Miles Jerome Jones Elementary School
Parent/Student Handbook

200 Beaufont Hills Drive
Richmond, Virginia 23225
(804) 319-3185  Fax (804) 319-3187

“Home of the Jaguars”

http://web.richmond.k12.va.us/mjes/Home.aspx
Parent/Student Handbook
Miles Jerome Jones Elementary

Welcome to Miles Jones Elementary School-Home of the Jaguars!

It is a privilege and honor to be the Principal of Miles Jones Elementary School. As the Principal, I will support, encourage and empower all students to become independent and successful learners.

Along with my staff, I will work hard to continue the legacy of success established at Miles Jones by building strong relationships with parents, students, staff, and community partners. We will incorporate differentiated instruction to meet the needs of each student. It is my sincere desire to provide expanded opportunities for our students to acquire the skills to become productive citizens in a vastly changing society.

I anticipate a most successful year as my team and I support the academic, social, and emotional growth of all students here at Miles Jones Elementary School. As Principal, my door is always open and I welcome your input. Please feel free to stop in or call to make an appointment to discuss any concerns, suggestions, or ideas to help make this the best year ever.

Sonya Shaw

Principal
School History

Miles Jerome Jones Elementary School is located at 200 Beaufont Hills Drive on the south side of the city of Richmond, Virginia.

The school is named in honor of Dr. Miles Jerome Jones. Dr. Jones was an outstanding educator who has made a positive impact on the lives of children and adults.

Dr. Jones rendered service on the Richmond City School Board (1970 – 1980) and was the first African-American school board chairman (1972 – 1980). He served as the pastor of Providence Park Baptist Church in Richmond, Virginia (1963 – 1993). He served as a Professor of Practical Theology in the School of Theology at Virginia Union University. He was a writer and poet, who contributed several articles to the American Theological School Journal and the Christian Century in addition to a published work in the National Library of Poetry.

Miles Jerome Jones Elementary School is regarded as a state-of-the-art educational institution where staff and students utilize the latest technological resources. The staff will prepare our students to become independent readers and writers, creative thinkers, and decision makers in preparation for their future.

Rev. Dr. Miles Jerome Jones died on December 19, 2002.

Miles Jerome Jones Elementary School opened its doors to students for the first time on Tuesday, September 7, 1999. A time capsule was buried on June 19, 2000. The time capsule was opened June 15, 2010.

Principals

Marian B. Rowlett 1999 – 2001
Shelia H. Scott 2001 - 2013
Sonya Shaw 2013-
Overview of the Miles Jerome Jones Elementary School **PAWS** Program

*A School-wide Positive Behavioral and Instructional Support Program*

*"Educating everyone, takes everyone."*

The PAWS program involves providing unified support to students throughout the school. Through the PAWS program, staff members are prepared and supported to promote positive work habits, reinforce skills and teach new forms of behavior to students to replace inappropriate behavior.

Students are encouraged to show their “PAWS” by:

- Participating in learning
- Aiming for success
- Working to be safe
- Showing respect

Immediate reinforcement is the level in the PAWS program. Teachers recognize students who are behaving appropriately and encourage students who typically misbehave to behave more appropriately by remaining aware of the behavior of individual students in the class. As soon as a student stops misbehaving and demonstrates an expectation, a teacher quickly provides verbal praise for the expectation and gives the student a PAW. For example, if a student has had his head on the desk and then raises it and participates, the teacher quickly gives the student a PAW for “showing effort”/ Or, if a student rarely stays seated then begins to stay in his/her assigned area, then a PAW is given and the student hears verbal praise.

Students are allowed to redeem their PAWS at the PAWS Store for items that they would like to purchase to use at school or take home. Students also will have opportunities to win items through school-wide drawings.

Special Events occur monthly. To attend a special event, a student must earn between 20-50 PAWS. Students receiving less than 50 will attend a booster session.
School Nutrition Services

Motto: “Eat Well, Think Well, Play Well and Live Well.”

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<table>
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<tr>
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<tbody>
<tr>
<td>Breakfast – All Students</td>
<td>FREE</td>
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<tr>
<td>Lunch – All Schools</td>
<td>FREE</td>
</tr>
<tr>
<td>Super Snack</td>
<td>Free</td>
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The breakfast and lunch prices are listed below:

Students will receive three meals at school for no charge. The students of Miles Jones will participate in the Breakfast in the Classroom and the After the Bell Dinner Program. The doors will open at 8:50 for students to grab a breakfast bag and eat in the classroom. Lunch will be served in the cafeteria and the super snack will be served during the times of 3:00 -3:30 daily.

Ms. Peggy Atkins, School Nutrition Manager
<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Teacher</th>
<th>Lunch Time</th>
<th>Recess</th>
<th>Side</th>
<th>Table</th>
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<tbody>
<tr>
<td>PDD</td>
<td>Harper</td>
<td>10:50 - 11:20</td>
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<td>ABA</td>
<td>Kraus</td>
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<td>Kindergarten</td>
<td>Ceja</td>
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<td>J. Jones</td>
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<td>Gilliam</td>
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<td></td>
<td>Nguyen</td>
<td>11:15 – 11:45</td>
<td>11:45 – 12:00</td>
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<td>Luhmann</td>
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<td>Teacher?</td>
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<tr>
<td>First Grade</td>
<td>Daniels - White</td>
<td>11:30 -12:00</td>
<td>12:00-12:15</td>
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<td></td>
<td>Dickey</td>
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<td>Robertson</td>
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<td>12</td>
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<td></td>
<td>Meleski</td>
<td>11:35 – 12:05</td>
<td>12:05 – 12:20</td>
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<td>Burden</td>
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<td>Bedard</td>
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<td>Right</td>
<td>2</td>
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<tr>
<td>Second Grade</td>
<td>Herrera</td>
<td>11:40 – 12:10</td>
<td>12:10 -12:25</td>
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<td></td>
<td>Campbell</td>
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<td>Walsh</td>
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<td>Tiller</td>
<td>11:45 – 12:15</td>
<td>12:15 – 12:30</td>
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<td>Petska</td>
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<td>Gager</td>
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<tr>
<td>Multi-Grade</td>
<td>Bell</td>
<td>11:00 – 11:30</td>
<td>11:30 – 11:45</td>
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<tr>
<td>Third Grade</td>
<td>Graham</td>
<td>11:55 -12:25</td>
<td>12:25 -12:35</td>
<td>Right</td>
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<td>Miller</td>
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<td>Woll</td>
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<td>Diggs</td>
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<td>Hicks</td>
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<td></td>
<td>Miles</td>
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<td>Left</td>
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<td>Fourth Grade</td>
<td>Sabol</td>
<td>12:10 -12:40</td>
<td>12:40 -12:50</td>
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<td>Alexander</td>
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<td></td>
<td>Smith</td>
<td>12:15 – 12:45</td>
<td>12:45 – 12:55</td>
<td>Right</td>
<td>5</td>
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<tr>
<td></td>
<td>Robinson</td>
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<td>Left</td>
<td>6</td>
</tr>
<tr>
<td>Fifth Grade</td>
<td>Scott</td>
<td>12:30 -1:00</td>
<td>1:00 -1:10</td>
<td>Right</td>
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<td>Joseph</td>
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<td>Oliver</td>
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<td>Agee-Wade</td>
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Miles Jerome Jones Elementary
Student Responsibilities

Miles Jerome Jones Elementary School students are expected to conduct themselves in a respectful manner at all times to teachers, adults, visitors, and fellow students. All students must recognize their self-worth, individual responsibilities and obligations, making sure that all efforts to learn as much as possible are exercised daily.

School Pledge

We, the students of Miles Jerome Jones Elementary School, pledge to be good citizens at all times by:

- Respecting ourselves, our principal, our teachers, our classmates, and other personnel.
- Controlling ourselves in a mannerly way in the classrooms, cafeteria, gymtorium, halls and other places.
- Being courteous, cooperative, understanding, kind and honest with others and ourselves.
- Doing our very best, in a responsible, quiet, non-disturbing manner, whatever the task.
- Protecting our property and respecting the property of others.
- Keeping our rooms and school clean and attractive.

This pledge we will keep within our hearts and live by each day.
MILES JEROME JONES ELEMENTARY
CITIZEN’S PLEDGE

I am unique and special and I will use all of my abilities to become a Citizen of my school.

Therefore, this day and every day
I will come to school on time.
I will bring my tools for learning.
I will perform my jobs. I will share my ideas and respect the rights of others. I will ask thoughtful questions and look for positive solutions.

I will work hard and smart to achieve my goals because today is unique and will never come again.

Pledge to be a Citizen, not a Tourist at your school.
Each student has the right to a quality education without disruption. Each person at Miles Jerome Jones Elementary School has the responsibility of disciplining himself or herself in a manner that will not hinder any individual from receiving that education. You are expected to be on your best behavior at all times and to obey all school rules. When a school rule is disobeyed, you must be willing to accept the consequences. The students at Miles Jerome Jones Elementary School must remember and follow the Standards of Student Conduct for Richmond Public Schools. The 2016-17 School Code of Conduct can be viewed online via the Richmond Public Schools website. If you request a hard copy, please see the Administrative Associate at the front desk. Parents are requested to read this document with their child, discuss the information, sign, and return the Parent Responsibility & Involvement page.

**General School Rules**

Classroom teachers have the responsibility for student discipline and classroom management. Students are expected to follow the rules as established.

- Respect yourself and others.
- Follow directions the first time given.
- Keep hands, feet, and objects to yourself at all times.
- Treat others the way you wish to be treated ("NO FIGHTING" is tolerated).
- Always walk in school.
- Respect the school building.
- Use an inside 5-inch voice.
- Use acceptable English (Refrain from name-calling, teasing, or use of profanity).
Homework

Homework will be assigned to students by classroom or specialty teachers on a regular basis to reinforce, review, and extend the work presented during regular instruction. Students are expected to complete, to the best of their ability, all homework assignments given. Parents are expected to assist with or reinforce skills where necessary, review and sign all homework.

Homework Tips - Use these tips to ensure student success.
- Designate a special area just for homework. Keep the area free from distractions.
- Stock necessary school supplies (pencils, paper, ruler, glue, etc.) in a container. Replace supplies as needed. Let the school know if you need replacement supplies.
- Determine what time homework will be done each day of the week. Post the schedule and make every effort to stick to the schedule.
- Give assistance only after a real effort has been made on the part of the student.
- Build your child’s self-confidence and motivation by praising him or her for:
  - Beginning homework on time.
  - Working independently
  - Staying on task
  - Doing his or her best work.
  - Making improvements.

Grading

Student progress is graded following the adopted Richmond Public Schools’ grading system.

<table>
<thead>
<tr>
<th>Grades 1 through 5</th>
<th>Kindergartens</th>
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<tbody>
<tr>
<td>A = 90-100</td>
<td>E = Excellent</td>
</tr>
<tr>
<td>B = 80-89</td>
<td>S = Satisfactory</td>
</tr>
<tr>
<td>C = 70-79</td>
<td>N = Needs Improvement</td>
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<td>D = 60-69</td>
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<td>F = 0-59</td>
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</table>

Student performance is reported to parents by interim reports (mid-semester) and report cards at the end of each nine weeks period. Some classes report student progress through the use of a Student Progress Report.

Report Card
Standards of Learning Performance Profile
Parents are encouraged to review the report card and discuss progress with the classroom teacher at scheduled Parent-Teacher Conferences or as necessary. Good home/school communication should minimize any questions on student progress throughout the school year and maximize time constraints for providing additional academic assistance that may be needed in order to meet with desired academic success.

**School Supplies**

Each student is expected to come to school prepared with proper supplies everyday. A supply list will be provided for each child at the end and beginning of each school year. Parents are expected to buy additional supplies during the school year as needed.
Richmond Public Schools has determined that all of its students will attend school regularly. From this determination, Richmond Public Schools has initiated academic reforms and accountability procedures designed to integrate and to reinforce the delivery of student programs and services. The Richmond Public Schools Attendance Plan is predicated on the notion that the school, the home, and the total community must share in the responsibility of improving the attendance of all students in RPS.

In order to accomplish this, we are charged with the task of creating strategies to generate the desired results. Here at Miles Jones elementary, we will do all that is necessary to create a learning environment where children feel cared for, safe, and academically motivated to attend school regularly. Parent communication and cooperation is key to success in this area.

Communities In Schools (CIS) will recognize monthly the top three classrooms with the highest percent of attendance above 95%. All classrooms attaining 95% attendance or above will be recognized weekly during announcements and students may be eligible to receive special incentives and rewards for have good school attendance.

**Students are expected to be punctual and attend school daily.** The school day begins at 9:00 a.m. and ends at 3:45 p.m. Parents are asked to limit early pickups to a minimum. Instructional time must be maximized. It is very important that students are on time for daily opening activities.

Students will eat breakfast in the classroom daily starting at 8:50 and it will end at 9:15. Classroom instruction starts at 9:20 so please make sure your child is here on time to eat breakfast before the start of instruction.
In extreme weather situations, parents are requested to listen to radio station WRIC/NBC/CBS News or the RPS website for official opening and/or closing of schools.

**Absence**

Please make every effort to send your children to school everyday. When students are absent from school, it is the parent’s responsibility to call the school and send a note for documentation.

*22.1 - 254 Compulsory School Attendance Law from the Code of Virginia*

**Tardiness**

Students arriving to school after 9:15 a.m. must report to the office for an admittance slip to class. More than three tardies will count against perfect attendance. When students are tardy, they will miss the at-school breakfast program.

Parents are requested to make every effort to get students to school on time to minimize the loss of instructional time. The Reading/Language Arts block is customarily first on the schedule and it is very important to student progress to be present at this time.

**REMEMBER: “WINNERS GET TO SCHOOL ON TIME!”**
Leaving School

In order to protect our children, parents/guardians must send a note to each time a change is made in the way a child gets home from school. If there is no note, the child will be sent home in the usual manner. A telephone call from a parent will be honored in emergency situations.

These procedures and routines have been developed to ensure the safety and protection of all children in the building.

Early Dismissal

Pick up prior to the 3:45 p.m. dismissal time requires that a parent, guardian or other designee report to the main office. The child will be called from the classroom to report to the office. For safety and security, the child must be signed out in the Early Dismissal Log.

Parents are to submit any legal documentation or written instructions prohibiting specific persons from picking up their child/children.

We value each moment of instructional time with students, and it is difficult to make good use of the afternoon block of instructional time if children are going to be dismissed from school early on a regular basis. Parents are urged to schedule afternoon activities or appointments that will not necessitate our dismissing students early on a frequent basis.
Visitor's Policy/Teacher Conferences

Parents and other visitors must report to the school's main office upon entering the building. A visitor's pass is necessary to eat lunch with students or to observe in classrooms. A parent's visit to their child's classroom is always welcomed and encouraged. Even though these visits are welcomed, please discuss the visit with the teacher to determine the best time.

When observing in the classrooms, teacher will not be available to hold a conference at that time. **Parent/Teacher conferences must be scheduled in advance.** We also encourage you to attend the scheduled Richmond Public Schools Parent-Teacher Conferences during the school year. **Scheduling conferences prevents the interruption of classroom instruction.**
Transportation

All students outside of the walk-to-school zone will be assigned to a bus. The bus driver is required to report any misconduct that jeopardizes the safety of the bus driver and the riders to the principal for disciplinary action.

Some infractions that may jeopardize the safety and well-being of students and the driver subject to disciplinary action are listed:

- Improper boarding/departing procedures
- Bringing articles aboard the bus of injurious or objectionable nature
- Failure to remain seated
- Refusing to obey the driver
- Fighting, pushing, or tripping
- Hanging out of the window
- Throwing objects off the bus (on the bus)
- Lighting matches or smoking
- Spitting or littering
- Unnecessary noise
- Tampering with bus equipment
- Rude, discourteous, and annoying conduct
- Destruction of property
- Other behavior relating to safety, well-being and respect for others.

The “PRIVILEGE” to ride the bus will be withdrawn for violators.
School Medication/Clinic Procedures

The school clinic provides only a temporary resting place for ill students. Policy does not permit administering internal medication without a physician's written statement indicating that it is necessary during the school day. Forms for this purpose are available upon request from the school nurse.

Medication should not be sent to school by students. Parents must bring prescribed medication to school in a labeled container.

Medication may be given at school if:

1. The medication is in the original labeled container with the child's name, date, specific instructions, and the name of the drug, and the name of the physician. Any temporary medication to be given in excess of two weeks must be accompanied by a physician's statement.
2. All medicine must be kept in the nurse's office to be dispensed by the nurse, principal, or designee.

If a student suffers from a physical or medical handicapping condition, please notify the teacher and the office and supply any pertinent details necessary for emergency treatment. Remember, each year students may have a new teacher, so please notify the teacher at the beginning of each school year. When called, parents should pick up students promptly. In the event of a serious injury or attack, the school will notify the parent/guardian and call 911 to transport the child to the nearest hospital facility unless otherwise instructed.
When To Keep Your Child Home

Many parents are frequently concerned about when to keep children home or send them to school during illnesses. The following information is intended to assist parents with this decision:

The child should stay at home if he/she:

- Has a fever of 100 degrees or more (should remain home for 24 hours after the temperature returns to normal)
- Has vomited or has had diarrhea (should remain home for 24 hours after it has stopped)
- Has a persistent cough or discolored mucus
- Has a rash
- Has open or draining skin sores
- Has inflamed or draining eyes or ears

If your child is ill, please call the school at (804) 319-3185 to report the illness. If parents or guardians have any questions regarding the above information, the school nurse should be contacted.
**Programs and Services**

A variety of special programs and activities have been planned for your child. We are also providing many opportunities for you to become more involved with your child’s experiences at school. By working as a team, we can make this the most enjoyable and rewarding year yet!

*Miles Jerome Jones Elementary School offers the following:*

- Education programs: Learning Disabilities (LD), Intellectual Disability-Adaptable/Academic (ID), Preschool Developmentally Delayed (PDD), Transitional Developmentally Delayed (TDD), Cross-Categorical (SLD/EMR/ED/TDD) Speech/Language Services, Inclusion, Integrative Services
- Gifted and Talented Program (S.P.A.C.E.)
- Guidance Services
- Psychological Services
- Social Services
- School Nurse Services
- Handbell Ensemble (selected by the music teacher)
- Performing Band/Strings (Grades 3, 4, & 5)
- Parks & Recreation After School Program
- Observation and Participation by Local College Students
- Student Council Association (SCA) (Grades 2 - 5)
- Student School Safety Officers (Grades 3 - 5)
- Parent-Teacher Association
- Parent Involvement Club
- Title I Mathematics and Title I Reading
- English As A Second Language
- Homework Club
- Soccer
- FLES Spanish Classes (Grades K - 5)
- Communities In School Citizens Advisory Group
- The Micah Initiative Faith-based Partnership
Richmond Public Schools has adopted a city-wide student dress code. Miles Jerome Jones Elementary students are expected to dress in a manner, which is appropriate to the learning environment.

Students are permitted to wear knee-length shorts. Students are requested to wear tops other than tube tops, halter-tops and bare midriffs. Suggestive phrases or logos will not be allowed. Pants must be worn with belts. No pants should hang below the waistline. Male and female students are expected to tuck in shirts and wear belts during school hours.

For safety reasons, flip-flops and other unsecured footwear should not be worn to school. Tennis shoes should be tied and worn specifically when participating in Physical Education class. Boys are requested to remove their hats when entering the building.

An administrator will handle situations that arise concerning fashionable attire. Please refer to the Richmond Public Schools Standards Of Student Conduct for further dress code descriptions. Further concerns regarding this matter may be directed to the Principal. We are positive that working together, the emphasis on overall academic achievement for the students will drive everything we do. Remember, the education of children comes first!
ATTENTION!!!

DISMISSAL TIME

Dismissal 3:45 P.M. – 3:50 P.M.
(DAY CARE RIDERS, STUDENTS BEING PICKED UP, WALKERS)

All Pickups are in the Gym.
Sign students out in the gym.
**Please do not assemble in the lobby.**

Bus Dismissal 3:45 P.M. – 4:00 P.M.

In preserving time in the instructional day, students will be dismissed at these times.
Please adjust your schedules accordingly.
We appreciate your understanding and cooperation.
No Dismissal from the main office from 3:00-4:00.

**No classroom or Office visitation during dismissal.**
See teacher to schedule an appointment.**