



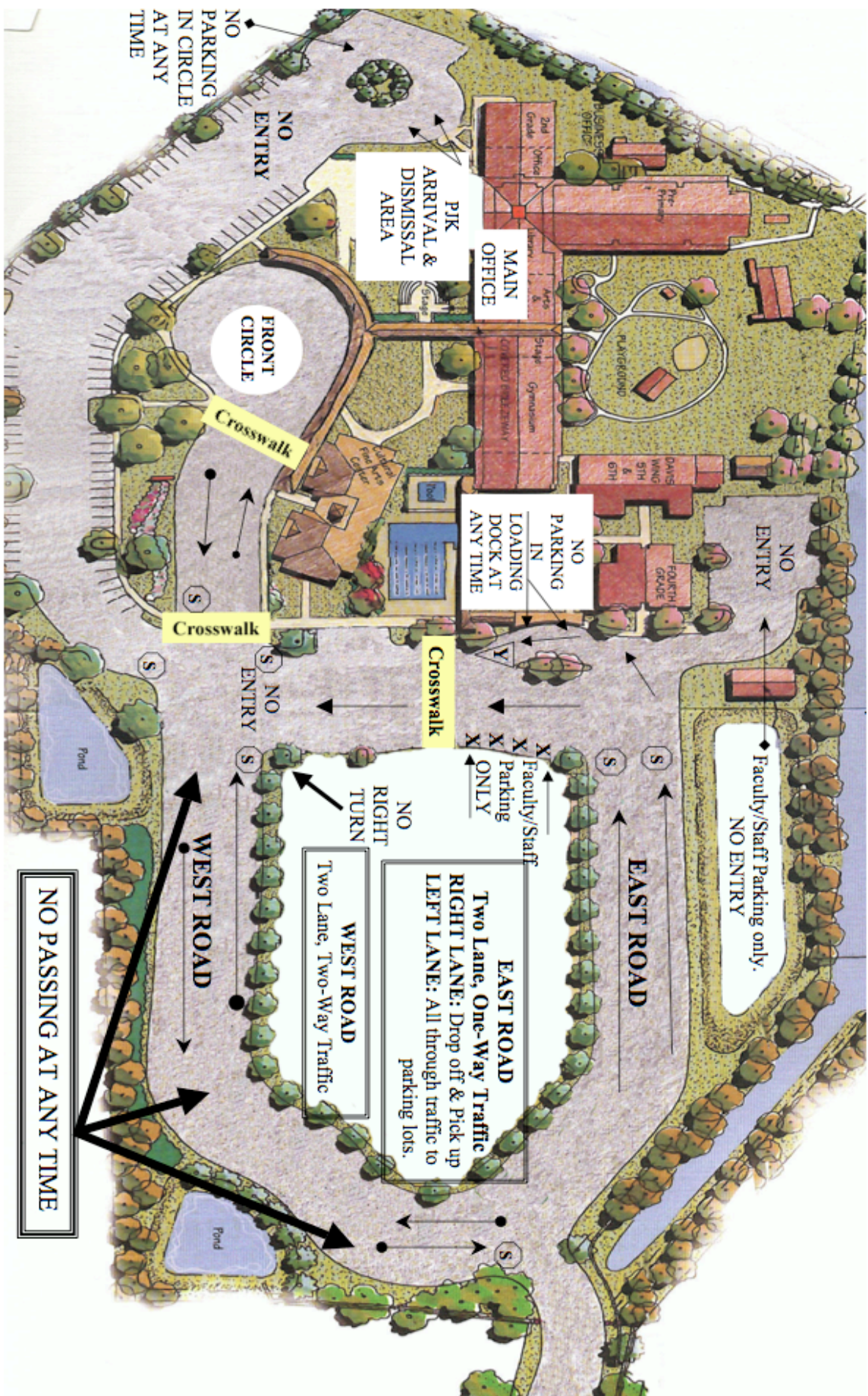
**JACKSONVILLE
COUNTRY DAY SCHOOL**

Nurturing Minds. Building Character.

**2011-2012
Student-Parent Handbook**

Mission Statement:

JCDS prepares students for a healthy and productive lifetime of intellectual exploration, character development, and social responsibility.



NO PARKING IN CIRCLE AT ANY TIME

NO ENTRY

ARRIVAL & DISMISSAL AREA

MAIN OFFICE

FRONT CIRCLE

Crosswalk

NO PARKING IN LOADING DOCK AT ANY TIME

NO ENTRY

Crosswalk

NO ENTRY

Crosswalk

Faculty/Staff Parking ONLY

Faculty/Staff Parking only. NO ENTRY

NO RIGHT TURN

EAST ROAD

EAST ROAD
Two Lane, One-Way Traffic
RIGHT LANE: Drop off & Pick up
LEFT LANE: All through traffic to parking lots.

WEST ROAD
Two Lane, Two-Way Traffic

WEST ROAD

NO PASSING AT ANY TIME

2011-2012 STUDENT-PARENT HANDBOOK

JACKSONVILLE COUNTRY DAY SCHOOL

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Jacksonville, Florida 32256

Phone: (904) 641-6644

Main Office Fax: (904) 641-1494
Admissions/Development Office Fax: (904) 646-4058
Business Office Fax: (904) 641-2199

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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	RON PRICE
VICE PRESIDENT	DAVID KIGHT
TREASURER	DAVID KIGHT
CORRESPONDING SECRETARY	IRENE CYWES

MEMBERS AT LARGE

MICHAEL AGLIATA	DR. SEAN ORR
RICHARD ANDERSON	MARY PENTEL, M.D.
DAVE BROWN	PAT SAMS
BRYAN CHAMBERLAIN	REBECCA SCHWAM
RICK FRIEDMAN	EVERETTE SEAY
REID GRAY	DR. MIKE SHUMER
LYNN GERIC	LARA SIEWERT
DR. YAZAN KHATIB	DR. DENNIS M. SMITH, JR.
JEFFREY KELLMANSON	BILL STEITZ
JULIE MCQUIDDY	REGI YOUNG
BINGHAM PARKINSON	

HONORARY MEMBER

PATRICIA S. BLANCHARD

TRUSTEES EMERITI

G. BRUCE DOUGLAS	DONALD M. WOLFSON
JEROME S. FLETCHER	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 Asst. Head of School/Office Mgr.
MICHAEL PORTER B.A. Jacksonville University M.A.T. Jacksonville University	Media Relations Coordinator
WENDY McDONALD B.A. Montclair State University	Office Coordinator
KATHY BRASWELL B.A. Music Jacksonville University	Academic Administrative Assistant
CATHY BELL CNA Sacramento Community College	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

Preprimary

GAYLE WILSON
B.A. University of North Florida
M.A. Jacksonville University
Director of Preprimary
Education

Admissions

PAT WALKER
B.A. Wake Forest University
Director of Admissions
Marketing

JUDY WITTE
A.A.S. Bennett College
Admissions Coordinator

Auxiliary Services

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 Services Coordinator

Computer Technology

MATT WILSON
B.A. Auburn University
Director of Technology

Curriculum

RUTHANNE STABLER
B.A. Duke University
M.A.T. Duke University
M.S. Walden University
Director of Curriculum

Development

LOUISE HIDAY
A.E. The Woman's College of Georgia
Georgia College
Director of Development
& Alumni Affairs

MICHELLE KIRK
B.E. & M.S. Mississippi State University
Assistant Director of Development

Finance & Operations

DAWN KELL
B.S. & M.S.A. & M.B.A. University of Phoenix
Directory of Business Finance
and Human Relations

DEANNA GAMMON
B.A Florida State University

Director of Business Operations.
Manager

FACULTY
Preprimary Department

LAURIE STAYER
B.A. University of Florida

PJK Lead Teacher

KRISTI MARINATOS
B.A. University of North Florida

PJK Assistant Teacher

CHRISTY MAURER
B.S. Western Kentucky University
M.S. University of North Florida

PJK Lead Teacher

STEPHANIE RAINS
B.S. Florida State University
M.A. Jacksonville University

PJK Assistant Teacher

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

JK Lead Teacher

PATRICIA NIX
B.S. Northeast Louisiana University

JK Assistant Teacher

MISSY MELBA
B.A. University of Denver
M.A. University of Denver

JK Lead Teacher

SHERRIE WARREN
B.S. University of Delaware

JK Assistant Teacher

KRISTA PIZZI
B.S. Florida State University

JK Lead Teacher

KELLY SHERROD
B.A. Savannah College of Art & Design

JK Assistant Teacher

ROSEMARY ENNIS
B.A.E. University of North Florida

K Lead Teacher

LEE JOHNS
B.S. University of Florida
M.A. University of North Florida

K Assistant Teacher

DIANE BAJALIA
B.S. Jacksonville University

K Lead Teacher

WENDY JOHNSTON B.S. Ohio University M.A. Ohio University	K Lead Teacher
LEIGH ANNE MILNE B.S. Auburn University	K Assistant Teacher
DIANE TIMONEY B.A.E University of North Florida	K Lead Teacher
CINDY BALL B.S. Eastern Connecticut State	K Assistant Teacher

Elementary Department - Primary Grades

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
LINDA MATTHEWS B.S. Florida State University	First Grade Assistant
LINDSEY UPCHURCH B.A. Florida State University	Second Grade Teacher
GAIL GEORGE B.S. Florida International University M.S. Barry University	Second Grade Assistant
KIMBERLY LANDTROOP B.S. Pennsylvania State 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
ANNA ST. AMAND B.A. Wake Forest University M.A. University of Virginia	Second Grade Teacher
TERESA GORE B.S./B.A. Appalachian State University	Second Grade Assistant

DARLENE YOUNG B.A. University of North Florida	Second Grade Teacher
AFTAN SPARKMAN B.A. University of North Florida	Second Grade Assistant
TEJAL DATAR B.A. Florida Atlantic University	Third Grade Teacher
ELIZABETH GREEN B.A. University of North Florida	Third Grade Assistant
NANCY HOCKENBERY B.A. Clemson University	Third Grade Teacher
DEBORAH CANNINGTON B.S. University of Florida	Third Grade Assistant
HELEN McCALL B.S. North Carolina Wesleyan College	Third Grade Teacher
SANDY MERRILL 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
SHARON JONES B.A. University of North 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
FELECIA WIMBISH B.A. Clark College	Fourth Grade Assistant
ANNE HARDY B.S. University of Georgia	Fifth Grade Teacher
LAURIE INCLES B.S. Jacksonville University M.Ed. University of North Florida	Fifth Grade Teacher
DIANE WELLMAN B.S. University of Missouri	Fifth Grade Teacher

SUSAN MURPHY Fifth Grade Assistant
A.A. Florida Keys Community College

DONNA HAMM Sixth Grade Teacher
B.S. Spalding College
M.S. Indiana University

JOELLEN SUSLAK Sixth Grade Teacher
B.S. Florida State University

DONA THOMPSON Sixth Grade Teacher
B.A. University of North Florida

BETH KING Sixth Grade Assistant
A.A. FCCJ

Resource Department

RYAN ALTENHOF Physical Education Specialist
B.A. University of North Florida

STACY BOWEN Fine Arts Coordinator
B.F.A. University of North Florida

EMILY DICKERT Director of Dance
B.S. University of North Florida

VIRGINIA DICKERT Music Specialist
B.M.E. Jacksonville University
M.A.T. Jacksonville University

SHANNON JOHNSON Science Specialist
B.A.E. University of North Florida

AMY KUCSAK Media Specialist
M.S. Florida State University

SHAW LANE Art Specialist
B.A. University of West Georgia

ILIANA LEONARD Spanish Specialist
B.A. University of Florida
M.A. University of Florida

LINDA LYNCH Physical Education Specialist
B.S. Ursinus College

CAROLINE ROONEY Library Assistant
B.A. Wilson College

RAQUEL SCARPELLI
B.S. Faculdade de Educação Física de Santo André

Physical Education Specialist

CHRYSTAL STAPLES

Band Instructor

CRISTINA SANCHEZ
B.A. University of North Florida

Technology Specialist

ESTRELLA TABLADA
B.S. Escuela Nacional de Mexico

Spanish Specialist

MISSION STATEMENT

JCDS prepares students for a healthy and productive lifetime of intellectual exploration, character development, 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, 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 developmentally appropriate perceptual motor activities building towards a comprehensive program which includes physical fitness, individual and team sports
15. To provide extra-curricular services:
 - Extended Care
 - various health-related screenings
 - parent education
 - intramural sports
 - activities, including art, band, music, cooking, dance, drama, tennis, and swimming
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.

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

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 25st, 2011 @ 6:30 PM
- 1st-3rd Thursday, September 1, 2011 @ 6:30 PM
- 4th-6th Wednesday, September 7th, 2011 @ 6:30 PM

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 directly to the teacher, administrator, or staff member. The email address of all JCDS employees is their first initial and last name @jcds.com. (Example jdoe@jcds.com) For general information, please contact the office at office@jcds.com. Emails will receive a response within a reasonable time frame.

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 has access to a comprehensive twelve-month school calendar with all major events and holidays via the JCDS Website. This information is subject to change periodically. Families are encouraged to check the website for the most up to date information.

Time Sensitive Documents/Deadlines: Throughout the year, various forms, and documents are sent home to parents, such as Student Information forms, requests for health records, and registration forms for school and Parent Association events. This information is of a timely nature and we ask for your cooperation in returning these items by the published deadline. Unfortunately, failure to meet the deadlines could result in unintended consequences; for example, failing to return the Student Information form may result in the omission of your family in the Student/Family directory. Or, if immunization records are not submitted on time, the student 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 2-8, 2011
- February 6-10th, 2012

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 the 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 two times during the school year and 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

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 PJK-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 8:15 A.M. - 2:00 P.M.
- PJK “Lunch Bunch” 12:00 A.M. - 1:30 P.M.
- JK/K 8:15 A.M. - 1:30 P.M.
- 1st-6th 8:15 A.M. - 3:05 P.M.
- Early Care 7:15 A.M. - 8:00 A.M.
- Extended Care 1:30 P.M. - 6:00 P.M.
- Students may go to classrooms at 8:00 A.M. and must be in the classroom by 8:15 A.M.
- Students arriving prior to 8:00 A.M. must go to Early Care in the Jaguar Den. Parents will be billed.
- Students on campus after 3:15 P.M. who are not attending school sponsored activities will be sent to Extended Care
- Parents or caregivers picking up students after 3:15 P.M. must pick them up directly from Extended Care in the Jaguar Den

Tardiness

- Students who arrive after 8:15 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 leaving on vacations early or returning 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 with 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.

Regarding 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/In an effort to maintain an effective consistent discipline program, the Extended Enrichment: 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 is 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 11160 Beach Boulevard (phone number: 646-0493; e-mail: www.rcuniforms.com or linked to the school website at 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.
- 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 or silly band 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 touch the eyebrows in the front, the earlobes on the side, or the bottom of the shirt collar in the back.** First time violations will result in a warning. Second time violations will result in a demerit.
- Students may not write or draw anything on their own bodies or on any other student's body.

DRESS DOWN DAYS: Students and parents will be notified through Thursday Reminders about Break the Dress Code days. 6th Grade students may wear jeans on Fridays with their tie dyed 2012 tee-shirts or uniform shirts.

BACKPACKS: Students in Preprimary (PJK, JK, K) and Primary (1st – 3rd) 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 DETERMINE THE APPROPRIATENESS OF ANY ITEM OF APPAREL OR APPEARANCE. 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. The teachers will make all arrangements.
- 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.
- 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 managed by a professional food service company. They will provide attractive, healthy, nutritious meals. The food service company will provide parents with information regarding the purchase of meals and other food items. Lunch menus will be provided to parents. Students may also bring their lunch from home.

JCDS and the food service company will work together to provide a healthy selection of entrees along with fresh fruits, vegetables, and whole grain products on a regular basis. It is our goal to encourage healthy choices by educating our students and serve as an 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 do not support our overall school mission.

School faculty and staff supervise students at lunch. 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 lunchroom. 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: The Student Council sponsors this event. 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 may provide 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 bracelet. 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 students must be completely toilet trained and have independent bathroom skills. They must be able to take care of their bathroom needs without adult assistance. 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, cookies or candy are 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 **8:15 A.M.**
- After **8:15**, students are required to 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 – 8:15 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 8:15 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 8:15 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 2nd 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.

4th 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 4th 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 4th - 6th 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 4th 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.**
- **An adult must escort students 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 4th 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-2nd grade are required to be with a buddy if they leave the classroom without an adult.
- PSI Corps members are on duty daily from 8:00 -8:15am to escort students to class.
- PSI Corps members are stationed in the Preprimary area during arrival to assist students.
- PSI Corps 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 notify the Student Council Sponsor. 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
Quick Calendar
2011-2012

August	17	Pre-Planning for Faculty/Staff Begins
	22	Orientation / Open House
	23	First Day of School / Extended Care Open
	24	8:30 Parent Association meeting
	25	Preprimary Presentation of Program 6:30
September	1	Grades 1 – 3 Presentation of Program 6:30
	5	Labor Day/ No School/ No Extended Care
	7	Grades 4 - 6 Presentation of Program 6:30
	9 & 15	PEP Training
	23	Math/Reading Celebration (Grades 2 – 6)
October	7	Noon Dismissal/ Extended Care Open/ Faculty In-Service
	17-21	CTP-4 Testing Grades 3,4
	24-28	CTP-4 Testing Grade 6
November	2-4, 7, 8	CTP-4 Testing Grade 5
	2	Conferences Grades 4-6
	3-4	Conferences Grades 1-6
	4	Noon Dismissal / Extended Care Open
	7-8	Preprimary Conferences
	21-28	No School/ Extended Care Closed/Thanksgiving Break
	29	Classes Resume
December	16	3:00 Dismissal/ Winter Break Begins / Extended Care Open
January 2012	3	No School/Professional Development Day/ Extended Care Closed
	4	Classes Resume / Extended Care Open
	16	Martin Luther King/ No School/ No Extended Care
	20	PEP Training
February	6-7	Preprimary Conferences
	8	Conferences Grades 4-6
	9-10	Conferences Grades 1-6
	10	Noon Dismissal / Extended Care Open
	20	Presidents' Day/ No School/ No Extended Care
March	9	3:00 Dismissal for Spring Break/ Extended Care Open
	19	Classes Resume
April	4	1 & 3, 4-6 Gr. Grandparents' Day
	5	Preprimary Grandparents' Day
	6	No School/ Good Friday/No Extended Care
	9	No School/ Professional Development
	10	Classes Resume

May	11	4 th Grade Camp Montgomery
	18	5 th Grade Camp Montgomery
	20 – 23	6 th Grade Marine Lab
	24	6 th Grade Dinner & Dance
	25	6 th Grade Graduation, 8:30 AM
	28	No School/ Memorial Day/ No Extended Care
	31	Gr1-5 Awards Ceremony
June	1	Noon Dismissal/ Last Day of School / Extended Care Open



JACKSONVILLE
COUNTRY DAY SCHOOL

Nurturing Minds. Building Character.

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