



2820 Jenifer School Lane
Waldorf, Maryland 20603

301-753-1768 or 301-932-9603
Fax: 374-9496

Introduction

With our focus on student achievement and a caring, respectful environment, Jenifer Elementary creates a learning community where every child can meet their potential. We are thankful for our strong parent and community partnerships which support Jenifer's school vision for every child to "Be the Best You Can Be".

Nancy Seifert

Principal

Email: nseifert@ccboe.com

Michael Hoffman

Vice Principal

Email: mehoffman@ccboe.com

School Hours

Regular Day - 9:15 a.m. to 3:45 p.m.

2-Hour Early Dismissal - 1:45 p.m.

A.M. Pre-K

9:15 a.m. to 11:45 a.m.**

P.M. Pre-K

1:15 p.m. to 3:45 p.m.**

**Except on 2-Hour Early Dismissal Days then the assigned A.M. or P.M. Class attends from 9:15 A.M. to 1:45 P.M.

Walkers and Car Riders must **NOT** Be Dropped Off Before **9:00 a.m.**

All students arriving to school after **9:15 a.m. MUST** be signed in at the main office by an adult.

Attendance

Regular attendance is critical for academic success. There is a high correlation between excessive absence and poor achievement. We expect students to be in school every day that they are well enough to attend. It is the parents' responsibility to schedule family trips and routine appointments around the school calendar.

Emergency Closings

If there is a one-hour delayed opening, buses will run their regular routes one hour later than the regularly scheduled time and classes will start one hour late.

If there is a two-hour delayed opening, buses will run their regular routes two hours later than the regularly scheduled time and classes will start two hours late.

Breakfast is NOT served when there is any delayed opening.

If weather conditions pose a potential hazard to students, school officials may dismiss students early, delay the opening of schools or close schools for the day. If conditions require the closing or delayed opening of schools, decisions are usually made by 5 a.m. The most reliable sources of school closing information are the school system's 24-hour information line and website, www.ccboe.com. The 24-hour

information line is 301-934-7410/301-932-6656. If possible, decisions are made the preceding evening. Charles County Public Schools uses its notification system, BlackBoard Connect, to send e-mail notification to parents with valid e-mail addresses on file with their child's school. Television and radio stations are also notified (see listing).

A delayed opening permits buses to operate in safer conditions after traffic has diminished and roads are salted and/or cleared. Buses run routes one or two hours later than scheduled. If there is a one-hour delayed opening, morning prekindergarten classes start one hour late. If schools open two hours late, morning prekindergarten classes are canceled.

If it is necessary to close schools during the day, local radio and television stations are notified to make announcements, usually by 10:30 a.m. The school system will also send parents e-mail notification of schedule changes made during the school day. Morning prekindergarten students will remain at school, will be served a lunch (cost to be reimbursed by parents) and will ride the bus home at the scheduled dismissal time. Afternoon and evening meetings and activities are canceled if schools close early, or are closed for the day. If hazardous weather is predicted for later in the evening, afternoon activities may be allowed and evening activities may be canceled. Afternoon activities are those that end by 6 p.m. Evening activities begin at 6 p.m. or later.

If schools are closed, the AlphaBest program at county elementary schools does not operate. If the opening of schools is delayed by one hour, the

AlphaBest program opens at 7 a.m. If the opening of schools is delayed by two hours, the AlphaBest program opens at 8 a.m. If schools close early for the day, the AlphaBest program operates for three hours from the time of dismissal, or until the last child is picked up for the day. Call 301-632-6804 for more information.

When the weather is bad, the school system's transportation department begins early in the morning to monitor road conditions and weather reports. School system staff work with the Charles County Sheriff's Office, Maryland State Police, the county and state roads departments and the National Weather Service to monitor inclement weather threats and road conditions.

Parents can be notified of unscheduled delays, early dismissals or closings by e-mail through the school system's notification system, BlackBoard Connect. Only parents with valid e-mail addresses on file with their child's school will receive notification through this system. Parents should notify their child's school with changes to their e-mail address throughout the school year.

Parents and community members can register for free e-mail notification through the Charles County Public Schools press releases subscriber list. Inclement weather and school closing information is posted as a press release minutes after decisions are made. Visit www.ccboe.com to sign up or call the communications department at 301-392-7504 for more information.

Want quick access to closing information?

- Call the 24-hour information line at 301-934-7410/301-932-6656. The 24-hour information line is updated immediately when inclement weather decisions are made.
- Check the website at www.ccboe.com.
- Provide your child's school with a valid e-mail address on the student emergency card, and update the information as needed.
- Watch Comcast Channel 96 or Verizon FiOS Channel 12, the school system's educational television stations.
- Receive inclement weather announcements from Twitter. Visit www.twitter.com/ccps.
- Sign up for the Charles County Public Schools press releases subscriber list to receive instant e-mail notification. Visit www.ccboe.com/pr to subscribe.

Radio & television stations

The following radio and television stations broadcast closings as well as delayed openings:

- WBAL – 1090 AM
- WRC – Channel 4
- Comcast Channel 96
- WBIG – 100.3 FM
- WGRQ – 95.9 FM
- Verizon FiOS Channel 12
- WKIK – 1560 AM/102.9 FM
- WMAL – 630 AM
- WBAL – Channel 11
- WMDM – 97.7 FM
- WMZQ – 98.7 FM
- WUSA – Channel 9
- WPGC – 1580 AM/95.5 FM
- WPTX – 1690 AM
- News Channel 8
- WRQX/MIX – 107.3 FM
- WSMD Star – 98.3 FM

- WJLA – Channel 7
- WTOP – 103.5 FM/103.9 FM
- WWDC – 101 FM
- WTTG – Channel 5

School system staff notifies stations by 5 a.m.; however, stations determine when and if the information is posted. If schools remain open, no announcements are made.

The Charles County Public Schools communications department coordinates inclement weather notifications for the school system. Call 301-392-7504 or visit the school system website at www.ccboe.com for additional information.

Release of Students during the School Day

Students may be excused during the school day for valid reasons. Parents should send a written request to the teacher when the child needs to leave early. Parents *must* come to the school office and sign the student out when picking up a child.

Children cannot be released to a person other than the parent or guardian without a **written request signed by the parent** and given to the school prior to pick-up. ***Please do not call the school to have your child released or to change end of the day arrangements unless it is a true emergency situation.*** Except for unforeseen emergencies student should maintain one means of transportation to and from school. Making changes increases the risk of mistakes being made to the safe dismissal of your child.

Emergency Care Cards

An Emergency Care Card must be on file for each student. Each card must have the name of an emergency contact person. These cards must be kept up-to-date. Please notify the school immediately, in writing, if there are any changes in your address, phone number, diagnosed allergies, or with your emergency contact person. In the event of an emergency, the school can only contact those persons listed on the Emergency Care Card. Current and complete information is vital for your child's safety and well being.

These cards are designed for school emergencies only. School personnel will contact you or your designated individuals. **These individuals do not have permission to pick up your child unless appropriate school personnel deem it an emergency/medical issue.**

Drop-Off and Pick-Up Procedures

Drop-Off

Do Not Drop Off children before 9:00 a.m.

In the morning, children should only be dropped off by the concrete pad on the Stavors Road side of the school. The correct procedure is to come down Stavors Road, and turn left onto Jenifer School Lane. There will be cars in line discharging children by the concrete pad. A staff member is posted there to supervise students.

Children should not be dropped off in the staff parking lot in front of the school. This is very dangerous for the child because they must then cross the front parking lot without adult

supervision. Please do not place your child in this very dangerous situation.

Children should not be dropped off on the cafeteria side of the building. Cars have sometimes blocked buses that are trying to leave the parking lot. This creates a dangerous traffic situation in our front parking lot. The cafeteria parking lot is for staff and delivery vehicles only. Please do not use this area as a turn-around, parking or drop-off space. This must remain open for fire department access in case of an emergency.

Pick-up

Dismissal begins at **3:35p.m.** with afternoon announcements. If you need to pick your child up early for any reason you will need to do so before **3:00 pm. We will not call any students for dismissal after this time.** Students who do not ride a bus, daycare van or go to Alpha Best will be dismissed as car riders or walkers. Car riders will be brought out for pick up, walkers will be escorted to the corner of Stavors Road and Jenifer School Lane. Please be prepared to show your ID. **Please do not park in the auxiliary parking lot to wait for a walker.** If you are picking your child up in your vehicle, your child should be dismissed as a car rider. You will need a car rider tag and will need to be in the car rider line. This is a very effective way to safely dismiss our students.

We would appreciate your assistance in providing us the information needed for car-rider pick-up. This information is required for all students who will be routinely picked up. You must submit your pick-up permission slip and pick-up your child on a daily basis to be included

in the program. A form is provided in our Friday Folder. Car riders will be provided a car tag that must be displayed for staff to see during pick up.

Health Check

Check your child each day before he/she leaves for school for any symptoms of illness such as flushed face, headache, upset stomach, runny nose, sore throat, rash, swollen glands, etc. This may prevent an illness at school and exposure to other children. Parents will be contacted when a child becomes ill.

Illness during School

In the event that a child becomes ill, the school will contact a parent by telephone. Parents should report to the office to pick up their child. If a parent cannot be reached, the office may call the emergency contact person listed on the emergency card.

Health Records

School health records are part of the permanent record for every child. The school nurse, teachers, and others keep this information. Parents are asked to keep the teacher advised of significant health conditions related to the child's performance at school. Please provide any changes to your child's health record to the office.

Medication at School

Before medication can be administered at school, appropriate Physician Permission forms must be signed and kept on file in school.

Parents are responsible for bringing medication to the school; students are never allowed to have medication, prescription or non-prescription, in their possession.

The policy of the Board of Education concerning the administration of medication reads as follows:

“No medication will be given without a written request from the parent/guardian and the doctor on a form providing the required information. The principal shall designate personnel authorized to comply with such written request.”

We will not accept a prescription labeled container as a written request for administering medication. We must have a written request signed by the prescribing physician as well as the parent or guardian before the medicine will be administered.

Of course, there are occasions when it is deemed necessary by the physician that a child receives medication during the school day, either on a daily basis or in the event of an emergency, such as bee stings, asthma and diabetes. We are concerned about these cases, and we will continue to make all efforts to assist with them. If your child has one of these medical problems, please get the necessary information to us immediately.

If your child must be on medication for a prolonged period of time, please make arrangements for the child to take their medication either before he/she comes to school or after he/she returns home. Ask your physician to assist with the medication schedule problems, and please get the necessary information to us immediately. Contact the school nurse for a consent form.

Lost and Found

Parents are urged to tag all outer clothing & lunch boxes so that lost items can be quickly identified and returned to the owner. The teacher temporarily holds articles found in the classrooms until located by the owner. After a reasonable time, these articles will be placed in the Lost and Found in the cafeteria. Parents are welcome to come by and check for lost items. Items left after several months will be donated to charitable organizations, and/or our school health room.

Student Telephone Calls

Children should not make or receive telephone calls during the day except in the case of an emergency. Please help your child establish a designated area for placing things, which need to be brought to school the following day. This insures that money, books, lunch boxes and homework will not be left at home and will eliminate unnecessary class interruptions, as well as help children develop responsibility for their belongings.

No Student may have a cell phone at school. Students may not possess or

use any cameras or video/audio equipment on school property or at school-sponsored events. (See Student Code of Conduct for Superintendent's Rules regarding Cell Phones and Camera devices.) Parents may request in writing for their child to carry a cell phone. Please email the school principal with all requests at nseifert@ccboe.com.

If permission is granted for the child to carry a phone, it must remain turned off while at school and on the school bus or daycare van. It must remain in the child's book bag during the school day. Violations of the cell phone policy will result in the loss of cell phone privileges.

Money

Children are urged to bring money to school only when it is needed for lunch, supplies, and other routine requirements. **Surplus money causes problems!** Since the school cannot assume responsibility for money brought to school by students, parents are urged to send exact change whenever possible.

Checks are acceptable at Jenifer. However, please be aware that we report returned checks to a collection agency.

Safety Drills

Regular safety drills are required in every public school. Monthly fire drills will be conducted as well as routine weather and other emergency drills. We ask that all visitors comply with our procedures during safety drills.

Visitors

Parents are encouraged to visit the school throughout the year. Making an appointment with the school at least two days in advance is not only a courtesy, but enables you to schedule your visit for the maximum benefit. Parents can visit two times during each marking period for 45 minutes each visit. An administrator will accompany you during your visit. Siblings cannot attend. Teachers will be happy to discuss what parents observed during their visit at a mutually convenient time. These guidelines are in compliance with our Superintendent's Rule for parent visitation/observation. Parents are welcome to visit the cafeteria and eat lunch with **their** child. Lunch time visits will begin the 3rd full week of school. This allows time for students to learn procedure and rules. Parents can bring lunch in for their child, however no food can be brought in for other children. Many children have food allergies or restrictions. Our shared commitment and cooperation is essential for the safety of our students and staff.

All visitors must report to the main office, sign in, and obtain a visitor's badge.

Lunch Accounts

A computerized meal accounting system is in use in our school. This system has been especially designed to allow parents to purchase lunch and/or breakfast for their children on a weekly, bi-weekly, or monthly basis. An account is established for each student, and is assigned a number.

The child's account is charged when the child receives a meal. If a child is absent or brings lunch from home, the account balance remains the same. The system allows for one meal set, per child, per day (One breakfast and one lunch). Meals only are purchased through this account. A la Carte milk or ice cream can only be purchased thru the child's lunch account.

If you wish to participate, personal checks are accepted. Please make checks payable to **Jenifer Elementary School Cafeteria**. Please write the child's name on the memo portion, for example: Amy Jones Meals/Ramsey's class. The cafeteria manager records the payments in the computer. If you have more than one child in school, please make separate checks for each student. Children receiving reduced priced meals may also pay in advance using this system. Students receiving free lunch will also be assigned an account number. This insures the privacy of all of our students. Breakfast and lunch can be purchased on a daily basis.

This system relieves parents and school staff from daily payments and collections. Students with no lunch, lunch money, or money on their lunch account, will be served a sandwich and milk for \$1.00. They will be required to repay the cafeteria the next day.

Full Price Breakfast \$1.25
Reduced Price Breakfast \$.30
Full Price Lunch \$2.65
Reduced Price Lunch \$.40
Milk \$.50
Ice Cream \$.50

School Behavior Rules

It is the responsibility of the students, staff and parents to encourage safe, courteous and respectful behavior. In order to accomplish this goal, we all must work together.

Jenifer is a PBIS school which encourages and rewards positive behavior. Our school wide Rules of Respect are: ***Respect yourself, Be ready to learn. Respect others, Be Kind. Respect your environment, Keep it clean.***

Each classroom teacher along with his/her students has developed a classroom management plan, including rules, consequences and rewards. Your child's teacher will have a copy of their plan available. Teachers will communicate concerns to parents via telephone calls, notes home in agenda book, emails or parent conferences.

Behavior Expectations

- Students and staff will demonstrate self-respect, respect for others and respect for all things in their environment.
- A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
- Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
- Students will be expected to be on task at all times while in the classroom or at other learning activities.
- Staff, students and parents will assist misbehaving students to change their

unacceptable behavior to acceptable behavior.

When students have difficulty meeting these expectations and the behavior affects only themselves that is referred to as ***Level 1*** behavior. Consequences may include a discussion, timeout, a parent contact or a loss of part of a recess.

Behaviors that interfere with other students and their learning are ***Level 2*** behaviors and consequences may include a discussion, timeout, parental contact, loss of part of a recess, parent conference, office referral or in-school suspension.

Level 3 behaviors are those that affect an orderly school environment. Consequences for those behaviors may also include suspension from school.

Behaviors that cause harm or are illegal are ***Level 4*** behaviors and will result in disciplinary action according to the Charles County Public Schools' policies and procedures outlined in the Code of Student Conduct.

Any student caught with weapons such as guns, knives, sling shot, bullets, stars, etc. will be subject to the Charles County Public School's Weapons Policy. Toy weapons are not allowed at school for any reason.

Bus Behavior Expectations

Riding the bus is a privilege. This privilege may be temporarily or permanently denied if a student's misconduct jeopardizes bus safety or another student's safety while riding to or from school.

Students will be referred to the school administration by the bus driver for any of the following, but not limited to:

- 1) Fighting, Horseplay, or Hitting
- 2) Carrying Weapons or Sharp Items
- 3) Placing Head, Arms, or Legs Out of the Window
- 4) Not Remaining in Assigned Seat After a Warning
- 5) Disrespect to the Bus Driver
- 6) Throwing or Shooting Objects
- 7) Smoking or Lighting Matches
- 8) Eating or Drinking on the Bus
- 9) Consistent Tardiness to the Bus Stop
- 10) Use of Profanity
- 11) Aggravating Another Student
- 12) Cell phone use

When students have difficulty following the bus rules, the school administration will follow CCPS bus discipline policy, which may result in suspension of bus riding privileges.

School Dress

Appropriate student dress is important in setting the tone for a positive school environment. It is the parent's and student's responsibility to project an image of personal cleanliness and neatness. Clothing should be appropriate for the season. Untied shoes and "flip-flops" are a safety concern. Please consider closed toe shoes.

Students are expected to follow the guidelines of the CCPS Dress Code which is outlined in the Parent Handbook/Calendar provided to every child at the beginning of school.

Toys-Radios-Weapons

Do not allow your child to bring any toys to school unless the teacher has granted special permission in writing. Toys are a distraction to the learning process. They also create opportunities for disagreements. They can get lost, broken or stolen. Please Do Not allow your children to bring any kind of toy(s) to school.

The following items are NEVER permitted on school grounds:

- 1) Handheld Video Games
- 2) Chains
- 3) Toy Guns and Knives
- 4) Fingernail Manicuring Sets
- 5) ANY Sharp Objects
- 6) Fireworks of any kind
- 7) Laser pointers
- 8) Communication devices

School Materials

Any school materials checked out to students (e.g., textbooks, calculators, library books, etc.) become the responsibility of the student. These materials **must** be returned or the students **must** pay for them.

Birthdays/Celebrations

Please do not send birthday invitations to school to be passed out to classmates. This causes a distraction to instruction and often causes uninvited students to feel left out. Exception is allowed if all children in class are invited.

Please do not send cupcakes or other food items to school for birthday or any other celebrations. If you would like to provide a birthday treat, please contact our cafeteria manager for details and to order items that can be served at 301-753-1768. For class parties and events parents can contribute a monetary donation. Teachers will purchase all food items according to CCPS food consumption guidelines and also consider individual class allergies.

In Closing...

We would like to thank each of you for participating in the success of Jenifer Elementary. It takes the support of our parents and community to achieve our goals to educate, enlighten and equip our students for their future.

We are planting seeds daily that will bloom into knowledge and life skills. As such, we need to adhere to the laws of the harvest. We must tend to them every day, giving them nourishment, support and love. Then stand back and watch them grow!