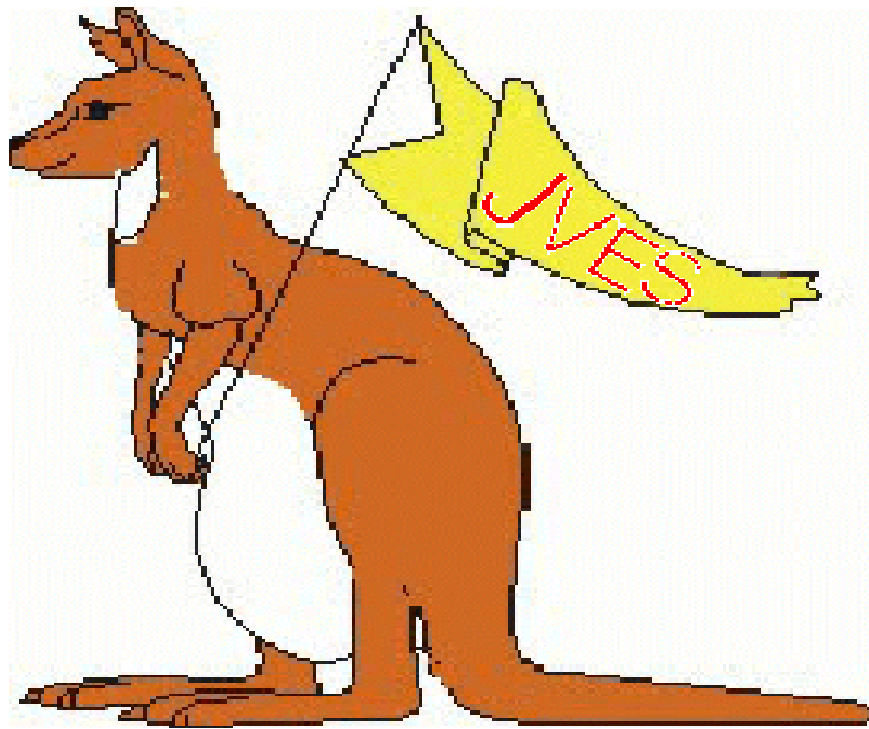


Jarrettsville Elementary School

Parent Handbook
2008 - 2009



JARRETTSVILLE ELEMENTARY SCHOOL

Parent Handbook

2008 - 2009

3818 Norrisville Road
Jarrettsville, MD 21084

Telephone 410-692-7800
FAX #410-692-7801

Principal
Assistant Principal
Teacher in Charge
Lead Secretary
Chief Custodian
PTA President

Mr. Richard P. Russell
Mr. Howard E. Eakes
Mrs. Deborah Stewart
Mrs. Carol Doran
Ms. Nancy Frey
Mrs. Kelley Saneman

School Slogan
School Colors
School Spirit Day
School Mascot
Math Mascot

"The Best...is Possible!"
Red and Gold
First Monday of the Month
Jumper Kangaroo
Climber Koala

Jarrettsville Urges More Pupils to Enjoy Reading = **JUMPER**
Children Learning Interesting Math Bring Exciting Results = **CLIMBER**

SCHOOL SONG

We are all from Jarrettsville
And we would like to say
We feel good about Jarrettsville
It's a great place to spend our day!

When you come to Jarrettsville
Be ready to have some fun,
Come dressed in red and gold you see
It makes us number one!

We are all from Jarrettsville
And we would like to say
We feel good about Jarrettsville
It's a great place to spend our day!

Jumper, Jumper Kangaroo!
He's smart as he can be.
He shows us that the best can be...
A possibility!

PRINCIPAL'S MESSAGE

Welcome to over **One Hundred Years of Excellence** at Jarrettsville Elementary School! It is our hope that this *Parent Handbook* will provide you with pertinent information about our general program, procedures, staff, and students. Additional information about the school can be found on the World Wide Web at <http://www.jarrettsville.org>. Also, the **2008-09 Parent-Student Handbook & Calendar** will provide you with additional information in regard to county policies and vacation days.

Alert Now is an automated HCPS phone message system. Occasionally, HCPS and/or JVES will relay important school information through the Alert Now system. Please be sure to provide up to date phone numbers where you can be reached by the JVES staff.

Also, be sure to sign up for our Eschoolnewsletter service and receive important messages from the district, as well as your school. Sign up at www.eschoolnewsletter.com. Don't forget to update your information if your child is attending a different school this year. (elementary to middle, middle to high, etc.)

The 2008-2009 school year will continue the tradition of excellence established at Jarrettsville. We have been recognized as a Maryland School of Excellence. We have been recognized by Baltimore Magazine as a Best School and have consistently performed at a high level on MSA state assessments. We have also been recognized by the Maryland Center for Character Education as a **School of the Year**.

At Jarrettsville we strive to have an inviting atmosphere where parents, students and teachers can work together to provide the best possible education for our children. We encourage you to remain in frequent contact with your child's teacher so that your interests and questions may be addressed.

We would like for you to be a partner in your child's success during your stay at Jarrettsville. We all have reason to be proud of our school and community. We believe Jarrettsville is "A Caring Environment That Inspires Successful Learners."

Sincerely,

Richard P. Russell

MISSION STATEMENT

Our mission is to build a community of lifelong learners where success is achieved through collaboration and hard work in a safe and caring environment.

VISION STATEMENT

A caring environment that inspires successful learners.

STUDENT BEHAVIORAL EXPECTATIONS

Good discipline is one of the keys to effective instruction. Classroom teachers take responsibility for discipline management within the classroom setting. Six school-wide rules for all students are followed at Jarrettsville Elementary School:

1. Walk at all times
2. Keep hands, feet, and objects to yourself.
3. Talk quietly in proper places.
4. Always speak well of others.
5. Use school property in the correct manner.
6. During group times, raise your hand if you need help.

Jarrettsville Elementary School
Faculty and Staff
2008 - 2009

Mr. Richard P. Russell
Mr. Howard E. Eakes
Mrs. Deborah Stewart

Principal
Assistant Principal
Teacher-in-Charge

Kindergarten

Kindergarten #1
Kindergarten #2
Kindergarten #3
Kindergarten #4
Paraeducator

Mrs. Lynn Hess – Team Coordinator
Mrs. Kim Daley
Ms. Kim Sonntag
Mrs. Michelle LeMaire
Mrs. Vivian Wolfsheimer

First Grade

A-1
A-2
A-3
A-4
Inclusion Helper

Mrs. Joan Hetrick
Ms. Kelly Murphy
Ms. Pamela Melani
Ms. Hannah Amoss – Team Coordinator
Mrs. Lisa Canter

Second Grade

B-1
B-2
B-3

Mrs. Michele Hessler
Mrs. Mary Beth Scott
Mrs. Nancy Paaby - Team Coordinator

Third Grade

C-2
C-3
C-4
Inclusion Helper

Ms. Kimberly Kelly – Team Coordinator
Mrs. Erin Jackson
Mrs. Gretchen Lindsey
Mrs. Terry Ridge

Fourth Grade

D-1
D-2
D-4

Mrs. JoAnne Trun – Team Coordinator
Mrs. Lisa Durst
Mrs. Susan Larsen

Fifth Grade

E-1
E-2
E-4

Mrs. Deborah Stewart
Mrs. Traci Frey – Team Coordinator
Mrs. Lynn Blom

Fine Arts

| | |
|------------------------|---|
| Art | Mrs. Linda Milano - Team Coordinator Ms. Alison Zerbe |
| Physical Education | Ms. Tara Buecker Mr. Gerald Christian |
| Music Vocal | Mrs. Mary Jo Newman Mrs. Molly Capp |
| Music Instrumental | Mr. Gil Rathel |
| Music Strings | Mrs. Arlene Haskins |
| Media Specialist | Mrs. Jane Ennis Ms. Marcia Bourn |
| Library Technician | Mrs. Mary Awad |
| School wide Enrichment | Mrs. Holly Schwartz |

Pupil Services

| | |
|------------------------------|--|
| Resource | Mrs. Sharon Comes Mrs. Mary Pat Hough-Greene – Team Coordinator Mrs. Erin Bradley |
| Reading Specialist | Mrs. Darlene Wontrop |
| Speech/Language Pathologists | Mrs. Judy Smerdzinski |
| Nurse | Mrs. Karen Richardson, RN |
| Guidance | Mrs. Irene Betzing |
| Paraeducators | Mrs. Rose Merenda Mrs. Rachel Reid Mrs. Maud Ziegler |

Support

| | |
|-----------------|---|
| Lead Secretary | Mrs. Carol Doran - Team Coordinator |
| Secretary | Mrs. Nicki Patro |
| Chief Custodian | Ms. Nancy Frey |
| Custodian II | Mrs. Pat Shumate |
| Custodians | Mr. Richard Friend Mrs. Antoinette Bull |
| Cafeteria Lead | Mrs. Gladys Letschin |
| Cafeteria | Mrs. Margaret Luczak Mrs. Mary Moore Mrs. Carrie Lowery |

Staff Members Shared with Other Schools

| | |
|---------------------------|----------------------|
| Instructional Facilitator | Mrs. Tammy Bosley |
| Mentor Teacher | Mrs. Bang Tam Miller |
| Pupil Personnel Worker | Mr. Bill Novakoski |
| Psychologist | Ms. Christle Henzel |

PTA PRESIDENT'S MESSAGE

On behalf of the PTA, I would like to welcome you to Jarrettsville Elementary School. The PTA is a very active organization which seeks to enhance the education of our children through volunteers, administrative and staff support and financial aid. We achieve this through our PTA objectives:

- ◆ To promote the welfare of children and youth in home, school, community and place of worship.
- ◆ To raise the standards of home life and encourage parent involvement.
- ◆ To secure adequate laws for the care and protection of our children.
- ◆ To bring the home and the school into closer relation, so that parents and teachers may cooperate in the education of children and youth.
- ◆ To promote educational programs, projects and committees.

Our PTA consists of parents, educators and community supporters who join together to communicate, collaborate and participate in activities which provide for the welfare of our children. Many opportunities exist for your involvement in the PTA. Involvement includes participation in committees, academic and instructional programs, as well as fundraising. A more detailed packet, "Everything You Wanted to Know About JVES But Didn't Know Who to Ask," will be coming home to explain our programs in more detail. Please feel free to contact any of the officers listed below to discuss your interests and ideas. We believe strongly that parental involvement is the key to the success of our children.

I invite and encourage you to become an active participant in the PTA.

Kelley Saneman
PTA President

PTA EXECUTIVE BOARD 2008 - 2009

| | | |
|----------------|---------------------------|--------------|
| President | Kelley Saneman | 410-692-5892 |
| Vice President | Jennifer Moore | 443-398-0173 |
| Secretary | Kimberly Copenhaver-Vanik | 410-692-0394 |
| Treasurer | Paul Taber | 410-557-7300 |

VOLUNTEERS

We are looking forward to another successful year at Jarrettsville Elementary School. As in the past, our success will be greatly enhanced by the support of the community: parents, grandparents, business people, retired persons, and others interested in contributing time to enhance the quality of education of all children. Volunteers are very welcome. Please contact your child's teacher or Mr. Howard E. Eakes, Assistant Principal, if you are interested in becoming a JES volunteer.

SCHOOL HOURS

School hours are from 9:00 A.M. until 3:30 P.M. The doors of the school are open and buses begin to arrive at 8:30 A.M. **Parents who wish to transport their children to school should not arrive prior to 8:30 A.M.** At this time teachers will be on duty to provide safe supervision for the children.

MEAL PROGRAM

Our school cafeteria offers well-balanced and nutritious breakfasts and lunches on a daily basis as well as milk, ice cream and cookies. These meals are served in our **OUTBACK CAFÉ**.

The cost of a school lunch is \$1.70 for students.

Breakfast is served from 8:30 – 8:50 a.m. and costs \$1.05 for students.

| | | | |
|------------------|-----|----------------|-----|
| Cookie (1 pack) | .25 | Chocolate Milk | .40 |
| Cookies (2 pack) | .50 | White Milk | .40 |
| Ice Cream | .50 | Soft Pretzel | .50 |

SCHOOL NEWSLETTER - THE NEWSPOUCH

Our newsletter is published monthly. The deadline for submission of articles is published in *The Newspouch* calendar. Articles may be placed in the newsletter box located in the school office.

SCHOOL STORE

School supplies are available from the School Stores located in the main lobby and in the 4th-5th grade hallway near the library. Both stores are open 8:30 – 8:50 a.m. on Mondays, Wednesdays and Fridays.

MORNING ANNOUNCEMENTS (8:50 a.m.)

All morning announcements are limited to school related functions only. The bulletin board in the physical education area has spaces to recognize non-school athletic accomplishments, as needed.

TRANSPORTATION AND ATTENDANCE

Parents who wish to transport their children to school should have their children arrive in the classroom prior to 8:50 a.m. since morning announcements begin promptly at 8:50 a.m. Excessive tardiness will result in lost instruction which may negatively impact a student's academic progress.

Children are to ride their assigned buses each day. **Permission to ride a different bus or to get off at a different stop will only be granted in emergencies and must be approved by the principal.** A note requesting that permission is required from the child's parent or guardian.

Children who do not ride the bus home must be signed out in the main office by the adult taking them home. On the morning of the day that a child will not be riding their regular bus home, a note is required in the school office from the parent or guardian identifying the time the child will be leaving school and the person who will be picking up the child. **For your child's safety, please do not feel offended if we ask for identification.**

When a child has been absent from school, a note from the parent or guardian stating the reason for the child's absence is required. These notes should be given to the classroom teacher. According to our county guidelines, there are a number of reasons for lawful absences from school. One of the possibilities is a family vacation, although this is strongly discouraged due to the potentially damaging effect the loss of class time may have on a student's success. Reasons for absence need to be submitted to the principal in writing at least ten (10) school days in advance of absence. Maximum number of lawful days for family trips for the school year shall not exceed five.

ATTENDANCE POLICY: The definition of "days present" has been revised in the 2007 Maryland Student Records Manual as follows:

Days Present—A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present ½ day if in attendance for at least two hours of the school day, but less than four hours.

Effective 2008-09 School Year

| Schools | Starting Time | Dismissal Time | Late Arrival | Early Dismissal |
|--|---------------|----------------|---|---|
| Elementary | 9:00 am | 3:30 pm | 11:30 am or earlier - present all day 11:31 am to 1:30 pm - absent ½ day | 11:00 to 12:59 pm - absent ½ day 1:00 pm or later - present all day |
| Elementary Early Dismissal Days | 9:00 am | 1:00 pm | 11:00 am or earlier—present all day 11:01 am or later—absent 1/2 day | 11:00 am or earlier—absent 1/2 day 11:01 am or later—present all day |

Times in the above chart are based on a 6-1/2 hour school day with the exception of Elementary Early Dismissal Days that are based on a 4 hour school day.

SCHOOL VIOLENCE POLICY

Harford County Public Schools have instituted a zero tolerance policy in regard to violence in schools. Therefore, students bringing toy guns, knives or threatening to do bodily harm to others will be dealt with in a serious manner including a possible suspension from school. Please talk to your child about speaking to others in a careless manner or bringing inappropriate items to school.

GUIDELINES FOR STUDENT DRESS

We are proud of the neat, attractive appearance of the boys and girls of our school. Habits of good personal grooming are indicative of well-developed family attitudes and personal pride.

In the interest of school and playground safety, we do request that your child not wear “flip flops” or thong shoes. We recommend that your child wear shoes that are attached at the heel with a strap for their safety and the safety of others when running and playing outside.

Further explanations, exceptions, special provisions and restrictions are available on the Harford County website as well as in the Harford County School Parent-Student Handbook.

DISCRIMINATION/HARASSMENT POLICY

Harford County Public Schools is committed to providing an educational environment for all students that is safe, optimal for academic achievement and free from any form of discrimination or harassment. Members of the school community are expected to treat each other with mutual respect.

Discrimination occurs when any person in the school community has on the basis of race color, gender, national origin, religion, region, language, age, socio-economic status or disability been subjected to differential treatment, conditions or decisions which substantially affects the person’s ability to participate in or benefit from any educational program or activity.

Harassment is a form of discrimination which includes a) verbal conduct such as derogatory comments, slurs, offensive jokes, name calling, spreading rumors, extorting, threatening, bullying, mockery and negative stereotypes; b) visual conduct such as degrading posters, photography, cartoons and gestures, graffiti and the use of symbols of hate; and c) physical conduct such as threatening, assault, unwanted touching, acts of aggression and blocking movement.

If a student believes he/she is a victim of discrimination or harassment, which also includes hate/bias incidents and sexual harassment, he/she should report this to school personnel and/or the Directors of Elementary or Secondary Education and the Office of Equity and Cultural Diversity.

VISITORS TO OUR SCHOOL

As you know, Harford County Public School buildings are public institutions and are open to members of the community. Visitors should find our schools open and inviting places where they are welcome. Nevertheless, the school system must take every precaution to ensure the safety and security of its students and staff from those individuals who might want to cause disruption or harm.

Therefore, it is important if you are visiting our school for you to sign in at the office and obtain a visitor pass or a volunteer badge. Harford County Public Schools have implemented this initiative to maintain access control to our schools.

Even though the office staff recognizes many of our parents and grandparents, you may be asked to show photo identification when picking up your child. Please cooperate with us in this matter. We are doing this in order to ensure a safe environment at Jarrettsville Elementary School.

RELEASE OF CHILDREN

During the course of a school year, we are often asked to excuse children early for various reasons. For your protection, we do not excuse any student unless a parent calls for them at school. If such an occasion does arise, please stop at the office and we will arrange to have your child meet you there. **PLEASE BE SURE TO SIGN THE BOOK IN THE OFFICE BEFORE TAKING YOUR CHILD HOME AT ANY TIME.** In situations where a child is to be signed out by someone other than his/her parent, a note or phone call is mandatory from the parent. No children will be released without such prior notification.

TELEPHONING TO AND FROM THE SCHOOL

Parents sometimes find that emergencies arise requiring a telephone message to the school. The secretary will deliver messages of this kind. However, parents are urged to make arrangements for lunches, transportation requests, dental appointments, meeting dates etc., before school and to confine requests to **EMERGENCIES ONLY.**

In an effort to create more responsibility in our children, students **MAY NOT** call home during the school day requesting parents bring a library book, musical instrument, homework, etc. Parents should make every effort to help their children remember all items they need for school.

CONFERENCES WITH TEACHERS

Parent-teacher conferences are encouraged as a means toward promoting ever-increased mutual understanding of the extent and nature of children's problems and of potential solutions to them. Should the teacher see a need, be assured that he/she will request a conference. Should you see a need, do not hesitate to call the school to arrange a conference with the teacher.

Teachers are not permitted to conduct conferences during the course of the instructional day. In order that adequate time is provided for teacher planning, conferences must be limited to one per morning or afternoon. For this reason, it is essential that parents schedule their conferences with the teacher as described above prior to their coming. Special area conferences, such as those involving a team of professionals, will be scheduled on an individual basis.

FIELD TRIP GUIDELINES FOR PARENTS

An educational field trip is a learning experience outside the classroom which provides experiential background and enhancement to the regular classroom program. The following guidelines will apply to all field trips:

- ▶ The grade level team will determine the field trip with approval of the school administration.
- ▶ Field trips are limited to the regular school day with the exception of fifth grade.
- ▶ A minimum of one chaperone for every ten students is required.
- ▶ The classroom students and their chaperones are allowed to ride the school bus.
- ▶ Siblings and pre-school students are not allowed on the field trip.
- ▶ Harford County Transportation rules will be reviewed with all students and parents.
- ▶ Students are expected to return to the school at the conclusion of the field trip.
- ▶ Parents will need to take extra precautions if driving to field trip locations. Parents should not follow the bus, since this could cause a distraction for the driver and students. (In the past, we have had drivers following the bus so intent on watching the bus that they failed to watch the road.) We would not want our students to witness an accident.
- ▶ Smoking is not permitted on school field trips.

CLASSROOM PARTIES

Please refrain from bringing siblings to classroom parties and activities.

PARTY INVITATIONS

Party invitations may be given out in school only if all students in the class are invited to the party. If a select group of students is invited, please mail or telephone the invitations. Board policy forbids school personnel from giving out student telephone numbers or addresses.

HOMEWORK POLICY

Homework assignments relate directly to class work, extend learning beyond the classroom, and teach students to become independent learners. While it is recognized that student achievement improves significantly when teachers regularly assign homework and students conscientiously complete assignments, homework has other important purposes. Homework provides the students valuable experiences in following directions, making judgments, raising additional questions for study, and developing responsibility and self-discipline. Additionally, homework is a means to communicate to parents current class activities and topics of study.

Each grade level sends their homework policy and consequences home during the first few days of school. Please read these policies carefully and encourage your child to meet their homework responsibility. Your support is greatly appreciated.

MEDICATION FOR STUDENTS WHILE IN SCHOOL

The taking or administering of medicine during school hours is discouraged. A child with a cold severe enough to require medication, for example, may need to be at home for a day or two. If a child must be on medication for a prolonged period of time, arrangements should be made, if at all possible, for the medication to be administered to the child either before he comes to school or after he returns home.

The following medications will be available at school and will be given at the nurse's discretion: chewable antacid, benedryl liquid/tablet, acetaminophen (Tylenol) liquid/tablet and cough drops. Ibuprofen such as Advil, etc. is only available for students 12 years and older. Parent permission papers must be signed and on file in the nurse's office. You will be notified by phone/note if any of these medications have been given. These medicines will not be given on a daily basis. We ask that you supply a doctor's note and the medication for anything that needs to be given on a regular basis.

The guidelines for prescribed medications are presented below and have been established for all Harford County Public Schools. **They must be followed at all times.** Where reference in the guidelines is made to the principal's "designee" or "health service personnel," the person so identified at Jarrettsville Elementary School is our school nurse, Mrs. Karen Richardson, R.N. Mrs. Richardson may be contacted (410-692-7800) if you have any questions concerning these guidelines or student medication.

1. Before giving any prescribed medications, the principal or his designee must have complete written instructions from the prescribing physician, including date of order, identification of medicine by name, dose, time and circumstances of administration. The length of time the medication is to be continued must also be stated. This includes *over the counter* and prescription medications.
2. Parents of the child must submit written permission giving the principal or his designee authority to supervise the administration of the medication.
WITHOUT THIS, NO MEDICATION WILL BE GIVEN.
3. Students are not permitted to *possess or use* prescribed or over-the-counter medication on school buses or on school property. Therefore, *parents must bring the medication to school personally*, or make arrangements with another adult.
4. Parents should be reminded periodically of the dangers of giving students medicine in their lunch containers or in their pockets to take on their own. This is a potential hazard to their child and all other students. No glass containers of any kind should be in a student's possession for any reason.

EARLY DISMISSAL DAYS 2008 - 2009

The following days have been set for **elementary** school early dismissal. On these days, students will be dismissed at 1:00 p.m.

Monday, September 29, 2008
Thursday, October 16, 2008
Friday, November 21, 2008
Tuesday, December 23, 2008
Friday, January 16, 2009

Friday, February 13, 2009
Friday, March 20, 2009
Friday, April 3, 2009
Friday, May 15, 2009
Monday, June 1, 2009

On Wednesday, **November 26**, all HCPS students will be dismissed at 1:30 p.m. to begin the Thanksgiving holiday.

MARKET DAY SCHEDULE 2008 - 2009

Pick-up days are every four weeks.
Pick-up will be in the school cafeteria from 5:00 p.m. to 6:00 p.m.

Wednesday, September 3rd

Wednesday, October 1st

Wednesday, October 29th

Wednesday, December 3rd

Wednesday, January 7th

Wednesday, February 4th

Wednesday, March 4th

Wednesday, April 1st

Wednesday, May 6th

Wednesday, June 3rd

Chairperson of Market Day is Shirley Mowery, 410-692-0501

SPECIAL AREA CLASSES

Fine Arts Team

All children in grades one through five participate in library, vocal music, physical education, and art.

Students' **media center** time is fifty minutes per session. The children learn library and media-related skills as well as gain appreciation for good literature. Children are encouraged to check books out from the library and to enjoy reading. Reference classes are scheduled as needed to gather information for classroom assignments.

The **music** education program at Jarrettsville is a multi-faceted approach to the musical arts. In these sessions, music is taught through singing, listening, moving and playing rhythms instruments. The music curriculum in these classes focuses on seven elements of music - harmony, melody, rhythm, tone color, form, dynamics, and tempo. An additional vocal experience is available to fourth and fifth graders in a weekly choral ensemble.

Beginning in fourth grade and continuing into fifth grade, students may enter into a **band** or a **strings** program. Small group lessons, small ensemble, and large ensemble opportunities are pursued as well as opportunities for solo performance. As culminating activities, a Winter Concert and a Spring Concert are presented by fourth and fifth grade performing groups.

Physical education is the unique part of the total educational experience which allows the student to develop physically, mentally, socially, and emotionally. Classes are offered to students from kindergarten through fifth grade. To promote safety, fully enclosed athletic shoes are required for participation. Please use caution when buying athletic shoes. Avoid heavier grade hiking boots, A designer@ tennis shoes, shoes with buckles, sling backs or raised heels, and shoes which offer little support. In addition, students should dress appropriately: play clothes and no jewelry. If a student must limit participation in physical education for medical reasons, a note from home is requested. Notification from a doctor is requested for any illness extending more than one week.. Students participate in ongoing physical fitness evaluations each year. We also provide an enrichment program for those students who require individual services.

Children are not allowed to wear jewelry during physical education classes. If children do not remove all jewelry, they will not be allowed to participate. (This is a Harford County Public School policy).

All children will participate in **art** classes. The art program challenges students to develop a keen perceptual awareness, an historical perspective, an aesthetic sensitivity, and a variety of creative and technical skills. Classes involve the sequential progression of art - related skills through various familiar and new instructional techniques and materials.

Student artwork is regularly displayed in school hallways throughout the year. There are also several opportunities for student artwork to appear at various exhibits and shows throughout the county and state. As a culminating activity, the annual art exhibit is held in the spring to showcase artwork produced during the year.

STUDENTS WITH SPECIAL NEEDS

Pupil Services Team

A professional support staff is available to help identify those students at Jarrettsville who may have special needs. This support staff consists of resource teachers, speech/language pathologists, reading specialist, school nurse, physical education teachers, and guidance counselor. Each provides the classroom teacher with assistance in instructional strategies and identification of students with learning difference as well as support in their efforts to provide educational opportunities to all students.

One role of the school's **reading specialist** is to identify strengths and weaknesses of children experiencing difficulties in reading. As a result of a diagnosis, recommendations for classroom instruction and home reinforcement are suggested. The specialist also assists the classroom teacher in the use of the most effective methods of teaching reading. The reading specialist provides additional reading support to children for whom an educationally handicapping condition may not exist and who could most benefit from small group instruction. Informal reading testing is also offered at the request of the teacher and/or parent. If you suspect that your child has a reading problem, please speak to your child's classroom teacher about your concerns.

If self-esteem and coping skills are difficult for your child, the **guidance counselor** may be able to help. Students are offered support in individual and small group sessions to better understand their concerns on social and emotional issues at school. Your child's classroom teacher will be able to help you determine if additional work with the guidance counselor would be appropriate.

The **school nurse** is available on a daily basis for giving doctor approved medications as well as assisting students when they are sick or injured. Should you have health concerns of any kind, the nurse is available for consultation and/or a team conference and will make referrals as needed.

Please contact your child's **physical education teacher** if you have any concerns about your child's gross motor development. Where appropriate, an adaptive physical education program will be established to teach more efficient body use. Early diagnosis, sound programming, and periodic evaluation increases the chances for individual remediation.

Often parents and teachers express concern about a student's speech, reading, writing, inability to follow directions, lack of attention span, or problems with organization. These problems and many others may indicate the need for intervention with additional services provided by the **special education staff**. Parents and the classroom teachers should discuss these problems and make a joint decision as to whether the student should be evaluated for conditions that may hinder academic performance. Your child's classroom teacher is the first source of information if you suspect that there is a problem.

If the parents or teacher makes a referral for evaluation and an educationally handicapping condition does exist, the student will have an Individual Educational Program prepared for him. Where appropriate, the special education staff will provide those services needed by that student.

The **special educators** are teachers who have been trained in teaching techniques that best meet the needs of individual students. The student may receive instruction individually, in small groups or within the general education setting. At Jarrettsville, there are instructional assistants who help the special educators in their instruction.

The **speech/language pathologist** is a trained and certified therapist who evaluates and develops programs for students with speech or language difficulties. Please speak to your child's teacher if you are concerned about your child's ability to communicate.

If you would like to speak to any one of the members of the Pupil Services Team, please do not hesitate to call.

JARRETTSVILLE ELEMENTARY SCHOOL PARKING PROCEDURES

STUDENT DROP OFF—Thank you for using the designated parent drop off routes in the morning. To insure a smooth and continual flow of cars and busses, please use both designated parent drop off routes and stay to the left after entering the parking lot. This allows the busses to continue to enter the parking lot on the right and proceed to the circle drive for unloading.

As always, please drop off your child at the curb in the marked Drop-Off Zone. This area is marked by signs. If you are using the Drop-Off Zone, it is important that you pull your vehicle forward to allow room for others behind you. If your child requires extra time to leave the vehicle, please be considerate of others and park your vehicle in a regular parking spot and use the crosswalk. Please keep a safe speed in the parking lot.

Also, when going to your car with your child, be aware of the traffic in the parking lot. The potential for injury is great, especially if your child is not properly supervised while going to your vehicle.

SAFETY WHEN TURNING INTO THE SCHOOL PARKING LOT - When turning into the school parking lot from the center turn lane, please have your lights on and be aware of oncoming traffic. There have been a number of reported incidents where vehicles heading toward Jarrettsville have encroached into the center turn lane in order to turn into the Salem Lutheran daycare parking lot. Thus, near head-on collisions are a possibility. So, stay alert, stay alive.

PARTIES, PARKING & PROBLEMS - When more than one grade level has a special event, parking can become a problem. Parents are encouraged to use the adjacent Parks and Recreation parking lot if the school lot is full. Please refrain from parking in the unmarked spaces next to the tennis courts on the inner part of the circle.

Our buses, which begin to arrive shortly after 3:00 PM, need to be able to pass parked buses to get into the correct loading order for our students. **Cars parked on the yellow, cross hatched areas prevent buses from getting into their proper order.** Please do not park on the yellow, cross hatched areas. It seems that this is wasted space, but this additional space is necessary for the proper placement of our buses.

Also, avoid parking near the loading dock. We have deliveries of supplies and food during the day. Access to the loading dock becomes difficult for large trucks to back into the necessary spot if vehicles are parked in the area.

PICKING UP YOUR CHILD - In the afternoon, if your child will not be riding the bus, please sign out your child on the sign-out sheet on the office counter.

**JARRETTSVILLE ELEMENTARY SCHOOL
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