Grades 3 – 6
<b>November</b>		
2 - 3		Preprimary Conferences
4 - 6		Elementary Conferences
6		Noon Dismissal / Extended Care Open
24		Noon Dismissal – Thanksgiving Break / Extended Care Open
30		<b>No School, Professional Development Day / Extended Care Closed</b>
<b>December</b>		
1		School Resumes
18		Noon Dismissal, Winter Break Begins / Extended Care Open
<b>January 2010</b>		
4		<b>No School, Professional Development Day / Extended Care Closed</b>
5		Classes Resume / Extended Care Open
18		<b>Martin Luther King, No School, No Extended Care</b>
<b>February</b>		
15		<b>Presidents' Day, No School, No Extended Care</b>
22 - 23		Preprimary Conferences
24 - 26		Elementary Conferences
26		Noon Dismissal / Extended Care Open
<b>March</b>		
25 - 26		Grandparents' Day
26		Noon Dismissal for Spring Break, Extended Care Open
<b>April</b>		
5		<b>No School, Professional Development Day / Extended Care Closed</b>
6		Classes Resume
30		Noon Dismissal, Teacher In-Service / Extended Care Open
<b>May</b>		
20		6 <sup>th</sup> Grade Dinner & Dance
21		6 <sup>th</sup> Grade Graduation, 8:30 AM
23 – 26		6 <sup>th</sup> Grade Trip to MarineLab
28		Noon Dismissal Last Day of School / Extended Care Open



JACKSONVILLE  
COUNTRY DAY SCHOOL

Nurturing Minds. Building Character.

Aug/Sept	Self Control
October	Teamwork
November	Honesty
December	Courtesy
January	Responsibility
February	Respect
March	Perseverance
April	Stewardship
May	Patience