



### ***Important Phone Numbers***

*Principal- Victoria Layman*  
[vlayman@bcps.org](mailto:vlayman@bcps.org)

*Assistant Principal- Amy Hansen*  
[ahansen@bcps.org](mailto:ahansen@bcps.org)

*School Office:*

*410-887-5065*

*Fax:*

*410-887-5066*

*Health Suite:*

*410-933-9024*

*Library:*

*410-887-5069*

# The School Day



## School Hours

7:00 am	Open Door Begins
8:30 am	School office opens
9:00 am	Students enter school building.
9-9:15 am	School Breakfast
9:15 am	Morning announcements begin- students need to be in their classroom. Late arrivals must be signed in at the office.
11:20 am	Lunch schedule begins
1:50 pm	Lunch schedule ends
3:35 pm	Afternoon announcements
3:40 pm	Students with notes and students who are “parent pick up” will be called for dismissal.
3:45 pm	Bus riders will begin to be called for dismissal.
4:00 pm	Children will be released to open door.
4:30 pm	School office closes



## **Bus Transport**

Transportation to and from school is a privilege afforded to students living in areas eligible for transportation. Bus routes are established every summer based on the number of children needing transportation. Bus transport forms, showing routes and stops are available in the school office and need to be completed to facilitate your child's transportation. Bus rules are reviewed in the classroom and sent home with each student. Please review the following.

### **BALTIMORE COUNTY TRANSPORTATION RULES FOR PUPILS**

1. Be at your bus stop in the morning when your bus arrives. If you must cross the road, look in both directions and make sure it is safe before crossing.
2. At your stop, remain in an orderly group or stand in line at least five feet back from the position of the bus when it stops. Move forward to get on the bus after it has stopped and the bus door has been opened.
3. Ride only that bus to which you are assigned.
4. Once on the bus, promptly move to a seat.
5. Keep the bus aisle clear of all objects. Keep head, hands, arms and any part of the body and all objects inside of the bus.
6. Help the driver keep the inside of the bus clean and free of any damage.
7. Remain in your seat while the bus is in motion or delayed on the road. After the bus stops, move forward to get off at your stop.
8. Good behavior on the bus is necessary at all times for your safety, the driver's and other motorists' safety.
9. The driver has absolute control of the bus and of the conduct of those on it, except in the presence of a teacher or principal.
10. The rear emergency door is to be opened or used only in an emergency.
11. Be absolutely quiet when the bus is approaching railroad crossings.
12. Talk in a low, gentle voice so that the bus driver may hear any emergency equipment such as a fire engine, police car or ambulance.
13. After getting off the bus, move five or six steps away from the side of the bus. Do not cross the road until the bus has pulled far enough down the road for you to see any approaching traffic. Look in both directions and then cross when it is safe to do so.
14. Smoking is not permitted on school buses.

The Board of Education of Baltimore County has established mandatory referral and suspension policies which shall be put into effect if pupils fail to abide by the transportation rules. Parents and children must understand that these transportation policies will be consistently enforced.



## Arrival/Dismissal

Joppa View is unique as all students with the exception of special permission students, are entitled to bus services to and from school. We encourage you to use the transportation services for arrival and dismissal, as this will help eliminate the number of cars dropping off and picking up students. By reducing the number of vehicles, the flow of traffic will improve and traffic congestion will decrease.

School doors open at the sound of the bell at 9:00. Students should not arrive before 9:00 as there is *no* supervision available until that time. Parents who drop their children off in the morning are requested to do so at the *drop off zone* in the front parking lot. A staff member will be on location to assist children as they exit the car. Although it is not recommended, if you choose to park and walk up with your child, please remain outside the building during morning arrival. Students should be in their classrooms and ready to begin their school day by 9:15 a.m. Students arriving after 9:15 will be considered tardy and must report to the office for a slip before going to their classroom. Parents are expected to come into the office with their child to sign him/her in.

At dismissal, cars should not be parked along the bus loop. Your vehicles could be ticketed by the police or cause an accident. Vehicles parked in “**No Parking**” areas are subject to tickets and/or towing.

In the parent parking lot, cars should not double park behind other parked cars. Parents are making complaints when they can not move their car and leave school property.

At dismissal, students need to be signed out in the school office by an adult or a family member who is 18 years or older. Emergency cards will be checked and verified with picture ID as needed.

Students will be called by name following the afternoon announcements to meet their parents/guardians on the sidewalk in the front of the building. The hallways and lobby need to be clear for bus riders to walk to their buses.

Parents need to supervise their child(ren)’s crossing of the bus loop and to supervise their movement in the parking lot.

As your car leaves Joppa View Elementary, please consider turning right to keep the flow of traffic moving.

Thank you for your assistance in helping to provide a safe and orderly environment that facilitates successful student learning.

## **Early Dismissal**

Parents who desire to have their child excused from school early for medical appointments or other reasons must send a written request to the school giving the date, time, and reason for early dismissal. Parents must report to the office and sign their child out before taking them from school. An office staff member will call your child from their classroom to meet you in the office.

## **Leaving School with Others**

If a child is to leave school with someone other than their parent/guardian, you are required to write a note stating the name of the person who will be picking up your child. They must also fill out the early dismissal form located in the front office and may be required to show some form of identification.

## **Attendance**

In accordance with state laws, students are required to attend school. Please note the following:

Absence- An absence is excused only in cases of illness, quarantine, death in the family, impassable roads, religious holidays, or other extenuating circumstances (approved by the principal). A note should be sent to the teacher giving the dates and reason for the absence.

Tardiness- Children who enter the building after 9:15am are considered late and need to be signed in at the office.

## **Before/After School Care**

Open Door provides before/after school care in the cafeteria from 7-9am & 4-6pm. This service is provided with a fee, and is not handled by the school. If you are interested in enrolling your child in this service, please call Open Door at 410-825-6300 or visit their web site at [www.opendoorcare.com](http://www.opendoorcare.com).



## **Inclement Weather** (or other school-wide emergencies)

Sometimes schools do not open, open late, or close early because of inclement weather or other unforeseen emergencies. Changes to the school schedule are announced over the local TV and radio stations. Listen for news concerning **Baltimore County Public schools** before sending a child to school on inclement weather days. Please trust what you hear over the local broadcasting (do not call the school to verify). You can also check the Baltimore County web site, [www.bcps.org](http://www.bcps.org) . In the event of a late opening or early closing due to an emergency or inclement weather, lunch will be served at the time set by the administration. School bus service will be provided.

**Please do not call the school: it is crucial to keep the phone lines open!**



## **Extra-Curricular Programs**

During the school year there are a number of extra-curricular events. Information regarding these events will be sent home in the students Thursday folder. The following activities are also offered: Science club, Art club, Black Saga club, Scrabble, Sudoku and a Banking program.

## **Recess**

Teachers provide recess during the school day. There are three playgrounds located behind the school that are age appropriate. Students must wear tennis shoes to play on the equipment. Rules for the playgrounds are discussed with all students.



# **Health and Safety**

## **Health Services**

Our school nurse, Mrs. Jasovsky, will provide first aid, supervise the administration of prescribed medications, and provide assessment of medical and health related situations. She can be reached at 410-933-9024. If your child becomes ill at school and needs to go home, we will call you.

The following required health forms are available from the nurse or school office.

**1. Immunization Forms**

Records of immunization are legally required by the State of Maryland and are necessary for every child to start school. Contact the office for details.

**2. Health Inventory Forms**

These forms are to be completed by the parents and by the child's doctor.

**3. Consent for Discretionary Medicine**

At the beginning of the school year, parents receive a form listing medications which are available for occasional use at the nurse's discretion (i.e. Tylenol, cough drops, tums) In order for your child to receive over-the-counter medications, parents must fill out and sign the consent form.

**4. Prescription Medicine**

A doctor's order must be completed by the prescribing physician for any medication sent from home that needs to be administered at school. All medication must be brought to the nurse in the original pharmacy package.

**5. Allergies**

Remember to report all food allergies to the nurse and your child's teacher.

Please remember, students should not be sent to school if they have any signs of illness (fever, inflamed eyes, nausea, etc.).

## **Hearing and Vision Screening**

Once a year, a technician comes to the school to administer hearing and vision screening tests. If your child does not pass the hearing or vision screening, you will be notified by the Maryland Department of Health.

## **Emergency Procedure Cards**

When you enroll and at the beginning of each school year, each child will be given one yellow and three white emergency cards. It is crucial for parents to complete these cards and return them to school as soon as possible. In the event of an emergency, the completed cards will enable the school to contact you without delay. The cards will be kept in the main office, in the health suite, and with your child's teacher. Any changes affecting the information on the cards should be reported to the office and your child's teacher as soon as possible. Each child in your family must have three emergency cards on file at school in the event of an emergency.

## **Behavior and Discipline**

Appropriate student behavior is necessary in order to carry on a high quality program of education. It is our expectation that students will behave in a manner that will promote a proper learning environment. Our students are expected to know and follow the rules and procedures of the school and their classroom. We expect students to do their best school work and behave appropriately at all times.

A Student Behavior Handbook, published by Baltimore County Public Schools, is given to each student to take home and read over with their parents. The handbook outlines policies, procedures and behavior expectations of students. Parents/guardians and students are required to sign and return the last page of the booklet indicating they understand the behavior code. The handbook may also be viewed at [www.bcps.org/system/handbooks/Student-Handbook.pdf](http://www.bcps.org/system/handbooks/Student-Handbook.pdf)

## **Secured Doors**

The Baltimore County Public School system has installed a security system at Joppa View Elementary that enables us to be aware of all visitors entering the building. All doors are locked at all times. When you wish to enter the school, ring the bell located at the center of the doors and wait for instructions to enter through the door to the left of the buzzer. Thank you for your cooperation as we make every effort to ensure the safety of our students and staff.

## **Visitors**

The Board of Education requires all persons to report to the school office upon entering the school building. All parents/guardians must stop by the office to sign in and obtain a visitors badge. This procedure is important for the safety of the children, and ensures that all adults are accounted for in case of an emergency. Please make arrangements with your child's teacher before visiting the classroom.

## Information and Communication

### Newsletter/ Calendar



A school newsletter is sent home the first Thursday of the month and the PTA newsletter (Bird Talk) is sent home the second week of the month. It is important that you read these newsletters from cover to cover. The newsletters contain important information regarding school activities.

At the beginning of each school year, Baltimore County Public School distributes a county-wide calendar that outlines the academic year. This calendar may also be viewed at [http://www.bcps.org/calendars/2007\\_2008.html](http://www.bcps.org/calendars/2007_2008.html). Please refer to this calendar when scheduling vacation so your child's educational program is not interrupted.

### Thursday Folders

Every Thursday your child will bring home a folder containing information for your review. The information includes but is not limited to the PTA newsletter, the school newsletter, and upcoming school events.

### Report Cards



Report cards are sent home four times a year. Kindergarten students have two parent-teacher conferences in lieu of report cards. First grade students will have a parent-teacher conference the first quarter in lieu of a report card. The report cards will be distributed on the following dates for the 2007-2008 school year.

1 <sup>st</sup> marking period-	Thursday, November 15, 2007
2 <sup>nd</sup> marking period-	Monday, February 11, 2008
3 <sup>rd</sup> marking period-	Monday, April 28, 2008
4 <sup>th</sup> marking period-	Monday, June 16, 2008 (the last day of school)



## **Parent-Teacher Conferences**

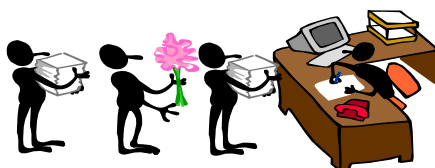
Conferences provide an opportunity for open lines of communication between home and school. Conferences can be initiated by the teacher or by the parent. If you would like to schedule a conference with your child's teacher, please contact the teacher by e-mail or by sending in a note. It would also be helpful for you to indicate times and dates you are available.

## **Visiting Classrooms**

To minimize disruption to classes, several structured opportunities to visit classrooms are available.

- Back to School Night: Early in the year, parents are invited to visit their child's classroom for a presentation of the curriculum by the teacher.
- American Education Week: Held during the month of November, this is an excellent opportunity for parents to visit and observe their child's class in progress.
- Volunteering: There are opportunities to volunteer in your child's classroom. This may include working directly with the children, assisting the teacher by performing clerical tasks, or helping with classroom activities.

## School Services



### School Office

The school office is central to the following situations:

- If your child arrives late or is to leave school early for any reason, you must report to the office to sign the child in/out.
- All children that are parent pick-up must be signed out in the office.
- A forgotten lunch or book needs to be given to the office staff. They will see that your child gets it. Please do not go to the classroom.
- Transferring or withdrawing from school before the end of the school year

**Please review this handbook before calling the office with questions.**

### Support Programs

Joppa View has the following support professionals on staff:

ESOL Teacher	Occupational Therapist
School Counselor	Physical Therapist
Reading Specialist	Speech Therapist
Math Resource	Special Educator

### Cafeteria

Breakfast and lunch are offered in the school cafeteria. Breakfast is available in the school cafeteria beginning at 8:50. Both hot and cold breakfast foods are available everyday. When schools close three hours early, breakfast is not served.

Check the cafeteria menu to see what is available for breakfast and lunch each day. You can also view the menu on line at <http://www.bcps.org/offices/ofns/menus/Elementary-Lunch-Menu.pdf> . A pre-paid account is available to all children to buy food in the cafeteria. Free and reduced-price applications are available in the office or at the following web site for those meeting federal guidelines [www.bcps.org/offices/ofns/nutrition\\_express\\_acc.html](http://www.bcps.org/offices/ofns/nutrition_express_acc.html) .

Children may also pack a lunch. **Please do not send carbonated beverages to school.**

# General Information

## Curriculum

The curriculum is set by the BCPS Board of Educators. A copy of the curriculum for your child's grade level will be distributed at Back to School Night. The curriculum can also be viewed at <http://www.bcps.org/parents> Students will also have instruction in the following special area classes.

- Art
- Library/Media Studies
- Music
- Instrumental Music (Grades 4 & 5)
- Physical Education
- Computer Technology

## Homework

The assignment of homework is encouraged as a means of reinforcing and enriching the instructional program and to assist students to develop independent study skills. Homework assignments are given Monday-Thursday. The assignments will require approximately 10-30 minutes at the primary levels, and 30-60 minutes at the intermediate levels. Since homework assignments will be considered in determining grades, it is important that the work be completed independently, neatly and in an orderly manner. Please assist your child be setting up a time schedule and providing a quiet place to study.



## **Field Trips**

Every grade level has field trips that enrich the BCPS curriculum. Prior to the trip a permission slip will be sent home for parents/guardians to sign. The slip must be signed and returned in order for your child to go on the field trip. Please return the signed permission slip and fees as soon as possible. Due to bus expenses, fees can not be refunded if your child is absent on the day of the field trip. Teachers will ask for volunteers to chaperone as needed. All chaperones must have a completed volunteer application on file. Volunteer applications need to be renewed yearly.

## **Lost and Found**

All lost/found items will be placed in the bench located in the front lobby. If your child is missing an item, feel free to look in the lobby bench. At the end of each marking period, unclaimed items will be donated to charity.

## **Parent -Teacher Association (PTA)**

The JVE PTA acts as an advocate for all children and strives to foster closer relations between the home, the community, and the school. Your PTA vigorously supports these ideals and funds many supplementary enrichment programs and activities, some of which are listed below:

**Ice cream social, basket bingo, assemblies, planners (3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> grades), reading night, and many more.**

These programs are funded by PTA membership and fundraisers. The minimal cost to join the JVE PTA also includes membership to the National and State PTA. (<http://www.mdpta.org>) The JVE PTA encourages you to get involved in your child's education and help to make his/her elementary school years memorable.

## **Volunteers**

Joppa View has a real need for parent volunteers to assist the school in various ways. No experience is needed and the amount of time given can be arranged to best suit you. The duties and activities requested of volunteers may differ from area to area. Information regarding the volunteer application, orientation, and sign up procedures is sent home throughout the school year. ***All classroom volunteers must complete an application and attend the orientation.*** Field trip chaperones and party volunteers need to have a volunteer application on file. There is a volunteer book in the office that needs to be signed each time you volunteer/chaperone. This will keep track of the hours you have spent volunteering. It also alerts office staff as to who is in the building in the event of an emergency.

## **Sports**

Extra-curricular sports are organized through the Baltimore County Department of Recreation and Parks. Fliers announcing activities and registration information are sent home in the Thursday Folders. Please do not call Joppa View for information about these programs. Listed below are two local recreation councils.

**White Marsh Recreation Council**  
Honeygo Run Regional Park Community Center  
9033 Honeygo Boulevard  
Perry Hall, MD 21128  
Office Hours: Monday-Friday, 10a.m.-3p.m.  
410-887-5194  
<http://www.whitemarshrec.org>

**Perry Hall Recreation Council**  
9021 Belair Road  
Baltimore, MD 21236  
Office Hours: Monday-Friday, 10a.m.-3p.m.  
410-887-5187  
<http://www.phrec.com>

## **Dress Code**

Students need to dress correctly to help set the proper standard of school and social behavior. Students dress needs to be comfortable, but it should not cause a safety or health hazard, get in the way of their or other students' education, or be considered obscene. For safety reasons, no shoes with wheels (Heeleys) can be worn to school. During recess and physical education class, tennis shoes are the recommended footwear to ensure your child's safety.

## **School Pictures**

School pictures are taken twice a year. Purchase of school pictures is optional. School pictures that are not purchased must be returned to school. Please check the newsletter and Thursday folder for the dates.

## **School Supplies**

At the end of the school year, a list of school supplies is included in your child's report card. The list may also be viewed at <http://joppaviewes.bcps.org> .