Joppa View Elementary
Parent Handbook

2018 – 2019

Mr. Kevin Jennings, Jr., Principal
Mr. Dave Davis, Assistant Principal
Mrs. Caitlin Lalia, Assistant Principal

410-887-5065
http://joppaviewes.bcps.org
Welcome to a new year at Joppa View Elementary School!

A Message from the Administrative Team

The **vision** of Joppa View Elementary is to be a premier school that inspires and promotes academic excellence and positive character strengths by engaging ALL students in an academic program that is equitable, engaging, and rigorous. We want to prepare students for success throughout their education and in the competitive world beyond.

The **mission** of Joppa View Elementary is to provide the highest quality educational experiences for ALL of our students in a safe and nurturing culture and climate. To inspire students to maximize their fullest potential and to become respectful, responsible citizens who are globally competitive life-long learners.

We believe that in order to realize this vision and mission, the home and school must work in a partnership. Your involvement in your child’s education is the key to their success.

This handbook has been provided especially for you. The purpose of the handbook is to provide important information about our school’s policies, procedures, and routines. When you have a question about a school policy or procedure, this handbook provides a great first source of information. Take time to carefully review the handbook as it is updated on a yearly basis.

We are very fortunate to have an amazing PTA here at Joppa View Elementary. We encourage our parents to join the PTA to help support our school.

We look forward to working together to ensure that ALL of our students receive the BEST education at the BEST school!

**Kevin Jennings, Jr.**
Principal

**Dave Davis**
Assistant Principal

**Caitlin Lalia**
Assistant Principal
**School Hours**

- School Hours are 9:15 am – 4:15 pm.
- Students may enter the building at 9:15 am. There is NO supervision for children prior to 9:15 am. Please do not drop off your child/children before 9:15 am.
- Instruction begins at 9:30 am.
- Dismissal is from 3:50 pm to 4:15 pm.
- Students will not be called to the office for dismissal after 3:30 pm. All Early Dismissals will need to happen prior to 3:30 pm.

**Bus Transportation**

- ALL students that attend Joppa View Elementary school are assigned to ride a bus. We strongly encourage all of our students to ride the bus to and from school.
- For help finding the correct bus stop for your children, please contact the main office at 410-887-5065.
- Students must ride their assigned bus every day and get on and off at their assigned bus stop. If for some reason your child needs to ride another bus for a single day please send in a written note with your child. The note needs to state your child’s name, the date, and the child that they will be going home with.
- BCPS provides a handbook that explains the roles of the various people involved in student transportation. Parents/guardians are asked to review the contents of this booklet and to work with their children so they will understand their responsibilities.
  

**Arrival**

- The doors open to students at 9:15 am.
- Bus riders will be dropped off from their buses in our front bus loop. Students will enter through the front doors of the school and walk directly to their classroom.
- We strongly encourage ALL students to ride the bus to and from school, however, if you must drive your child, car riders will be dropped off in our front car rider loop. Car riders should be dropped off between 9:15 am and 9:30 am. **Please do not let your child out of the car until it is 9:15 am AND**
staff members are present in the car rider loop. This is for the safety of all students. As cars pull up, children should be ready to exit the cars from the passenger side doors in a timely manner. Students will enter through the front doors of the school and walk directly to their classroom.

- Car riders may only be dropped off in the car rider loop. Do not drop your child/children off at Fish and Game or across the street and have them walk over to the school. This is very unsafe as there is no one watching the children cross the parking lot.
- Please remember that there is NO LEFT TURN allowed to be made onto Honeygo Blvd between the hours of 8:30 am – 9:30 am.

Late Arrivals
It is very important that all students arrive to school on time. Students are expected to be in their seats and ready to begin the instructional day at 9:30 am. Students arriving after 9:30 am are considered late and should follow these guidelines:

1. Enter through the main lobby door and report to the main office.
2. A parent must accompany the student(s) into the office.
3. A secretary will give the student(s) a late pass.
4. The student(s) will then be allowed to go to their classroom (they will be accompanied by an adult to their classroom if it is in the annex or a learning cottage).

Dismissal
- Dismissal will begin at 3:50 pm.
- We strongly encourage ALL students to ride the bus to and from school, however, if you must pick up your child Car riders and Daycare van riders will be walked out of the front door by staff members. Staff members will walk the children down to the car rider area. Please make sure that you have your car tag in your window so that staff members can easily see what child you are picking up. Staff members will walk students to their cars. Please do not park or get out of your car.
- Bus riders will remain in classrooms until their bus is called. Buses will be called in the order that they arrive at Joppa View. Bus riders will be escorted to their buses by a staff member.
- Please remember that there is NO LEFT TURN allowed to be made onto Honeygo Blvd between the hours of 3:30 pm – 4:30 pm.
Early Dismissal
Should it be necessary for you to pick up your child prior to the end of the day:

- A note should be sent to school with your child which includes the date, the child’s first and last name, the name of the child’s teacher, and the time that the child will be picked up. (If the person that will be picking your child up is not listed as an emergency contact in our system, you will need to write their name on the note and they will need their photo ID with them when they come to school to pick up your child).
- When you arrive at school to pick up your child, please come to the main office and sign your child out in the Early Dismissal Binder. A secretary will call for your child. We will not have your child waiting in the main office as this takes them away from instructional time.
- *Changes to your child’s normal dismissal plan must be made in writing; phone calls will not be accepted.* This procedure ensures the safety of our students.
- Students will not be called to the office for dismissal after 3:30 pm. All Early Dismissals will need to happen prior to 3:30 pm.
- The secretary will ask for photo ID of the person that is picking your child up.
- In the event of an emergency, please contact the office at 410-887-5065.

Changes to Regular Dismissal Routine
- If you wish for your child to be dismissed in a different manner then they normally are you must send in a note with your child. All dismissal changes must be made in writing.

Attendance
Regular attendance at school directly impacts academic success and your child’s attendance rate is reported on the report card every quarter. In the attendance area of the report card, you will see the number of days absent, the number of days late, and the attendance rate (the percentage of enrolled days present). The Maryland State Department of Education’s standard for satisfactory attendance is 94%.
Following an absence, students are required to present a note to their homeroom teacher on the day they return to school signed by the parent/guardian or doctor. The note must include the name of the student, the date(s), and reason for the
absence. Upon receipt of the note, the school will verify the absence as excused or unexcused. The following is a list of excused (lawful) absences:

- Illness of the Child
- Death in Family
- Court Summons
- Religious Holiday
- Suspension

**Make-Up Work**

- Students absent for lawful reasons may request make-up work. Students are provided the same number of days to complete and turn in make-up work as they were absent.
- You may request make-up work before your child returns to school if you know that they are going to be absent for an extended period of time for an illness or injury. Arrangements can be made by contacting the school office or emailing your child’s teacher.
- Make-up work is **not** provided in advance for unlawful absences (ex: vacation). We will work with parents and students to make-up work that has been missed when students return from their vacations. The work that children miss while on vacation will be collected and given to them upon their return to school. This work may not be graded. It will however, assist in the continuity of your child’s instructional program. Additionally, tests and quizzes will be given upon your child’s return to school.

**Inclement Weather Procedures**

When it is decided that all schools are to be **closed** for inclement weather announcements will be made by local television and radio stations. When it is announced that Baltimore County Public Schools are closed, Joppa View Elementary will be closed.

When it is decided that all schools are to have a **delayed opening or early dismissal**, please refer to the chart below for the times for Joppa View Elementary.

<table>
<thead>
<tr>
<th>One Hour Delay</th>
<th>Students may enter the building at 10:15 am. Instruction will begin at 10:30 am. Breakfast and Lunch is served.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Hour Delay</td>
<td>Students may enter the building at 11:15 am. Instruction will begin at 11:30 am.</td>
</tr>
</tbody>
</table>
Breakfast and Lunch is served.

<table>
<thead>
<tr>
<th>Early Dismissal</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One Hour Early Dismissal</strong></td>
<td>2:50 pm</td>
<td>We will begin dismissal at 2:50 pm. Breakfast and Lunch is served.</td>
</tr>
<tr>
<td><strong>Two Hour Early Dismissal</strong></td>
<td>1:50 pm</td>
<td>We will begin dismissal at 1:50 pm. Breakfast and Lunch is served.</td>
</tr>
<tr>
<td><strong>Three Hour Early Dismissal</strong></td>
<td>12:50 pm</td>
<td>We will begin dismissal at 12:50 pm. Breakfast and Lunch is served.</td>
</tr>
</tbody>
</table>

Volunteering

- To volunteer in the school (chaperoning on a field trip, helping teachers in the classroom, copying, etc.), you must have completed a volunteer application and training. A new application and training must be completed every year.
- To complete the online volunteer application and training, visit [www.bcps.org](http://www.bcps.org) and click on community, then volunteer with BCPS. Everything that you need will be on that page.
- A completed application and certificate will need to be submitted to our school counselors.

Parking

Parking at Joppa View is very limited. We ask that you car pool as much as possible for large school events and if you are chaperoning a field trip.

- The front bus loop is off limits to cars from 9:00 am – 9:45 am and 3:30 pm – 4:30 pm.
- When visiting the school or chaperoning a field trip park in the front visitor parking lot located directly in front of the school. Do not park in the parking lots that are marked for Faculty and Staff Parking.
- Do not park next door at Fish and Game, they have asked that we do not park on their property for any reason.
Visitors

- ALL persons visiting the building are required to report to the school office for permission to visit any area of the building. Parents that would like to visit the building must enter through the front doors ONLY.
- Parents/Visitors must STOP, REGISTER (which may include having your photo ID scanned if you have not previously done so) and OBTAIN A BADGE from one of our secretaries.
- All visitors are expected to follow appropriate etiquette when visiting the school.
- When parents/visitors are leaving the building, they will SIGN OUT and RETURN THE BADGE to one of the secretaries. Parents/visitors are then to exit the building through the front doors.

Visitation of Classrooms

- Those wishing to observe their child in the classroom setting must arrange the visit ahead of time with the teacher. Classroom visits cannot interfere with instruction or testing. Due to space limitations, parents may not eat lunch in the cafeteria with their child.
- Upon your arrival to school you must sign in at the main office and obtain a visitors badge.
- Please do not use your cell phone when visiting classrooms and do not bring younger children.
Proper Etiquette When Visiting Classrooms at Joppa View

When visiting the school please keep the following in mind:

• Be respectful of the work that our teachers and students are doing. Do not interrupt the teachers instruction or the students learning that is occurring in the classrooms.

• Remember to silence or place your cell phone on vibrate. AT NO TIME should visitors be using their cell phones to take/make calls or to take photos. (Keep in mind that not all of our students are permitted to be photographed or videotaped).

• If you would like to conference with your child’s teacher(s), contact them by email or phone in order to make an appointment.

Nurse

Joppa View Elementary has a full time nurse in the building. The nurse provides first aid to sick and injured children and staff, serves as a resource person, provides health screening and implements health related laws. The health and well being of your child are primary concerns while your child is in school. In order to ensure and maintain his/her good health and safety, please take a few minutes to review the following guidelines:

• If your physician decides it is necessary for your child to receive a medication during the school day, the approval and specific directions must be provided to the school by the physician. Parents must bring the medication to the school in the original box or bottle with the current prescription label on the container. All medications (even over-the-counter medications) require a written physician’s order. Students are not to have medications in their possession or in their locker at any time. This is a violation of the BCPS Behavior Handbook.

• Please keep all home, work, and emergency phone numbers at school up-to-date. When children become suddenly ill or injured at school, it is essential that we have current phone numbers in both the office and the health suite.

• If your child becomes ill in school and the school nurse calls and says that your child must be picked up, please arrange to have your child picked up in a timely manner.

• Please keep the nurse informed of significant changes in your child’s health. For example: changes in diet, daily medication, new allergies, and changes in physical restrictions, vision and/or hearing impairment.
• By communicating your child’s special health and safety needs to us, we can ensure a safer and healthier school year.

**Consent for the Administration of Approved Discretionary Medications**

Baltimore County Public Schools has a program that allows for the School Nurse to administer discretionary medications in accordance with established protocols. These medications are Tylenol, Benadryl, Tums, Cough Drops, and Throat Lozenges. These discretionary medications are intended for occasional use only. This service is available to alleviate your child's minor discomforts and avoid early dismissals when possible. **YOUR CONSENT MUST BE OBTAINED BEFORE ANY MEDICATION CAN BE GIVEN TO YOUR CHILD. THE PARENTAL PERMISSION MUST BE RENEWED EACH YEAR.**

The following guidelines are available to help parents make decisions as to whether a child should be sent to school. A responsible decision on the part of the parent will reduce the number of ill students at school and prevent the spread of germs. Also, frequent hand washing is a primary way to prevent the spread of these germs.

**When NOT to Send Your Child to School**

• Vomiting more than once in the previous 24 hours.
• Uncontrolled diarrhea.
• Fever above 100 degrees - need to be fever free for 24 hours before returning to school.
• Pinkeye with white or yellow discharge - need to be on medication for 24 hours.
• Strep infections until 24 hours after treatment - notify the school if your child does have strep.
• Uncontrolled coughing - if your child has an asthma attack during the night or before school and is still experiencing wheezing or coughing. If s/he is asymptomatic and has medication in school, call the school nurse and she will monitor the student during the day.
• Extreme fatigue with no appetite accompanied by behavior change.

**Cafeteria**

• BCPS is partnering with Myschoolbucks (https://www.myschoolbucks.com), which allows parents to prepay for their students’ school meals online. Parents have the ability to set up free accounts to monitor student meal
purchases, to receive e-mail notifications for low account balances, to set spending limits, and to place limitations on items purchased.

- Baltimore County provides a menu to students each month. The lunch menu offers a choice of three entrees, served with milk, fruit or juice, and vegetable. A la carte items are also available.
- Students have the option to purchase breakfast at school between 9:15 am and 9:30 am. Breakfast $1.40 /Breakfast Reduced $.30
- Students also have the option to purchase lunch each day. Lunch $2.90/ Lunch Reduced $.40
- Baltimore County Public Schools prohibits staff warming food for students during the lunch shifts. Please do not send meals that must be warmed for students. BCPS also discourages commercially prepared food from establishments outside of the school being brought to students for lunch.
- Due to space limitations, parents may not eat lunch in the cafeteria with their child.

**BCPS One**

- Our BCPS One system is an online environment with integrated tools and resources for all BCPS students, staff, and parents. All of the district's programs and initiatives around student data, assessments, curriculum, instruction, reporting, and analysis are being integrated into a single, user-friendly, platform. Through BCPS One, you can access items such as Schoology, Student Information and Digital Content anytime and anywhere.
- Please make sure that you log onto BCPS One using the email address that you provided to school when you registered your child.
- We encourage parents to utilize BCPS One to keep up to date with your students grades and assignments.

**Report Cards and Conferences**

- Report Cards will be sent home at the end of every quarter. Please take time to review these report cards with your child and celebrate their successes and set goals for the next quarter.
- Report Card distribution dates for 2018-2019:
  - November 26th, 2018
  - February 7th, 2019
  - April 23rd, 2019
  - June 14th, 2019 (or the last day of school)
• Elementary Conference day is scheduled for November 30\(^{th}\), 2018. Please make sure that you take time to schedule a conference with your child’s teacher on that day.

**PARCC Testing**
• Students in grades 3-5 will take the PARCC assessment in the Spring. Joppa View Elementary’s PARCC testing dates will be April 29\(^{th}\) – May 3\(^{rd}\) and May 13\(^{th}\) – May 17\(^{th}\). Please refrain from scheduling vacations during these weeks.

**School Safety**
• At all times, all exterior doors will be closed and locked. All visitors must enter through the main entrance and wait to be buzzed in by one of the secretaries.
• Students that need to travel between the main building, annex, and learning cottages will always travel using the buddy system. Students are not permitted to travel outside of the building by themselves. Students will have a swipe card provided by their teacher that they can use to gain access to the building.
• We will practice several universal emergency response procedures throughout the school year which include: fire drills, 500 ft. drills, lockdowns, severe weather, and ALICE.
• For any questions regarding school safety drills please feel free to contact Mrs. Caitlin Lalia, Assistant Principal at 410-887-5065 or visit the BCPS School Safety website: [http://businessservices.bcps.org/departments/school_safety/](http://businessservices.bcps.org/departments/school_safety/)

**PTA**
We are very fortunate to have the best PTA at Joppa View Elementary. Please be on the lookout for information in the beginning of the school year about joining the PTA. You can become involved by joining as a member, participating in various PTA events and/or by attending PTA meetings. PTA meetings are held the third Tuesday of every month at 6:00 pm in the library. The PTA also distributes a newsletter to all PTA members to keep you up to date with all of the wonderful events that they are planning.
**Field Trips**
Frequently, field trips are scheduled to extend the students' learning experiences. Notices will be sent home describing each field trip. It is imperative that the required permission slip be signed and returned by parents by the due date that the teacher has assigned. Written permission from the parent/guardian is required for a child to participate in any field trip. This also gives teachers time to follow up on students who have not returned permission slips in order to eliminate confusion at the last minute.

If your child is absent on a field trip day, we are unable to reimburse the field trip fee. The field trip fee is based on a predetermined number of students and the money is disbursed on the day of the trip.

Often there is a need for several parent chaperones to accompany the children on a trip. All chaperones must be at least 21 years of age. If you are selected to assist during a field trip please make every effort to attend since everyone is counting on you. **If you are chaperoning a field trip, you must complete a BCPS Volunteer Application and training as well as the Field Trip Chaperone Agreement.** If this is not completed and returned in advance of the trip, chaperones will not be able to attend. If you are unable to attend the field trip as a chaperone, we are unable to reimburse the fee. **Preschool-aged students and siblings are not permitted to attend field trips.** Students attending school sponsored field trips must ride the bus to and from the field trip destination.

**Birthdays**
- Due to many food allergies, some being severe, we ask that you **DO NOT** send in cupcakes, cakes, cookies, etc. to celebrate your child’s birthday.
- If you wish to bring in an item (which is always optional), we suggest some food alternatives such as pencils, stickers, erasers, etc. You may drop these items off in the main office or send them to school with your child.
- Balloons are not allowed.