

JONES ELEMENTARY SCHOOL

FAMILY HANDBOOK

2023-2024



JONES ELEMENTARY FOXES

2003 National Blue Ribbon School

2018, 2021 Wellness School of Distinction

2010, 2014, 2018, 2022 Maryland Green School

2014 Character School of the Year

JONES ELEMENTARY SCHOOL

122 Hoyle Lane
Severna Park, MD 21146
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Jones Website: <https://www.aacps.org/Page/4553>

Twitter: [@JonesESAACPS](https://twitter.com/JonesESAACPS)

School Hours:
8:00 AM - 2:25 PM

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School Counselor

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Jones PTA

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Super Kids' Place Before and After School Care

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Jones Elementary School Staff 2023 - 2024

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JONES ELEMENTARY HISTORY

Jones Elementary School has been part of the American story for over a century. Its history reflects both the changing laws of its country and the constant dedication of its community.

Sometime after the Annapolis Short Line came through the farmland surrounding Peter Jones' store (near the current Park and Ride on Jones Station Road) in 1871, Jones opened as one of county's first schools for African American children. It would remain an African American school for nearly 100 years.

The earliest Jones School is barely remembered as an old shack near Carpenter's Hill Graveyard. By the First World War, the school had moved down the road to a converted house it shared with the community hall, where the Masonic Lodge on B & A Boulevard now stands. In 1927, with help from a fund established by philanthropist and one-time Sears president Julius Rosenwald, a new two-room school opened at the side of the Wayman African Methodist Episcopal Church on Hoyle Lane.

Rosabel Landon began her 35-year tenure as Jones' principal at the two-room school in 1930, when she was also its sole teacher. Landon was proud when Jones was awarded a Certificate of Standardization in 1935. As the Supreme Court's "separate but equal" ruling was being wrestled with all over the country, NAACP counsel Thurgood Marshall met with the black teacher's association in Annapolis and, in 1940, helped secure equal salaries for African American teachers in Anne Arundel County.

The two-room school could barely contain its 74 students by 1952, and the Board of Education rented the Church Hall next door to relieve overcrowding. Consolidation of the area from Earleigh Heights Road to the Bay Bridge brought a new brick school with eight classrooms to the property across the street from the church, which was deeded to the Board of Education for ten dollars by community-member Arthur White. In 1957, the new Jones opened its doors to 301 enrolled African American students.

Jones was integrated peacefully in 1966, twelve years after Thurgood Marshall won unanimous support for school integration from the Supreme Court in the "Brown vs. the Board of Education" decision. The school was unique now not only for its African American heritage, but for its small size, which made it vulnerable to a Board of Education bid to close Jones in 1981.

An impassioned outcry arose from the community. A report to the BOE by a citizen's group led by Paul Spiecker declared, "The small school is a family...each child has a much greater chance to achieve the essential feeling of belonging." It was agreed that Jones would stay open.

The community united again in the mid-1990's to usher Jones through a renovation and redistricting process. Jones moved in with Oak Hill Elementary School for a year and a half and got a new principal in the spring of 1998. The staff and students returned in January 1999 to an enlarged state-of-the-art school, with a computer lab, media center, and art room. When the redistricted community of Manhattan Beach completed its move to Jones in the fall, the new Jones family was assembled for a dedication ceremony.

A tradition of community support and of excellence in staff and students stands strong at Jones; an African American heritage and historic smallness add unique value to a school that continues to enrich and be enriched by its community. Jones Elementary School enters the new school year with a bright future rooted securely in its past.

Researched and written by Barbara Sause

ARRIVAL AND DISMISSAL

Safety of our students is the most important consideration at Jones. Our plan for arrival and dismissal has been developed in conjunction with the AACPS Office of School Safety and Security.

- **Jones school hours are 8:00 AM - 2:25 PM.** The first bell rings at 7:45 AM to allow students to enter the building. Students who arrive at school prior to 7:45 AM should stand outside the front door under the awning. No supervision is available for students who arrive before 7:45 AM.
- **Students who arrive to school after 8:00 AM are considered late and a parent must come in to the building to sign them in.** Please try to avoid arriving late as this is disruptive to the classroom and office.
- Parents who drive students to school should use the car loop located on the side of the building. See the sections below on dropping off and picking up students. Review helpful tips [by clicking on this link](#).

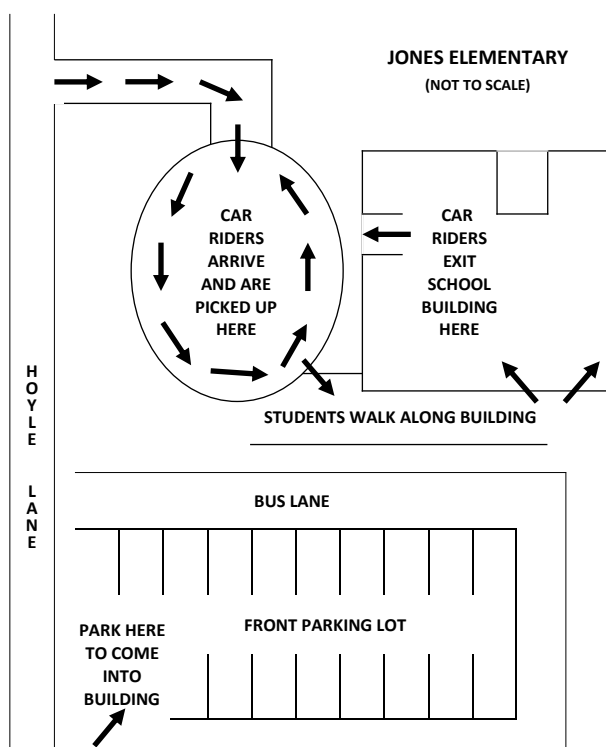
Dropping Off Students in the Morning:

- Parents who drive students to school in the morning must use the car loop on the side of our building. Please circle around and drop students off at the sidewalk. Do not drop students off in the front parking lot since they would have to cross the bus lane, which is extremely dangerous.
- Please do not park and leave your car in the loop, since that will stop all cars from moving. If you need to come into the building, park your car in the front lot and come inside.
- Students who walk to school should stay on the sidewalks, cross with crossing guards whenever possible, and enter the school by the front doors.
- For security reasons, parents are not permitted to walk their children to classrooms. If you need to speak to your child's teacher, please call or email in advance to set up an appointment.
- Please be patient and follow these guidelines so we can have a smooth morning routine.

Picking Up Students in the Afternoon:

Students are dismissed at 2:25 PM in the following order:

1. Car riders & SuperKids (after school care)
 2. Bus riders in the order that their buses arrive
 3. Walkers and bike riders
- The car loop is used to pick up car riders. Please stay in line and, as you reach the sidewalk, staff on duty will help your child enter your vehicle from the sidewalk. If you pick up your child as a car rider, please do not park in our parking lot or the church lot across the street. Students aren't permitted to meet parents in the school parking lot or to cross Hoyle Lane to the church lot as this is unsafe.
 - Students may not cross the driveway, walk between the buses or cars, or leave the sidewalk for any reason unless the duty teacher crosses them.
 - Once students leave the building they are not allowed to re-enter without permission.
 - If your child needs to be dismissed in a different way than usual, please email the teacher and office by 1:30 PM or provide a written note which should be given to the teacher upon arrival in the morning.



- Dismissal time can be very hectic in the front office. Please try to make changes in a student's dismissal prior to 1:30 PM. We understand emergencies arise and will deal with them accordingly. Unless the change in dismissal routine is of an emergency nature, please inform the teacher and the office staff of the change prior to the start of the school day by email or note from home.
- PLEASE NOTE: Students may not ride a bus other than their own unless approved by the principal and the Division of Transportation on a request form submitted **at least five school days prior to the date needed.** An [Exceptional Transportation Request](#) form is available online and from the school office.

ATTENDANCE

Being present and on time for school are extremely important for positive student achievement. In addition, each school's star rating on the Maryland Report Card is based in part on annual student attendance rates. Students who miss 18 or more days of school, regardless of the reason, are considered chronically absent (based on MSDE) and this negatively impacts Jones Elementary's star rating. Therefore, we ask parents to make every effort to ensure that students are in school on time and ready for instruction.

Sometimes illness and other unavoidable circumstances prevent a student from attending school. If your child is absent, please remember:

- State law requires a note from a parent/guardian within 3 days explaining the reason for any absence. You may submit an attendance form electronically through your Parent Portal account ([instructions here](#)) or you can provide an emailed/written note to your child's teacher and the school office. Please include the teacher's name, student's full name, and reason for the absence.
- Absences of more than 5 consecutive days due to illness require a doctor's note upon return.
- Students must be in attendance at least 3 hours and 20 minutes to be counted present for the entire day. Students who attend school for less than 40 minutes will be considered absent for the entire day.
- **PLEASE NOTE: Students who are absent for the entire school day are not permitted to participate in school-sponsored after-school clubs or activities on that day.**
- Automated messages are sent by AACPS notifying parents of students' absences. You will receive this communication for all unexcused absences, even if you have notified us in advance.

Make-Up Work for Excused Absences Students who are absent for **one day** may call a friend for missed assignments that evening or wait to get assignments the next day. Students are expected to make up assignments missed due to illness and they have one more day than missed to make up work. Parents of students out sick for **two days or more** may request that work be sent home. Contact the teacher or office early so your request is received by lunch time. Arrangements can be made to pick up assignments from school or they can be sent home with siblings or neighbors.

Vacations are not excused absences. We do not give out assignments in advance for anticipated vacation absences. Students can engage in iReady reading and math self-paced activities whenever they are absent from school and keeping a journal is always a great way to maintain writing skills.

Tardiness— Please be aware that when students are late to school they miss important instruction and this creates a disruption in the classroom. Students who arrive after the final bell rings at 8:00 AM are considered tardy and must be brought into the office by an adult to be signed in to school. Students arriving between 11:20 AM and 1:45 PM are considered absent for a half day. If your child is tardy or you think your child may be tardy, you must park and bring them to the office and sign them in.

Early Dismissal— A written or emailed note from a parent/guardian is requested if students are to be dismissed from school early. Please include the teacher's name, student's first and last name, as well as the name of anyone other than a parent/guardian who will be picking up. For safety reasons, anyone picking up a student **before dismissal must provide a driver's license in the office.** Students leaving more than three hours before the dismissal time will be counted as absent for a half day.

BEFORE AND AFTER SCHOOL CARE

Super Kids' Place offers before and after school care at Jones Monday through Friday from 6:30 AM until the start of school and from the end of school until 6:00 PM. Care during delayed school opening and early closings is provided at no extra charge, except August and June. Information is available at superkidsplace.net or by contacting jonessuperkids@gmail.com or 410-647-5837.

Two additional local-area programs offer before and after-school care at off-site locations with convenient bus service provided to and from school for Jones Elementary students. These programs are: Smart Fit Kids Academy, smartfitkidsacademy.com, info@smartfitkidsacademy.com, 443-597-7173 and Kwon's Tae Kwon Do, masterkwontkd.com, kwontkd.us@gmail.com, 410-421-5255.

BICYCLES

Students are permitted to ride bicycles to school. All bikes should be walked on the sidewalks on school property and parked at the bike rack on the side of the building. Bike locks are strongly suggested. Bike helmets may be brought in to the school and kept in the student's locker or classroom.

BIRTHDAYS AND CELEBRATIONS

Birthdays are fun to celebrate and are announced during morning announcements (along with summer birthdays). Edible birthday treats are not permitted. If you would like to acknowledge your child's birthday with a treat for the class, you may send in **non-edible treats only**, such as pencils or other small trinkets. Birthday party invitations may only be distributed in school when the entire class is invited or all students of the same gender group. Please note the office can't give out addresses, phone numbers, or email addresses.

Each classroom has two celebrations a year – a Halloween/Fall Festival and a Valentine's Day party. Room parents will be in contact to share how parents can support these exciting days.

Please be aware that there are students at Jones who have severe allergies to specific foods. Parents are asked to avoid allergens when packing foods for classroom parties. All party treats should be store-bought and in the original container with the label of ingredients clearly visible. To avoid any possibility of cross contamination, food made or prepared at home may not be brought to school for any class parties or activities.

BRIGHTSPACE LEARNING MANAGEMENT SYSTEM

Brightspace is a multimedia learning management system used by teachers and students which is designed to support all aspects of learning. Features include dynamic learning dashboards where students, families, and teachers can track student engagement and achievement; communication tools to support teacher-student-family connection and interaction; and easy access to lessons, assignments, learning resources, and assessed work/grades. [This video](#) provides a helpful explanation.

[Brightspace for Parent & Guardian](#) is an easy and secure way for teachers to share information with families. Parents/guardians can log in anytime and receive weekly emails with the latest information on their student. Parents can quickly see what assignments are coming due, view the latest news from the classroom, see examples of their child's work, check out recent and overdue assignments. Parents will get insight into what is happening in the classroom and have information they need to help their children reach their potential.

BUS RULES AND REGULATIONS

Complete bus behavior expectations and safety requirements can be found in the AACPS Student Handbook. Students who miss their bus at dismissal must report to the office so arrangements can be made for transportation. Unruly behavior on the bus can result in loss of transportation privileges. Regulations limit what may be transported on the bus. The aisles must be kept free of objects at all times. Musical instruments or projects

that students can hold in their lap or place at their feet may be transported on the bus. Parents must transport large instruments or projects that require additional space or projects that include animals or insects.

If students need to ride a different bus for childcare due to a parent not being home at the end of the day or because parents are on vacation, an [Exceptional Transportation Request](#) form must be submitted to the office at least five school days in advance and be approved by the Principal and the Transportation Division. Emergency situations, such as a sudden illness/death in the family requiring exceptional transportation to or from another residence, may be approved without advance notice.

CAFETERIA

Breakfast and lunch are available in the cafeteria for all students each school day. Menus are available on the AACPS website. Students may not trade lunches or share food due to the possibility of unknown allergies and as a means to respect parental food choices. All students have a 25-minute lunch period.

<u>Breakfast</u>		<u>Recess (30 minutes)</u>	<u>Lunch (25 minutes)</u>
7:45 – 8:00 AM	Kindergarten	9:50 - 10:20	10:20 - 10:45
	Grade 1	10:20 - 10:50	10:50 - 11:15
	Grade 2	10:50 - 11:20	11:20 - 11:45
	Grade 3	11:20 - 11:50	11:50 - 12:15
	Grade 4	11:50 - 12:20	12:20 - 12:45
	Grade 5	12:20 - 12:50	12:50 - 1:15

The cost of elementary school meals are: Breakfast - \$1.50, Lunch - \$2.75. Parents are encouraged to put money on a student’s meal account by using [My Payments Plus](#), an easy-to-use way to make payments quickly and securely anytime online. Meals may also be purchased with cash or checks made payable to Jones Cafeteria. Reduced-price meals are available to students whose families are eligible. Meal Benefit Applications are confidential and are accepted any time during the school year. Log onto www.aacps.org/mealapplication ([It's About More Than Lunch](#)). For more information go to aacpsschools.org/nutrition/.

CODE OF CONDUCT

Jones Elementary students are respectful to all. It is important that students understand the expectations for appropriate behavior so all students can learn and feel safe in school. Every student at Jones is instructed on the Elementary Student Code of Conduct which can be found in the [AACPS Student Handbook](#). Staff and teachers adhere to the AACPS Elementary Code of Conduct when addressing disciplinary actions. In most cases, discipline concerns are addressed by the teacher in charge at that time. Bus drivers are required to fill out a discipline form to document inappropriate behaviors on the bus.

COMMUNICATION

Effective communication is the cornerstone of strong relationships between schools and families.

Take Home Folders: Students are provided with a folder that should come home daily and contains work that has been graded or reviewed in class. Please review the work with your child to help understand their progress. Folders may also include notification of field trips, special programs, and other important information.

Email: This is the most efficient way to contact teachers and staff (email addresses can be found in this handbook and on our school website). We will attempt to return your email within 24 hours.

Phone calls: You may leave a message for a teacher in the main office by calling 410-222-6565. Your call cannot be put through to the classroom since teachers are most likely actively teaching or are involved in instructional planning. Teachers will make every attempt to return your phone call within 24 hours.

Automated ConnectEd Messages: AACPS uses an automated system for notifications of inclement weather, important messages, and attendance. Please be sure to keep your phone numbers and email updated.

Conferences: Parent Teacher Conferences are scheduled at specific times during the school year. Please feel free to make an appointment with your child's teacher if you have a particular concern.

Monday Memo: This is a weekly email communication sharing important information from Jones staff and PTA. Sign up to receive this at jonespta.com.

PowerSchool Parent Portal: The [AACPS Parent Portal](#) enables you to monitor your child's progress by providing online access in real time to attendance, assignments, class grades, and report card grades.

Brightspace Parent & Guardian: An easy and secure way for teachers to share information with families.

PTA Website: jonespta.com

Social Media: Follow us on Twitter: @JonesESAACPS and Facebook: Jones Elementary PTA

CULTURAL ARTS

Art

The instructional art program enables students to develop the fullest extent of their capabilities and demonstrate progress by perceiving, performing, appreciating and evaluating. During the school year, the art teacher displays the art of Jones' students at shopping malls, the County Library and the Board of Education. Artwork is also updated and attractively displayed throughout the school.

General Music/Chorus

Students in grades K-5 receive general music instruction twice a week for a half hour. In addition to the general music program, the music teacher directs the fourth and fifth grade choral program and has two seasonal programs to which parents are invited. The general music curriculum teaches concepts that help develop musical literacy and appreciation, with the goal of cultivating life-long learners who can participate in music-making in the future.

Instrumental Music

Students may take instruction on stringed instruments in grades 3-5 and on band instruments in grades 4-5. Information on renting or purchasing an instrument for these programs is distributed during the school year. Instruction is given during school hours, usually twice weekly. **Students participating in the instrumental program are pulled from academic classes to receive music instruction. Students are responsible for ensuring that they receive any missed information.** Band and strings students also participate in two evening concert programs in the winter and spring for parents and guests.

Library Media Center

The library media center offers materials for a variety of interests and ability levels to meet students' curricular and recreational reading needs. Our collection includes fiction and nonfiction books, youth-oriented magazines, and online databases. Students are responsible for the care and safe return of items. Fines are not charged for overdue materials, however there is a replacement fee for lost and severely damaged materials. Generally, students won't be allowed to borrow additional materials until all items are returned or paid for.

Classes visit the media center once a week to check out materials which are borrowed for a two-week period and may be renewed if no one else has requested the item. Kindergarteners may check out one book at a time. First graders will eventually earn the privilege of checking out two books at a time. Older students may check out two items and may have an additional item if needed for a research assignment. During media class, students are instructed in the responsible use of printed and online resources. The media specialist cooperates with teachers to ensure that students: develop information-seeking strategies; access, evaluate, and apply information from a variety of sources; explore literature and reading; become lifelong learners.

Physical Education

Physical Education is an important part of the regular school program for all students. Student safety is always stressed and necessary precautions taken. Sneakers are required for participation (no flip flops or sandals) and comfortable clothes are recommended. If a student is unable to participate in Physical Education or recess for one to two school days, due to illness or injury, a parent/guardian note is required. Excuses lasting three or more days require a physician's note. However, if a student has a cast, brace, surgical boot and/or needs to use crutches, a physician's note is always required. The physician's note should include the level of participation for both PE and recess as well as the length of time the student should be removed from activity.

Triple E - Global Studies

Students in the Triple E (Enhancing Elementary Excellence) program can expect to become well-rounded learners who are being prepared to solve the obstacles of tomorrow by being shown how to connect to their world using a variety of tools and skills. Students will grow into more independent thinkers and use their own set of unique skills and abilities to interact with their peers, teachers and tackle new problems and situations. The Triple E class is one hour a week. The Global Studies theme brings world issue to the classroom giving students the opportunity to develop a stronger sense of responsibility. Students take what they know and try to solve real world issues involving these problems. Most importantly, teachers and students have lots of fun!

Triple E fosters the growth of the whole child, not just intellectually, but socially as well. Students are challenged to solve problems through a process that allows them to fail, start over, give feedback, take constructive criticism, find multiple paths, use various resources, involve professional connections and publicly celebrate and promote their success.

EXTRACURRICULAR ENRICHMENT PROGRAMS

Jones PTA sponsors extra-curricular activities after school staffed by outside contractors, parent volunteers, and/or teachers. Recent programs have included: 24 Club, Chess, Dance and Cheer, Drama, Eco Adventures, Gardening, Minecraft, Robotics and Coding, Running, SeaPerch, Tennis, and Yoga. Information about these programs and registration instructions are shared with parents who are registered through the Jones PTA communication platform at jonespta.com.

FIELD TRIPS

All grades generally take at least one field trip each year. Advanced notice is provided and written permission is required for students to participate. If the cost of a field trip is a concern, parents are encouraged to contact the teacher, counselor, or the office to request financial assistance. Transportation to and from a field trip is provided by an approved carrier. Parents may not transport their child to or from a field trip unless arrangements are approved in advance.

Parents are invited to chaperone on many field trips. In order to serve as a chaperone, parents must view a [volunteer video](#) and return the signed form as well as submit a [Background Investigation](#) application online at **least three weeks** prior to the trip. [Fingerprinting](#) may be required for some field trips. More information can be found in the Volunteers section of this handbook.

FOOD ALLERGIES

There are several Jones students who have severe allergies to specific foods (i.e. peanut butter, tree nuts, dairy, gluten). While we do not restrict other students from bringing these items for lunch or snack we take precautions to make certain that students with food allergies are safe in the cafeteria and classroom and special seating can be provided upon request. When packing foods for snacks and/or classroom parties, we ask parents to avoid allergens. In addition, all classroom party treats must be pre-packaged and in the original container with the label of contents clearly visible. To avoid any possibility of cross contamination, food made or prepared at home may not be brought to school for any class parties or activities.

HEALTH ROOM AND MEDICATION

The Jones Elementary Health Room is staffed by a full-time Health Assistant and a part-time School Nurse (RN) who are both experienced School Health Services employees. Our Health Room is available to take care of students' health needs throughout the school day. Please be sure to provide the school with working phone numbers where you can be reached directly during the school day in case of a health issue. If we are unable to contact you, individuals listed on the emergency card will be called. It is essential that your emergency card is accurate and updated as needed.

Please notify the Health Room as soon as possible if your student has any health issues (such as food allergies, asthma, diabetes, or seizure conditions) that could affect their well-being while at school. If your child will require medication during the school day (prescription or non-prescription), a completed [Parent's Request to Administer Medication at School](#) form must be submitted for each medication. All medications must be brought to the Health Room by an adult. **Please do not send any medication to school with your child.**

If your child has a cast/sling, or requires use of crutches, please notify the Health Room and provide documentation from a physician regarding the level of activity restriction. A doctor's note is needed to excuse a student from PE and another note to release the student to participate in PE. Please keep our health staff informed of any contagious diseases your child is treated for so that we can be alert to the risks to other students or staff in our school.

HOMEWORK

Each grade-level team will determine a weekly homework schedule which includes reading and math practice. This information will be shared with families at Back-to-School Night and through Brightspace. If you have a concern regarding your child's homework, please contact the classroom teacher to resolve the situation. Homework should not exceed 20-30 minutes at home. If so, please make your child's teacher aware as the purpose is for daily review and practice.

LITERACY TEACHER

Our Literacy Teacher coordinates, monitors, and assists in evaluating the Reading/Language Arts program at Jones Elementary. Our program has been designed to accelerate achievement for all students through the use of novels, magazines, news articles, online text, and a variety of other reading sources. The Literacy Teacher works with students, teachers, parents, and county personnel to ensure literacy growth for all students. This individual often works with small groups of students to support classroom instruction.

LOST AND FOUND

All articles found in the school or on the school grounds are placed in a lost and found area in the main hallway. Students are encouraged to check for lost items frequently and parents may sign in at the office and request to check lost and found if necessary. To avoid loss, each child's lunchbox, backpack, and clothing **should be labeled with first and last name.**

MONEY COLLECTION

For cash or check payments for field trips, cafeteria payments, PTA fundraising, etc. - please send the exact amount (the office cannot make change) in a sealed envelope with your child's full name, teacher, amount, and the purpose stated on the outside of the envelope. Please send a separate check/envelope for each child. Online electronic payments through Online School Payments ([link here](#)) are a convenient way to make payments for field trips, Chromebook charges and a few other items. You will initially need to create an account, but once complete, the process for submitting payments is easy!

PARKING

Parking is available in the school lot. Please do not park in the bus lane or car pick-up loop and be courteous when parking near or around the school during events when our parking lot becomes full. Wayman Good Hope AME Church, across the street, has graciously granted Jones Elementary the use of its parking lot to accommodate our parents and families during special events. Please be mindful and courteous and do not park in the grass and/or designated spots. Out of consideration to all of our neighbors, we respectfully ask that you do not park on the grass, in reserved spaces, or in front of driveways or mailboxes.

POWERSCHOOL PARENT PORTAL

The AACPS PowerSchool Parent Portal is a secure communication tool which enables parents/guardians to monitor their child's progress by providing online access in real time to attendance, assignments, class grades, and report card grades. A mobile application is available for Apple and Android devices. The AACPS website provides more information about establishing and using a [Parent Portal](#) account.

PTA

All families are encouraged to join the Jones PTA, which strives to enhance education for all students at Jones. PTA funds are used to purchase instructional materials for classrooms and teachers, fund special projects such as the Outdoor Courtyard, support enrichment programs (assemblies, drama, yearbook, book fair, after school clubs), communicate school information through the PTA website and the weekly Monday Memo, and host fun events (many of which are free). General membership meetings are held monthly during the school year. Go to jonespta.com for more information.

PTA Executive Board

President:	Megan LaBelle	meganmk2001@yahoo.com
Vice President:	Becci Horrell	rb1036j@comcast.net
Treasurer:	Aimee Pasquariello	aimeem6@gmail.com
Secretary:	Patricia Gilligan	pmgilligan@me.com
Enrichment Chair:	Brandy Livezey	liveneazy@gmail.com
Fundraising Chair:	April Umile	aaumile@gmail.com
Hospitality Chair:	Maggie Kolokowski	mkolakowski@me.com
Volunteer Chair:	Ashley Byrne-Rice	a.byrnerice@gmail.com

RECESS

Recess is an important part of the school day! Students are scheduled for a 30-minute recess period every day and they are encouraged to move and play during outdoor and indoor recess. All recess activities are carefully monitored and supervised by school staff. Toys, electronics, baseballs and bats, footballs, and lacrosse sticks are not permitted at recess and should not be brought to school. Outdoor recess is held whenever weather permits; our goal is to give students opportunities to move and be outside as often as possible. Please ensure that your child has the proper clothing each day to go outside for recess. In cold weather, this means jackets, hats, and gloves or mittens. On days when outdoor recess is not possible, movement activities are provided in the classroom. In addition to recess, movement breaks are scheduled into the AACPS curriculum each day.

REPORT CARDS

Report cards are issued four times a year (twice a year for kindergarten). Parents are also kept informed of their child's progress through take-home folders, the online Parent Portal, interim reports mid-way through each marking period, and at parent-teacher conferences. Please contact the teacher if you have specific questions about your child's performance. Teachers can confer with parents with advance notification.

SAFETY PRACTICES

AACPS has a school crisis and emergency management plan which we use to prepare and drill for a variety of circumstances. Throughout the year, our school will practice drills of various kinds. Every effort is made to explain to students why we practice these exercises in a way that makes them feel it is a routine part of school life. During drills access to the building will be restricted until the drill is completed.

Bus evacuations are scheduled three times during the school year - September, December, and April. Duty teachers will review the procedures to follow during these practice evacuations.

Emergency dismissal may be required in the event of an unexpected closure of school due to power failure, inclement weather, or another incident that requires a change in dismissal. An emergency dismissal plan must be specified in advance for your child should an emergency occur. Families will be notified of an emergency dismissal through the automated ConnectEd system. Individual phone calls will not be made. Students will be sent home as indicated on the Emergency Card Verification Report completed each school year. (Please note that SuperKids at Jones is closed when AACPS closes early for emergencies.) Please be sure to notify the office any time you have any changes to your child's emergency dismissal plan.

SCHOOL COUNSELING OFFICE

Jones has a full-time school counselor whose responsibility is to ensure the availability of counseling services to students and families. This may be accomplished through individual, small group counseling, or through classroom guidance lessons that extend into three domains: academic, personal/social issues and career preparation. The elementary school counselor functions within the educational framework and the child's environment to enable all children to work to their maximum ability. This is accomplished by working with administrative staff, teachers and parents. The counselor's role is viewed as threefold: counselor, collaborator and consultant. If you have questions, or suspect that something is interfering with your child's achievement, please feel free to contact the counselor who welcomes questions from parents and will be glad to meet with you in a confidential setting.

Jones has a new partnership with Innovative Therapeutic Services. This is a school-based program that provides individual, group and family counseling. Your child can receive mental health services discreetly during their school day. For more information about this program, please contact the school counselor.

SCHOOL HOURS

Jones Elementary opens to students at 7:45 AM. Instruction starts at 8:00 AM and ends at 2:25 PM, except:

2-Hour Early Closing: School starts at 8:00 AM and dismisses at 12:25 PM. Lunch is served.

2-Hour Late Opening: School starts at 10:00 AM and dismisses at 2:25 PM. Lunch is served.

When AACPS closes school, delays the opening of school, or closes school early due to inclement weather, announcements will be made through the ConnectEd automated message system, the Jones Twitter account, and posted on the school system's website, www.aacps.org.

VIDEO CAMERAS

Jones Elementary is equipped with a video camera system that covers selected interior and exterior public areas of the building and grounds. It is NOT monitored constantly, but it is monitored during emergency situations. During certain events, when the safety or security of students may be in question, authorized personnel from local, state, or federal police or fire emergency units may be given access to view images on the camera system. If you have questions about the system, call the Supervisor of School Security at 410-222-5083.

VISITORS

Safety of students and staff is our first priority at Jones Elementary. Everyone must enter the school through the main front doors and report directly to the office. Visitors will be required to provide a driver's license (or other federally-issued picture ID) to sign in and obtain a visitor's badge. This badge must be worn at all times while in the building. All visitors must sign out through the office.

VOLUNTEERS

Parents and other volunteers are an important part of our school community and dedicate many hours to help in the classroom, support teachers and staff, assist with student clubs, or support PTA events and activities.

Anne Arundel County Public Schools has a few requirements that must be met before you can volunteer:

- You must either be fingerprinted or have a current background check on file.
- You must watch the Sexual Harassment/Child Abuse video and have a signed verification form on file with Jones Elementary.

Fingerprinting/Background Checks

Please visit [Volunteering for AACPS](#) for information and links regarding fingerprinting and background checks, and the distinction between which is required for what type of volunteering/chaperoning you will be doing (you don't need both). Please be aware that either one should be completed **at least 3 weeks prior to the event**. Fingerprinting and background checks must be completed through AACPS; those completed by any other outside agency or organization are not acceptable.

For *background checks*, you will need to complete the process on either a laptop or desktop computer using the Google Chrome platform and not a cellphone. Background checks are valid for two years from the date of issue. The school office will check the status of your background check application before you will be allowed to volunteer/chaperone.

If you have been *fingerprinted*, you will need to bring the physical fingerprint card to the school so that a copy can be made for the school file. Fingerprints are valid for as long as your child is continuously enrolled in AACPS schools.

Sexual Harrassment/Child Abuse Video and Form

Please visit the links below for the Sexual Harassment/Child Abuse video and the required verification form. Your video verification form is valid for two years. Once you have watched the video, please sign the video verification form and either scan it and email it to calderman@aacps.org or send it in to school with your child.

Video: [Sexual Harrasment and Child Abuse Video](#)

Video Verification: [Video Verification Form](#)

Thank you for volunteering, and please don't hesitate to reach out if you have any questions!