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# JOHN B. CARY PARENT HANDBOOK

2016 - 2017

## **The Vision for John B. Cary Elementary School: College and Career Readiness without exception or remediation**

The Virginia Department of Education and Richmond Public Schools is sending a clear message. The world is changing – as are the expectations for what individuals need to be able to know and do in order to be successful in college, careers, and life. The leadership in Richmond Public Schools see this challenge and are making strategic shifts to meet these challenges. To be competitive in the 21st century, American students must have the knowledge and skills to succeed in college and in the knowledge-based economy and be prepared to compete with students from the highest performing countries around the world. Today's students will be competing with their peers from Japan, Korea, Finland, and Singapore, not just peers from other states.

U.S. mathematics scores rank well below those of other high performing countries on international mathematics tests. If the U.S. is going to maintain its edge in innovation, research, and development, we need our students to be top mathematics performers. Today, too few high school students graduate and, among those who do, too few graduate well-prepared for life after high school. Approximately 30% of students do not graduate high school in four years, a rate that grows to nearly 50% for minority and low-income students. Approximately 20% of students entering four-year colleges, and at least 40% of students entering two-year community colleges, must take remedial courses in English and/or mathematics in order to learn, or relearn, high school level skills before they can even begin taking credit-bearing college courses — all the while paying college tuition.

We cannot prepare students well unless we set the right expectations and goals. States must have college and career ready, internationally benchmarked standards in Mathematics and English. The best way to prepare students for college and career is to ensure they graduate with a strong foundation in the core academic areas that will leave all doors open in the future. ALL students must have access to an education that will prepare them for the real-world challenges they will face after high school. In a competitive world economy where some education after high school is increasingly the norm, to prepare students for anything less is to, by definition, deny opportunity.

Access to a college and career ready education should not be determined by the zip code in which a student lives. College and career ready academic standards, while alone are no silver bullet, provide the necessary foundation upon which curriculum, assessments, and instruction are formed. Standards – developed and validated by K-12, higher education, and industry leaders – are a critical first step in improving America's education system.

For more information about Virginia Department of Education's Standards and information related to this article please visit our school website and the links below.

Thank you to all of the parents who came out Back-to-School Night. We are off to a great start to the school year. Please stay connected through our website: <http://web.richmond.k12.va.us/jces/Home.aspx>.

Yours in Service,  
Michael Powell

1. <http://www.doe.virginia.gov/>
2. Education Week (2011). Graduation in the United States. [http://www.edweek.org/media/ew/dc/2010/34sos\\_gradrate.pdf](http://www.edweek.org/media/ew/dc/2010/34sos_gradrate.pdf)
3. National Center for Education Statistics (2003). Remedial Education at Degree-Granting Postsecondary Institutions in Fall 2000.

## **The John B. Cary Parent/Student Handbook**

This handbook is designed to be a helpful and ready reference for home and school as we work together to make John B. Cary a quality student-centered school. We hope that you will look over all the items for your information. Families should keep the handbook as a reference for when those “What do I do” questions come along.



## VISION STATEMENT

John B. Cary Elementary School is a partnership of students, parents, staff, and community. Our partnership is responsible for creating a learning environment that is child-centered and recognizes the worth and dignity of individuals and that all students can learn. Through a rigorous, safe and secure, learning environment, we promote continuous improvement of the knowledge, skills and attitudes students need as contributing members of a changing global society.

## MISSION STATEMENT

The mission of John B. Cary Elementary, in active partnership with the community, is to provide each student with the highest quality education, which is conducive to social, physical, and intellectual growth, by providing meaningful educational experiences, a challenging curriculum, and a safe environment.

## DAILY SCHEDULE

8:45 a.m.	Walkers and Buses arrive / Breakfast begins
9:05 a.m.	Tardy Bell / Morning Announcements
9:10 a.m.	Instructional time begins
11:00 a.m.	Lunch period begins (following designated schedule)
1:00 p.m.	Lunch period ends
3:30 p.m.,	Afternoon announcements
3:45 p.m.	Student dismissal
4:00 p.m.	Teacher dismissal



Parents, please keep the instructional day schedule in mind as you arrange appointments for your child. It is our goal that each student receives the maximum learning time afforded them.

## **OFFICE PERSONNEL**

Mrs. Sharon Shelton – Secretary



## **THE OFFICE TELEPHONE**

The office telephone is a business phone and is to be used by students only in emergencies. Student use of cell phones and text messages are only allowed after school hours. You are welcome to call John B. Cary during the office hours of 8:00 am and 4:30 pm, Monday through Friday. Please have daycare arrangements made for your child prior to the start of school. Any changes in the mode of transportation must be in **writing to the school** by a parent or guardian. Phone calls requesting changes will not be accepted.



**SCHOOL PROTOCOL AND POLICIES**  
**Classroom Visitation and Observation Policy**



To ensure a safe and orderly school, anyone entering the building for any reason must first report to the office, sign-in on the RAPTOR System and secure a visitor's badge. All staff have been asked to direct visitors who have not signed in or received a visitor's badge to the office.

In an effort not to disrupt instructional time, we do not allow parents (or other visitors) to go to classrooms during the school day (9:00a.m - 3:40pm) unless there is an approved request to observe or volunteer in the classroom (please see below). This includes morning drop off and afternoon pick up. Parents who want to get messages to children or need to drop off forgotten homework or lunches must bring these items to the office, and we will make sure the child gets them. We have instructed teachers to kindly inform parents who come to the classroom of our school policy.

All visitors must report to the office, and no one is permitted in the instructional areas unless they have signed in, been authorized to go to the areas and have a printed visitor's pass. These procedures are rooted in Richmond Public School's policy and a part of our school security plan. Conferences with teachers may be scheduled before or after school or during the teacher's planning.



**ATTENDANCE POLICIES**

Regular attendance is essential for student success in school. The daily classroom experience, presentations of skills and materials, and student/ teacher interaction is important to the learning process. The learning experience is more than just a passing grade on a final test or paper. Persistent absenteeism creates a genuine hardship on the student and the teacher. Continued absenteeism is regarded as a serious problem. A note explaining the reason for any absence must be sent to school when the student returns, even if you called the office. A doctor's note will be required for all illnesses lasting more than 2 days.



### **EARLY ARRIVAL**

For those students who arrive early and do not eat breakfast at school, we ask that they not arrive at school before 8:45 a.m. Your child's safety is our first priority and we are unable to provide adequate supervision before this time. **Doors will remain locked until 8:45 a.m.** Only students enrolled in Recreation and Parks Before School Program are permitted in the building prior to 8:45am.



### **LATE ARRIVAL**

Students who arrive late (after the tardy bell at 9:05am) should report directly to the Main Office to sign in and obtain a tardy pass before reporting to class. Attendance will be noted by the administrative office staff.

### **EARLY DISMISSAL**

Students leaving school prior to the regular dismissal time must be signed out in the Main Office by a parent/guardian or other **authorized** adult listed on file. Identification must be presented and verified by the office staff before a student can be released. The policy stated below will be followed to ensure each child's safety:  
Parents/guardians are to submit any legal documentation or written instructions to the school prohibiting **specific** persons from picking up their child/children. In all cases of early dismissal, teachers are **NOT** authorized to dismiss children from the classroom. The child will be called from the classroom to the office to meet the parent/guardian. The child will then be signed out in the Early Dismissal Log located on the front counter.

## SCHOOL CLOSING



During the school year, the school may have to cancel classes before the scheduled dismissal time due to weather conditions or other unforeseen reasons. If weather conditions or other factors necessitate the closing of school (i.e. broken pipes, heat failure in the building), please listen to your local radio and/or television stations for updates. Parents, please keep the following in mind:

- **The names and phone numbers of persons to contact in case of an emergency should be on file on the Emergency Card**
- **Decisions regarding your child’s emergency care should be established BEFORE the beginning of the first day of class**



## ACADEMIC EXCELLENCE

Academic excellence is a top priority for our school. To recognize those students who achieve this distinction, the following two categories have been approved for grades 1-5:

**Scholar** – All A’s and B’s with not more than two B’s.

**Honor Roll** – Students who obtain a “B” average.

Scholar and Honor Roll recipients will be determined at the close of each grading period and will receive a certificate.



**Perfect Attendance** at school is a major key to success. For that reason, students who have perfect attendance will receive a certificate of recognition each grading period.

### **R.P.S. GRADING SCALE**

#### Kindergarten

E = Exceeds Expectations

S = Satisfactory

N = Needs More Time to Develop

#### Grades 1-5

A = Excellent                    90-100

B= Above Average            80-89

C=Average                    70-79

D= Below Average            60-60

F=Failure                      0-59

**Scholar Roll= AAAA; AAAB; AABB**

**Honor Roll=B average and no grade below a C (AAAC, AABC, ABBB, AACC, ABBC, BBBB)**

## HOMWORK POLICY

Homework is designed to increase student achievement, is a vital means of supplementing, reinforcing and enriching the formal instructional program. Teachers assign homework which fosters independence and creativity while adding to the growth of student knowledge and understanding as well as promoting responsibility and developing good work habits. Homework is intended to reinforce learning through practice. Teachers coordinate assignments so that students are not overburdened with excessive quantities of homework.



## USE OF CELL PHONES

**Students are NOT permitted to use cell phones during the school day. Phones must remain ‘off’ during school hours.**

## EMERGENCY INFORMATON

Please ensure that you provide accurate and working phone numbers for **each** emergency contact person listed on file for your child. Please update information when changes are made.

## HEALTH SERVICES

**Illness & Accidents** Should your child become seriously ill or injured at school, we will contact you at once. If we cannot reach you, we will use the emergency contact information you have provided. It is important that we have the name and phone number for someone that will be able to come for your child if there is sickness or injury. Please remember, we cannot keep seriously ill children, children who have vomited or children whose temperature is 100 degrees or more within the past 24 hours, at school.

If an extremely serious accident or illness occurs, you will be notified and your child will be immediately transported to the hospital.

## **DISPENSING MEDICATION**

For those children on medication, a form is supplied by the school. The appropriate form must be completed by the attending physician and signed by the attending physician and the parent/guardian **before** we can administer medications. The form to dispense medication can be obtained from the school nurse and will be kept on file in the school office once signed by your child's physician. PLEASE DO NOT SEND ANY KIND OF MEDICATION; NON-PRESCRIPTION OR PRESCRIBED MEDICATION TO SCHOOL WITHOUT THIS FORM. Once the form is on file, the school nurse will administer your child's medication per the prescription.

The following instructions must be followed:

### **PRESCRIPTION MEDICATION**

1. Medication container must have a label attached by a pharmacist and/or physician and will include: Child's name, Name of medication, Dosage of medication, and Name of doctor
2. Written permission from parent/guardian to give medication.
3. Time of day medication is to be given.

Physician ordered long-term medications may have a 30-day supply at school.

### **NON-PRESCRIPTION/MEDICATIONS (OVER THE COUNTER MEDICATIONS)**

A written request from a physician/authorized prescriber is required for non-prescription medicine dispensed by the school nurse to elementary school students.

1. Medication must come in the original container.
2. Child's name must be on the medication container
3. Only the instructions listed on the medication container will be followed unless a physician/ authorized prescriber requests in writing that different instructions be followed for administering the medication.
4. Written permission from parent/guardian to give medication.
5. Time of day medication is to be given.
6. Dosage limited to one-day supply – container will be returned home daily with student for short-term medications. Physician ordered long-term medications may have a 30-day supply at school.
7. All long term (10 days or more) and emergency medications, prescriptions and nonprescription, must have a special form completed by the physician/ authorized prescriber and parent/ guardian. The form is to be completed returned to the school nurse or office. Forms may be obtained from the school nurse or at the school office.



## SCHOOL BUS SAFETY

Bus safety and student safety is of great importance to the Richmond Public School system. Our school bus transportation service is one area in which we place a heavy emphasis on safety. Students who ride the bus are reminded to:

1. Line up in an orderly fashion and follow the instructions of the bus driver or other adult on duty.
2. Board the bus in an orderly manner and be seated immediately.
3. Stay in your seat while the bus is in motion.
4. Keep your head, arms and hands inside the bus at all times.
5. Talk quietly only to persons near you, so you won't disturb the driver.

Misbehavior cannot be permitted and will be treated through a bus conduct notice system. Here is how conduct notices will be handled:

1. **First Notice:** student will be warned, with the notice signed by the parent and bus driver. 2. **Second Notice:** student will be removed from the bus for three school days. 3. **Third Notice:** student will be removed from the bus for five school days. 4. **Fourth Notice:** student will be removed from the bus for the remainder of the school year.

Any student found guilty of substance abuse may be removed from the bus for the remainder of the school year and face disciplinary actions in accordance with the **S.C.O.R.E.** Handbook which addresses student conduct and expectations.



## LIBRARY SERVICES

### Librarian:

The library contains many outstanding books for students' reading enjoyment as well as numerous resource times to help students with their school work. Using Google to complete research is NOT recommended. Often, Google will take students to links that have been filtered by RPS or links that should have been filtered. Therefore, it is recommended that students use the RPS Library Portal Page:

**<http://richmond.k12.va.us/services/media/portal.htm>**

On this page, students and teachers will find links to the many databases that have been purchased by the school system.

To enable all students to have good access to the library materials, the following rules have been put in place:

1. Books and magazines may be checked out for one week. A book may be renewed by bringing it back at the end of the week and checking it out again.
2. Overdue notices will be sent home if books are not returned. Please remind your child to return books on time.
3. Children will be responsible for lost or damaged books. It is recommended that your child keep his or her library book in a special, safe place to avoid loss or damage.
4. Kindergarten may check out 1 book, grades 1-6 may check out 2 books.

## CONFERENCES



Parent attendance at Parent-Teacher Conferences is encouraged. If a teacher feels a conference is needed, the school will contact the parent. If for any reason a parent would like to schedule a conference with the teacher, the parent should contact the teacher to make an appointment.

Parents may on occasion, request to sit in the classroom. This is an acceptable policy. However, to guard instructional time, teachers are directed not to use this time for individual conferences. An observation badge will be given to parents when they wish to observe in the classroom. Parent visits should not detract from or interrupt classroom instruction.

When parents have concern or issues to discuss, they are encouraged to:

- discuss the issue with the classroom teacher
- address the issue with a school administrator

Please remember that teachers, members of the administration and parents share common goals of creating the best learning environment for students and that home-school communication is the key to student success.

### **Dress Code**

John B. Cary adheres to the dress code as outlined in the Richmond Public Schools S.C.O.R.E. Students are expected to wear clothes which are appropriate for school and to take pride in being dressed neatly at all times. Students should wear clothes that fit properly; no midriff exposure, no inappropriate messages displayed on clothing, and shirt tails tucked in (for our young men). It is also suggested that children wear shoes that are safe for walking, climbing and running. When going on field trips, pupils are expected to dress accordingly as directed by the teacher.

### **FIELD TRIPS**

Field trips are valuable educational tools and compliments to the education program of children. Often, parents are asked to accompany classes on some of these trips. All parents of children involved are notified in advance concerning field trips, and signed permission for participating must be on file at the school. Parents should encourage their children to conduct themselves in a respectable manner that will reflect positively on themselves, their families and their school.

### **STUDENT CONDUCT**

Parents are urged to review the Richmond Public Schools S.C.O.R.E. which outlines in detail the behavioral expectations for all students.

## **P.T.A. MEMBERSHIP**

The 2015 -2016 P.T.A. President is Jenny Aghomo. We encourage all parents to join this very important part of our school family. The cost for joining the P.T.A. is \$ 7.00per person. A notice will be sent home regarding the date for each P.T.A. meeting during the school year. LET'S WORK TOGETHER TO ENSURE ACADEMIC SUCCESS FOR YOUR CHILD!



## **COUGAR PRIDE**

**Our Mascot: The Cougar**



**OUR SCHOOL SONG: "The Cary Song"**

C-A-R-Y means Friendship,  
C-A-R-Y means good,  
C-A-R-Y spells CARY  
And C-A-R-Y means brotherhood.

At CARY we will all work together.  
We try to do our best.  
At CARY we all help each other-  
A sure way to find happiness.

C-A-R-Y MEANS happy,  
C-A-R-Y means glad,  
John B. Cary is a good, good school.  
Try us, you'll like us!

You'll never want to leave us!  
John B. Cary is our school.  
John B. Cary is your school.  
John B. Cary is the best of all!  
that's why we like John B. Cary.

