

Parent/Student Handbook 2014-2015 School Year

Johnnycake's Vision: Johnnycake Elementary School will create, sustain, and invest in a culture of deliberate excellence for our students, school, and community.

This parent/student handbook has been developed by the Johnnycake administration to provide you with helpful information about the school, its policies, procedures, and programs. **Please note that some policies have been revised, therefore, please read the entire document carefully.** Preparing for a new school year can be an exciting prospect, but it can also be daunting and confusing. Of equal importance is the desire to extend a warm welcome to new families and foster an appreciation for the special qualities of our school. Please keep this handbook available for ready reference throughout the school year. Close cooperation between home and school is essential to promote the best interests of the child. We hope this handbook assists in beginning, or continuing this cooperation. We ask that you discuss the contents of our handbook with your child to show your support of Johnnycake Elementary. Moreover, we anticipate that your association with Johnnycake Elementary School will be enriching and productive, and that this handbook will help you come to know the friendly, cooperative atmosphere and excellent educational experience the school offers. If you need additional information, please call the school office at 410-887-0823.

Here's to a great year!

Bre-Anne Fortkamp, Principal
Jennifer Lynch, Assistant Principal
Katie Whisner, Assistant Principal

Office Hours



The school office opens at 8:30 and closes at 4:00. There is no supervision for children before 8:45 or after 3:45. Students may not enter the building until after 8:45 when the appropriate staff is available to supervise them. Please do not drop your student off at school before 8:45. We have the YMCA on site for before and after care. If interested please call the Y at 410-747-9622.

Attendance Policy



Being present is an important role in academic achievement. If a student is late or absent, they miss valuable academic time that cannot be replaced in the classroom. Under Maryland State Education Code 7-301, each person between the ages of 5 and 16 years of age shall attend a public school regularly during the entire school year. Good attendance is extremely important. Please see that your child is at school every day and on time. The first bell rings at 8:45. Announcements will begin at 9:00. We expect all students in their classrooms to begin instruction by 9:00.

Absence Policy



The following are Johnnycake Elementary policies and procedures concerning absences and tardiness:

- If a child is tardy, they are missing valuable instructional time. The instruction in the classroom begins promptly at 9:00. Any student arriving after 9:00 will check in the lobby to receive a late pass and will be counted tardy.
- Your child will be counted absent if they come after 12:15, which is over the half-day mark. They must attend at least 3 ½ hours to be counted present for the day.
- Students must bring a note to their teacher upon return to school explaining their absence. Please keep in mind that vacations are not excused absences.
- Repeated absences and/or chronic tardy will result in the school contacting the Pupil Personnel Worker (PPW) to help assist in improving attendance. Failure to comply on the part of the parent or guardian may result in legal procedures.

We look forward to seeing your child every school day! We have valuable educational experiences planned for your child and it is important that they attend consistently in order to get their complete educational experience.

Johnnycake's Dismissal Procedures



Johnnycake has implemented a dismissal procedure in order to ensure the safety of all of the students.

1. If your child will be picked up in a car or a walker, please complete the pink registration dismissal form. The dismissal forms were mailed home in early July. **Your blue number card from the 2013-2014 school year is INVALID. The pink registration dismissal form must be completed for this school year. You will receive a new number card for the 2014-2015 school year. It is imperative that the pink dismissal form is completed before the first day of school.**
2. Once the registration form is received, parents/guardians will be issued a number card to place on the dashboard of their car or present in person for pick up. Each family will receive three cards for multiple automobiles. Anyone picking up your child in the drive through zone needs to have your number displayed. **Anyone without a dismissal card will be asked to park and come into the main office to sign the child/children out. Anyone picking up children from the office must show appropriate identification and be listed on the emergency contact form.**
3. Pre-K and Kindergarten walkers/car riders will be dismissed through the doors in the kindergarten wing near Vanderwood Road. First grade walkers/car riders will be dismissed through the outside cafeteria doors near Vanderwood Road. **These students will not be released until a parent/guardian or designated person picks them up at the designated doors with their number card.**
4. Second through fifth grade car riders will be dismissed through the upper hall classroom doors facing Craigmont Road. A drive through zone for parents to pick up their students will be located on Craigmont between the crosswalk and parking lot on Craigmont. Teachers will be waiting for you with walkie talkies to call for your children to come out while you wait in your vehicle. Carpool dismissal begins at 3:30 p.m. and ends at 3:45. Please do not arrive earlier than 3:30 as it may cause a traffic jam on Craigmont Road. Please remain in your car while waiting for your child. Your child will be sent out to you. Please remain patient and encourage your child/children to sit down and buckle up as quickly as possible so that the line can move quickly and smoothly.
5. CALS car riders will be picked up at the outside library doors in the bus loop. Please remember to bring your registration card number.

Each student must remember their dismissal number. Please review their number with them. Thank you for your cooperation in following the carpool procedures. This cooperation will help things run smoothly and keep your child/children safe.

Release of Students During the School Day



- Children should not be picked up early on a regular basis. **Children will not be released for early dismissal after 3:15.** All requests for early dismissal must be made in writing to the teacher or the school office should be called before 3:00.
- If you are having someone else pick up your child, please determine the responsible party as early in the day if possible. All changes should be called into the office by 3:00 if possible or a note should be sent to school. Anyone picking up your child must be on your child's emergency contact form and must have appropriate identification. Students will not be released to anyone not on the emergency contact form.
- For your child's safety, children are not permitted to wait in the office for dismissal. Students are closely supervised by classroom teachers until dismissal time.
- **For the safety of your child, we have implemented the Raptor security system. Anyone visiting the building or picking up children must show appropriate identification. If this is your first time visiting the school since this new system has been implemented, please allow extra time to have your information inputted into our system.**
- Children must be picked up by 3:45 every day. Students picked up after our regular dismissal time must be signed out from the office. Repeated late pick up will result in a referral to the PPW to assist you with creating an effective after school plan for your child.
- The office needs copies of any court/custody documents that relate to dismissal.

Classroom Visitors



Parents play an important role in their child's education. Continued support of the instructional program and reinforcement of the concepts are key to your child's success.

- Classroom visits and conferences by parents and other authorized individuals are encouraged. Please set up an appointment with the teacher to observe or volunteer in the classroom. The easiest way to do this is through email with the teacher. Please allow the teacher 24 hours to respond to your request. When you do visit, it is important to observe instruction without interrupting the class. Parent conferences need to be set up at another time.
- For the safety of all students and staff, the outside doors are locked each morning after the children have arrived for school. **Everyone must enter the school through the front door.** To gain entry, you will first need to push the buzzer located on the right side of the door and wait for instructions. **ALL** persons are required to report to the school office for permission to visit any area in the building. For the safety of our students, it is important for front office personnel to know when visitors are in the building. If there is someone behind you, waiting to get in the building, please have them push the buzzer separately to be let into the building. Please sign in and receive a visitor's badge, to be worn while in the building. **For the safety and security of everyone in the building, please observe this rule.**
- Please be patient with the office staff, especially during busy times of arrival and dismissal. We will do our best to serve each parent and child in a timely manner. Please remember our morning announcements are 9:00 – 9:05 and afternoon announcements are at 3:25 – 3:30. These are our busiest times of the day. Thanks for your patience during our busiest times.
- We value every minute of instruction time and do not interrupt instruction except for extreme emergencies. We know you appreciate our commitment to your child's instruction program. For this purpose, classes should not be interrupted. For this reason, parents are asked not to walk their child to the classroom or go to the classroom to pick up their child. Please go to the office to sign out your child. If it is necessary to get a message to your child, speak to the secretary in the office.



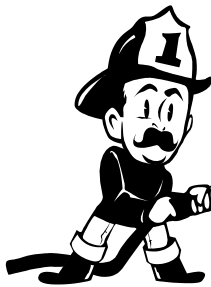
Bus Information

Bus service is provided for students who live outside of a one mile walking radius of the school. We have many buses that service our school. It is imperative that all students follow simple bus rules for a safe trip to school.

- Stay in your seat while the bus is in motion.
- Arrive at your bus stop on time.
- Keep your hands, feet and objects inside the bus windows.
- Use appropriate language on the bus and at the bus stop.
- Keep your hands, feet and objects to yourself on the bus, with no physical contact.
- Children **MUST** ride their assigned bus and use their assigned bus stop.
- All bus riders will be dismissed on their assigned bus unless the office has received a bus change form and it has been approved by the administration. All bus changes **MUST** be in writing.

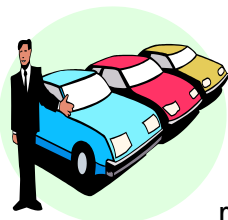
No student will be able to change buses on a temporary or permanent basis without the approval of a school administrator. If your child needs to ride a different bus for any reason, please contact the school at 410-887-0823 to obtain the Temporary Bus Pass. All requests will require a minimum of 3 days notice.

Emergency Drills



Johnnycake Elementary will have several emergency drills throughout the school year to prepare your students for a possible emergency situation. Students are expected to line up quietly with their class and exit the building in an orderly manner. We will practice regular fire drills, lock-down drills, bus evacuation and severe weather drills throughout the year. The school has a safety plan that is filed with the Baltimore County School system and Police Department.

Emergency Dismissal Policy



An emergency dismissal form will be sent home to each parent at the beginning of the year. On this form, the parent/guardian will determine their family emergency plan if school is forced to close early. Classroom teachers keep these forms, and will refer to them if we experience an early closure. Please remember to make arrangements for your child at the beginning

of the school year in case of an emergency early dismissal. Information on early dismissals can be found on WBAL-TV and radio, www.bcps.org and www.schoolsout.com. For early school closures, or emergency situations, please listen to the local media for late openings or early closings. Remember to update school emergency forms with any new information as needed.

If any of your personal information changes, please notify the office immediately. In case of emergency it is critical we are able to reach you.

Parking



Parents, to insure the safety of all our children, please do not stop or park in the bus loop, park in reserved parking spaces or fire lanes or crosswalks. We also ask that you do not double park on the parking lots, or block any car in a space. If you want to escort your child into the building, please park in the lot or on another public parking spot (Craigmont or Vanderwood Road). Please do NOT walk across the bus loop with your child. If a car has blocked you into a spot, please report it to the office and an announcement can be made to correct the problem.

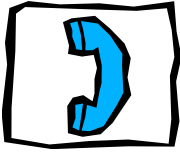
Breakfast & Lunch Procedures



Johnnycake Elementary provides the Universal Breakfast Program which ensures that every student receives a free breakfast. The doors open at 8:45 for all students to report to their classroom for breakfast.

Students will be provided the opportunity to purchase a Baltimore County lunch daily. The teachers have a designated lunch-time in their schedules. The lunch schedules are created around academic blocks of instructional time. Any student that forgets his/her lunch will need to see the appropriate cafeteria staff member to provide a loan for lunch or an alternative lunch. We are encouraging healthy eating habits therefore students are only permitted to purchase one snack per day. Please make sure that you have completed the Baltimore County Free and Reduced Lunch Form as every family must fill out the form regardless of eligibility. Some students are eligible for either a reduced price or free lunch. It is helpful to put student funds on student cards. This will help the cafeteria manager keep track of funds, limit snacks if indicated, and give written notification if funds are low. Teachers and staff are not permitted to heat your child's lunch.

Phone Use



Our phone number is 410-887-0823/0824. Our fax line is 410-887-1048. We only have 2 available phone lines for the entire school. Individual student calls should be limited. Students will not be called from class for telephone calls unless it is an extreme emergency. Parents, we ask that you do not call to speak to your child during the instructional day. If you have a message for your child, you can leave it with the office staff, and it will be delivered to your child.

Cell phones must remain off during the school day, unless specified by the teacher. Cell phones are permitted but must remain off during the school day. The school is not responsible for lost or stolen cell phones. Cell phone conversations/texts must take place after school outside the building. Cell phones cannot be used on the school bus. In case of an emergency, students can come to the office and a staff member will assist them in making an emergency phone call.

All cell phones must be turned to silent or off when entering the building. Our office is a very busy place; please refrain from using the cell phone when visiting the school. We are modeling polite cell phone behavior for our students.



Volunteer Policy

All volunteers, including field trip chaperones **MUST** complete volunteer training every year. Trainings are scheduled on a regular basis and those dates will be posted in the newsletter, on the school website and often will accompany the field trip permission form. No training will be offered 48 hours prior to the trip. You may also complete the volunteer training on-line. In order to complete the volunteer training on-line, please visit http://www.bcps.org/community/volunteer_info/.

If you complete the training on-line, please submit the application and the valid training certificate at least one week before you plan to volunteer. Please adhere to the time lines as we need time to process the applications. Please plan to attend training early in the school year.

Medication Policy



All medication (prescription, non-prescription, cough drops, tums etc.) are to be given to the nurse. Prescription medications must be given to the nurse by parent/guardian with a Medication Form completed by your child's physician. Discretionary medications are given by the nurse upon request with the completion of the discretionary medication permission form. Children that suffer from chronic/critical and/or life threatening illnesses sometimes require immediate access to their medications. It is vital that your child, if diagnosed with such an illness (i.e. asthma, diabetes, etc.) and prescribed such medicines, have them available in the nurse's office with doctor's orders for administration. Students requiring these medications that do not have them available must sometimes be transported to the hospital. Please make sure your child's required medications are brought to the nurse's suite no later than the end of the first week of school.



Concerns

If you have questions that are specific to your child's progress and/or a classroom issue please approach your child's teacher or appropriate staff member (i.e. school counselor, school nurse, or social worker) directly before bringing the concern to school administration. It is important to keep open lines of communication between parents and teachers to ensure the best education for your child.

Library Books



During the school year children will visit the library once a week. Please encourage your child to read the books and return them the following week. If library books are not returned, you must pay for them.

Lockers



Each child will be assigned a locker outside of the classroom door. Please remember there are to be no locks placed on lockers. Lunches can be kept in the locker, but it is not a place to store other food items. Students should not leave valuables in lockers. Please remember that backpacks with wheels are not permitted, as they will not fit into the lockers.

Check Policy



We no longer accept personal checks for field trips, lost books, etc.

Exception: The cafeteria will continue to accept checks. They are a separate entity operated under the direction of the BCPS Food and Nutrition Office.

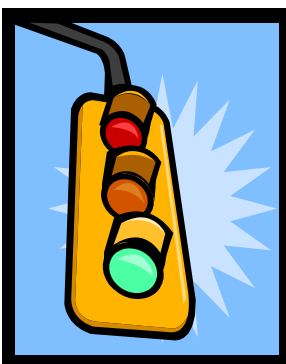
We understand this may be an inconvenience, but we have a fiscal responsibility to make decisions to conserve operating costs. We will accept money orders, bank issued cashier checks and cash. Staff will keep documentation of monies received as well as give students a receipt.

Smoking



BCPS is committed to providing a healthy, comfortable, and productive environment for its students and employees. The use of tobacco in any form in the school building, on school property (i.e. including the parking lot, playground), and at school-sponsored functions (including field trips) is prohibited at all times.

Behavior and Discipline



Children are expected to conduct themselves in such a manner that they and their classmates will gain the most from their school experience. School provides many opportunities for children to develop respect for others and the ability to work, learn, and live together in harmony. In order to provide a safe atmosphere for learning, students should be respectful, safe, and demonstrate good citizenship at all times while in school, traveling to and from school, during assemblies, and on field trips. At the beginning of each school year, each student receives the *BCPS Student Behavior Handbook*. This outlines BCPS policies, procedures, and regulations for safety and expectations of student behavior. This resource also outlines the disciplinary measures that can be expected if students disobey school rules. Behavior and discipline are shared responsibilities of the home and the school. A cooperative and supportive partnership benefits students and leads to the best type of discipline: self-discipline.

School disciplinary measures range from time spent in the office to suspension. More favored forms of school disciplinary actions include parent/teacher conferences, the ABLE room (an alternative learning environment), letters of apology and peer mediation. Occasionally, a student's behavior may warrant suspension and/or expulsion. Each case is handled on an individual basis in accordance with county school board policy.

This handbook will be presented and reviewed by teachers and administrators, and then sent home to be read with parents/guardians. Parents/guardians and students are required to sign and return the last page of the handbook indicating their understanding of the *BCPS Student Behavior Handbook*.

Bullying/Harassment/Intimidation



Bullying, harassment, and/or intimidation are serious and will not be tolerated. The Board of Education of Baltimore County prohibits students engaging in intentional conduct involving bullying, harassment, and/or intimidation that substantially interfere with a student's educational opportunities. In addition, any reprisal or retaliation against an individual who reports an act of bullying, harassment and/or intimidation will be handled in accordance with the BCPS Student Behavior Handbook. It is important to report alleged bullying, harassment, and/or intimidation that occurred on school property; at a school-sponsored activity; on a school bus; or on the way to and/or from school. The student victim, the parent/guardian of a student victim, close adult relative of a student victim, or a school staff member may report an incident of alleged bullying, harassment, and/or intimidation, by completing the Bullying/Harassment/Intimidation Reporting Form. This form can be obtained at the school office or at the following link:

[http://www.bcps.org/offices/sss/pdf/Harassment-or-Intimidation-\(Bullying\)-Reporting-Form.pdf](http://www.bcps.org/offices/sss/pdf/Harassment-or-Intimidation-(Bullying)-Reporting-Form.pdf) .

Return the completed form to the Principal or Assistant Principals.

Dress Policy



Children should be dressed appropriately for safety, modesty, personal hygiene and climate. Hats/hoodies are to be removed in the building. Sneakers and appropriate clothing should be worn on physical education days. Additionally, appropriate footwear should be worn for outdoor recess. Flip flops, backless sandals, and high heeled shoes are not conducive for running, and consequently, would not be appropriate for recess or physical education class. Shorts and skirts should extend beyond fingertips

when the student's arms are straightened to their side. Midriiffs should not be showing. Also, make-up is not appropriate for elementary school students. Children wearing inappropriate/offensive attire will be asked to change.

Toy Alert

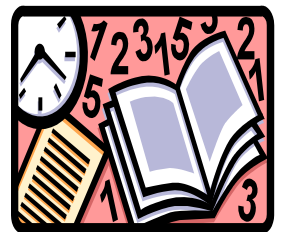


To prevent loss or damage, students should only bring toys and personal recreation items to school when they are needed for an assignment or when requested by teachers. Johnnycake Elementary will not be responsible if any items brought to school such as: I-Pods, any trading cards, radios, CD players, cameras, Game boys, etc. **Students should not bring these items to school.** No trading or selling of any personal items is allowed on school property.

Homework Policy

Purpose: Homework is meant to reinforce the concepts already taught in class and to provide additional independent practice for the concepts introduced. It is also used to extend and to enrich the learning environment and build and strengthen study skills. Average homework time should be as follows:

- ❖ **Grades 1-3 30 minutes a day for all subjects**
- ❖ **Grades 4/5 60 minutes a day for all subjects combined**



Student Responsibility

- Note and understand the homework assignment
- Complete assignment and return it to school on the required day
- Obtain homework after absence
- Be responsible with paperwork
- Obtain materials that you need to complete the assignment

Teacher Responsibility

- Set specific homework procedure that is clear to students and parents
- Provide a specific place that homework is posted
- Reinforce good work habits in the classroom

Parent Responsibility

- Provide a regular time and place to do homework
- Help provide materials to accomplish the homework such as pencils, paper, etc
- Limit the amount of television and other activities during homework time
- Monitor homework and assist when needed to reinforce the concept



Birthdays

We celebrate your child's birthday by announcing their name over the morning announcements. If parents choose to send in a treat (which is optional) for their child's birthday, the following guidelines must be followed:

- **Treats will be served by the teacher during the lunch period. This is not the time for parents or other family members to celebrate.**
- The health department requires that all foods be **commercially prepared** to avoid food borne illness. This also allows nutritional information to be available to students with dietary restrictions or allergies.
- Please keep in mind that some students have specific dietary needs and/or are sensitive allergic to various types of ingredients such as peanuts or wheat.
- Parents should notify the teacher a day or two ahead of time, if they plan to send in a treat.
- Birthday treats should be brought to the school by 8:45 a.m.
- After 8:45, all birthday treats will be dropped off in the office.
- **No party bags, toys, or gifts will be distributed during the school day.**

Parent's Quick Reference

For issues relating to your child's classroom or school concerns, use the following steps:

1. Consult the Parent/ Student Handbook
2. Contact the teacher, guidance counselors, social worker or school psychologist at 410-887-0823
3. Contact the administration at 410-887-0823
4. Visit www.bcps.org/parents/
5. Visit our website <http://johnnycakes.bcps.org/>

Don't forget to "like" us on [Facebook!](#)