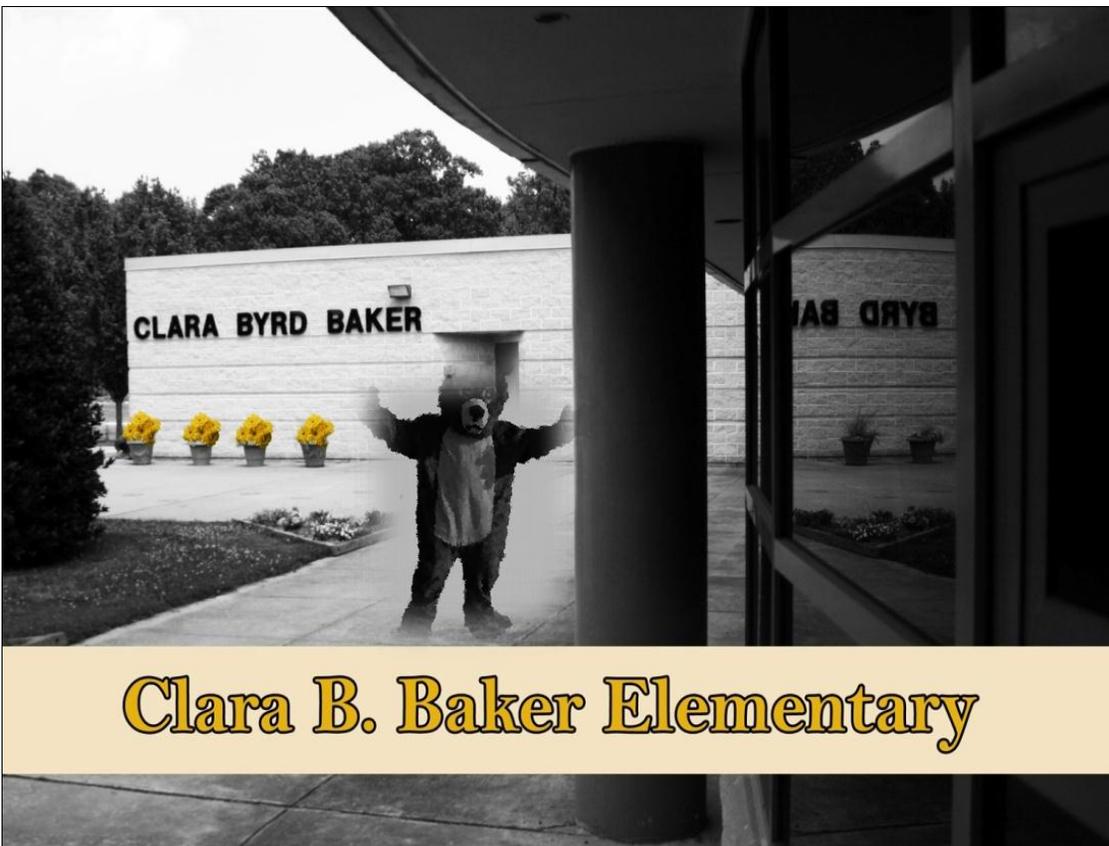


Clara Byrd Baker Student Handbook 2015-2016



HOME OF THE BAKER BEARS!



STATEMENT OF NON DISCRIMINATION

The Williamsburg-James City County Public School Division is committed to a policy of nondiscrimination based upon race, color, national origin, religion, sex, handicap and age in the administration of any of its educational programs, activities, or with respect to employment.

Inquiries should be directed to the Director of Student Services, Title IX/Section 504 Compliance Coordinator, Williamsburg-James City County Public Schools, P.O. Box 8783, Williamsburg, Virginia 23187.

HISTORY OF CLARA BYRD BAKER ELEMENTARY SCHOOL

Williamsburg-James City County Public Schools purchased the site for the Five Forks School in October, 1987. The architectural firm of Smithey and Boynton was hired to design the elementary school building to house 800 students, and construction started in April of 1988. The official name for the “Five Forks” School became Clara Byrd Baker after a committee was designed for the purpose of selecting a formal name.

Clara Byrd Baker was born in Williamsburg in June of 1886. One of eight children, she attended the first school owned by the City of Williamsburg, which was a one-room schoolhouse located by the Powder Magazine in the colonial section of the city. Clara Byrd Baker passed the State Teacher Examination at age 16, and her first assignment was in 1902 at a one-room schoolhouse on Ironbound Road (School #2). She discontinued teaching to raise a family, but started taking classes at Virginia State University. She re-entered teaching in 1920 at the Odd Fellow’s Hall on Nicholson Street, then to the JCC Training School, and then to Bruton Heights School. Clara received her Professional Certificate in 1932 and a Bachelor’s Degree in 1945. Although she retired in 1952 with 36 years of teaching experience, she continued to substitute in area schools until 1973. Clara Byrd Baker was one of the founders of the local chapter of the League of Women Voters. She died in October 1979, and is buried in Cedar Grove Cemetery, Williamsburg, Virginia.

Clara Byrd Baker Elementary school opened in September 1989, under the leadership of Mrs. Betti Jean Shahmouradian. Dr. Lucia V. Sebastian assumed the position of Principal on July 1, 1995 and served the school until June 1998. Mrs. Sandra K. Rogers led the Clara Byrd Baker School from July 1998 through June 2000. Mr. Bruce Brelsford, who had served as the Assistant Principal at Clara Byrd Baker from 1990 to 2000, was appointed to the Principal position July 1, 2000, and continued to serve the students, staff and families of Clara Byrd Baker in this position until June 2013. Mrs. Phyllis Dorsey is currently serving as principal.



WILLIAMSBURG-JAMES CITY COUNTY SCHOOLS

MISSION STATEMENT

WJCC provides each and every student with the knowledge, skills and values to be a lifelong learner, communicate, think critically, work and live productively, and contribute constructively to the lives of others. WJCC is committed to providing the variety of programs necessary to address the range of students' interests and needs as they grow academically, socially and emotionally.

VISION STATEMENT

Pursuing excellence and championing the success of all students.

CORE BELIEFS

We believe in:

- High student achievement for 21st Century success
- Safe, secure and welcoming climate for learning
- Rich, rewarding experience for professionals
- Trust and authentic partnerships with families and the broader community
- Accountable and trusted leadership



GOALS

1. Ensure student progress in mastering foundational academic skills and 21st Century skills.
2. Structure academic programs (e.g., length and frequency, blended learning) to meet the differential needs and interests of students.
3. Develop structures to ensure student and staff physical and emotional safety, student readiness to learn and student engagement in learning.
4. Employ flexible learning resources, particularly using new technologies, to accommodate varied learning styles.
5. Restructure the Division's organization and procedures to engage professionals in shared problem solving and decision-making.
6. Align curriculum, instruction and assessments with research-based, high-yield, best practices, to help professionals meet the diverse needs of students.
7. Encourage and celebrate innovation and excellence that inspires more creativity and depth in teaching.
8. Establish effective partnerships with families.
9. Engage parents and the community in ensuring student success.
10. Develop and maintain a transparent strategic management system linked to key budget decisions.
11. Employ effective and varied communication methods to involve WJCC stakeholders.

CLARA BYRD ELEMENTARY SCHOOL MISSION STATEMENT



MISSION STATEMENT

We are dedicated to preparing our children to become independent, life-long learners and to foster their maximum potential in a safe and caring learning environment.

VISION

We envision a successful future for all of our students.

SHARED BELIEFS

To fulfill our mission we will enthusiastically...

Challenge the Learner to:

- Set goals and strive to meet high expectations;
- Acquire a positive self-image;
- Foster self-discipline;
- Respect individual differences;
- Improve social, emotional, and physical fitness;
- Work cooperatively;
- Utilize problem solving techniques;
- Practice accountable, responsible citizenship;
- Cultivate an appreciation for the arts;
- Prepare for an ever-changing, technological world; and
- Develop global awareness

Promote the School Culture to:

- Ensure a nurturing, caring, and accepting environment;
- Stimulate academic challenge and excellence;
- Encourage teamwork, collaboration, and shared-decision making;
- Foster innovation and creativity in meeting student needs; and
- Promote school improvement through continuous goal setting and utilization of education research.

Encourage the School Community to:

- Assume accountability and partnership for the success of learners;
- Increase active parental and community involvement, support and participation;
- Maintain ongoing and open communication; and
- Maximize the use of the school, home, and community resources.

OVERVIEW OF THE CURRICULUM CONTENT AREAS

READING/LANGUAGE ARTS

The reading/language arts instruction is based on the WJCC curriculum, a literature-based, integrated program. Teachers support students as they learn to listen effectively, speak with clarity, construct meaning from text, and communicate through writing. Reading and writing should be viewed together, learned together, and used together. Reading and writing instruction focuses on the application of skills and strategies across all content areas.

Reading is a dynamic process that requires readers to combine their existing knowledge with text information as they read. The major goal of a reading program is to develop students who apply a variety of strategies in order to understand and interpret what is being read and to reflect and respond to what they have read in a thoughtful manner.

Writing is also a dynamic, interactive, and constructive practice. Our instructional focus is to develop writers who can communicate with an intended audience, incorporating appropriate elements of composition and the conventions of language.

MATHEMATICS

The elementary mathematics curriculum stresses students' ability to apply mathematical skills to school, home, and daily life experiences and stimulates creative interactions among the learners. The content of the curriculum supports four goals for the students: becoming mathematical problem solvers, communicating mathematically, reasoning mathematically, and making mathematical connections. The specific topics that make up the elementary mathematics curriculum are number and number sense; computation and estimation; measurement, geometry, fractions and decimals; probability and statistics, and patterns, functions and equations. Houghton Mifflin's *Math Expressions* textbooks, hands-on manipulative, and tools of technology are used to support the Virginia Standards of Learning and the WJCC objectives.

SOCIAL STUDIES

The primary purpose of the social studies program in Williamsburg-James City County Schools is to prepare young people to be responsible citizens who actively participate in civic affairs, understand their role in a changing global society, and who can apply knowledge and skills from history and the social sciences in order to make informed and reasoned decisions for the public good.

SCIENCE

Our science curriculum encourages a "hands-on" approach to instruction. Students K-3 will be introduced to the basic scientific process skills of observing, predicting, measuring and classifying. Students will have many opportunities to work in small groups on activities centered on these skills. This introduction will lead our students to formal experimentation in 4th grade and inventions in 5th grade. Students at this level will continue to work with the basic scientific process skills but will be introduced to more advanced process skills such as inferring, collecting and organizing data and writing up formal lab reports.

FAMILY LIFE EDUCATION

The WJCC School Division designed the Family Life Education Curriculum to provide a framework of knowledge and understanding of human relationships that will enhance students' respect for self and others and influence responsible decision-making and personal behavior. The sequential nature of this curriculum, which begins in kindergarten, gives great care and attention to the development of age-appropriate instructional units.

PHYSICAL EDUCATION

The Physical Education program is designed to promote skill development, physical fitness as well as social and emotional development through skills-based instruction, group games, dances, rhythms, gymnastics, and fitness activities. Because attitudes and habits are formed at an early age, wellness is stressed at all levels. Group relationships, team play, and a sense of achievement are particularly emphasized for the elementary school students.

ART AND MUSIC

Through class instruction and interdisciplinary connections, students are encouraged to explore and develop their potential growth in the Fine Arts. Emphasis is placed on fundamental concepts and skills while learning to value the aesthetic qualities of music and art and their contributions to everyday life. Students in all grade levels attend art and music classes each week as part of their homeroom class' centers schedule. In each area emphasis is placed on fundamental concepts and elementary skills. In fourth grade music, students learn to play the recorder. In fifth grade, students also have the option to participate in school chorus, strings and band.

TECHNOLOGY

To become technologically proficient, students develop skills through integrated activities in all content areas. Students will identify the computer as a tool that helps people at school and work, and the common uses of computers in their daily life. Students will become proficient in using the mouse, keyboard, printer, multimedia devices and earphones. Students will use multimedia resources such as interactive books and software with graphical interfaces. Students will explore basic operations and concepts; technology research tools; problem-solving and decision-making tools; and technology communication tools. Students will learn the school rules for using computers and technology responsibly.

RESOURCE PERSONNEL AND SERVICES

Art, Music and Physical Education – Clara Byrd Baker provides full-time teachers in art, music and movement education. These teachers provide children with the opportunity for individualized instruction in specific skill areas as well as large group instruction in regularly scheduled classes.

Reading Recovery – Services are provided on a daily basis for eligible students who are below grade level in reading. A special focus is on preventing reading problems through intensive tutoring in first grade.

Guidance Counselor - Our guidance counselor offers guidance lessons to all classes. The guidance counselor also meets with small groups of children, organizes and directs parent groups, offers individual counseling, and chairs the school's Resource Team. See page 10 for more information about the Guidance policy.

Learning Specialist - Our learning specialists work with students who have been identified as having a specialized learning need. Identified students receive instruction in an inclusion setting within the general education classroom as well as in small groups in a resource setting. The learning specialist works closely with the general education teacher to ensure adaptations or modifications to instruction are provided to meet individual student needs.

Media Specialist – Our full-time media specialist and media assistant help students in the media center. The media center is open to all students for checking out books, learning library skills, developing computer literacy, working at individual stations, and for participation in enrichment activities. In addition to library books and children's magazines, the media center is well equipped with a large inventory of audiovisual aids and a professional library available to staff and parents.

Nurse – Our full-time nurse works cooperatively with teachers and the administrators in identifying health problems and handling medical emergencies. The school nurse also teaches lessons at the request of the classroom teacher and instructs students in health and safety practices.

Gifted/Talented Enrichment Teacher - Our Enrichment resource teacher collaborates with classroom teachers who have identified gifted students in their homeroom classes. Demonstration teaching, team teaching and joint planning may occur. Identified students work with this teacher to pursue areas of interest or independent studies as well.

Reading Specialist – Our reading specialist coordinates the total reading/language arts program. The reading specialist is a member of the Literacy Intervention Team at the building level and participates in the identification of students who receive supplemental instruction in reading. The reading specialist participates in the testing of students, monitoring reading progress, teaching selected students, coordinating the use of materials, and assisting teachers with classroom instruction and curriculum integration.

Math Specialist – Our math specialist coordinates the total math program. The math specialist participates in the testing of students, monitoring progress in math, teaching selected students, coordinating the use of materials, and assisting teachers with classroom instruction and curriculum integration.

Speech Pathologist – Our speech/language pathologist provides diagnostic, consultative and direct remediation services for students identified with a Speech/Language impairment. Students who qualify under IDEA to receive services meet with the speech pathologist in small groups, individually, or in collaborative-integrated model. The speech pathologist also consults with classroom teachers to provide developmental language instruction as needed.

School Psychologist – Our school psychologist provides diagnostic services that include the evaluation and interpretation of student’s intellectual, social, and emotional growth and development, as well as being available for consultations with teachers, parents, students and other school staff regarding behavioral, academic and emotional concerns of students. The school psychologist also participates on the school’s Child Study Team, Crisis Intervention Team, and the Special Education Eligibility Committee.

School Social Worker – Our school social worker (SSW) provides a link between school, home, service agencies, and the community. The SSW facilitates the learning process by providing specialized support services to maximize educational benefit. Along with appropriate others, the SSW assesses the needs and develops strategies for intervention and/or prevention and participates in the implementation of reasonable solutions. Additionally, the SSW monitors student attendance and works with families and administration to ensure that compulsory attendance requirements are being met.

Pre-School – The Williamsburg-James City County school division provides school-based preschool services for children from two through five years of age. The program is a collaborative model serving children at risk and children with identified disabilities or delays. This intensive early intervention effort focuses on parent involvement and a comprehensive approach to serving young children and their families. Preschool classrooms are currently located at the following elementary schools: Clara Byrd Baker, Rawls Byrd, Norge, and J. Blaine Blayton. For more information, contact Bright Beginnings at 565-9363.

Other Resources Available

Students who have been identified or who have special needs may also be eligible to receive services from the Early Childhood Specialist, Occupational Therapist, and/or Physical Therapist.

Computer Resource Teacher- Our Computer Resource Teacher is in charge of teaching all students in grades kindergarten through 5th grade multiple computer skills during their time at Clara Byrd Baker. The skills include but are not limited to using a mouse, keyboarding skills, several different Microsoft office products, simple digital art, and multimedia presentations.

SCHOOL GUIDANCE AND COUNSELING

Pursuant to the Standards of Quality, each school shall make reasonably available, with available resources, to all students a program offering academic guidance, career guidance, and personal/social counseling. (See Section 22.1 – 253.13.2 of the VIRGINIA SCHOOL LAWS)

The school guidance and counseling program in the Williamsburg James City County Public school division is concerned with all aspects of public school development. The primary goal of the program is to aid the academic, personal/social, and career development tasks which are essential for student success. Achieving this goal requires a collaborative effort by school counselors, parents, teachers, administrators, and other school personnel.

The ELEMENTARY SCHOOL GUIDANCE AND COUNSELING PROGRAM consists of a variety of services for students and parents. Individual and small group counseling is provided. Classroom guidance is instructional in nature and includes planned developmental activities which focus on students' academic, social/interpersonal and career needs. In addition, elementary school counselors consult with parents individually and may provide parenting skill groups during the year.

If you, as parents, have questions about the school guidance and counseling program or wish to review materials used in the program, please contact your school's guidance counselor.

No student shall be required to participate in any counseling program to which the parents object. Parents may exercise their right to have students not participate (OPT OUT) in guidance and counseling activities by writing a letter to the school's principal. Parents have the option, when writing the letter, to exempt students from all facets of the program or to allow participation in some parts of it.

THIS "OPT-OUT POLICY IS APPLICABLE TO THE CURRENT SCHOOL YEAR ONLY AND PARENTS MUST REQUEST THAT THEIR CHILD NOT PARTICIPATE ON AN ANNUAL BASIS IN A WRITTEN LETTER.

GENERAL SCHOOL INFORMATION

Main Office Staff

Mrs. Phyllis DorseyPrincipal
Mrs. Angel Washington.....Assistant Principal
Mrs. Libby Cook MillerSr. Administrative Asst.
Mrs. Sherry Phillips.....Attendance Associate

Elementary School Hours

Students: 9:05 a.m. – 4:01 p.m.
Teachers: 8:45 a.m. - 4:15 p.m.
School Office: 8:30 a.m. - 4:30 p.m.

Parents are requested to be certain that your children do not arrive at school before 9:05 a.m. Teachers and other school staff are involved in meetings and planning and are not available to supervise children in the office, main hallway or other areas of the building prior to **9:05 a.m.** To ensure the safety of our students, all parents are requested to observe the **9:05 a.m.** arrival time for your child/children.

Parents in need of early drop off services, please contact Williamsburg James City County Parks and Recreation at **757-221-0782** for more information about their program. There are also other programs in the area that provide early morning services.

Telephone Numbers

Clara Byrd Baker 221-0949
FAX..... 345-0318
W-JCC Public Schools Central Office..... 603-6400
Transportation565-0808; Hotline: 603-6483
WJCC School Hotline..... 259-7166

Note: Cox Cablevision, Channel 47, carries updated information on the W-JCC Public Schools.

SCHOOL ATTENDANCE

(School Board Policy JEA, Section)

The Williamsburg-James County School Division strives to provide students with an exceptional educational experience. It is extremely important to our students that they be present and accounted for unless they are ill, have a family emergency or an unforeseen circumstance. Your child's attendance at school is very important to him or her and to us.

Our children learn early in life that they need to attend school regularly and be on time. **Please make every effort to schedule doctor and dentist appointments outside school hours, when possible.**

Absences

The Williamsburg-James City County attendance policy, in compliance with the Virginia Compulsory Attendance Law, defines a legal absence as one "caused by illness, quarantine, religious holiday, death in one's family, floods, hurricane, and storms" **OR** educational family field trips not to exceed five (5) school days and for which at least five (5) days prior notice has been given in person and writing by the parent to the Principal. Families are encouraged to limit their vacations to times that do not interfere with their children's schooling.

When a child is absent, the parent/guardian should contact the Main Office to provide a reason for the absence. If parents have not contacted the office of the absence, a call will be placed daily via our automated School Messenger system to the home number provided.

To make sure an absence is excused, the teacher must receive a note from the parent stating the date and the reason for the absence. **Without this written communication, the absence will not be excused.** A doctor's note is required for five consecutive school days of absences at the elementary level.

Excessive or chronic tardiness and absenteeism is monitored by Teachers, Assistants, the Attendance Associate, and the School Social Worker. If any child has excessive absences defined as five (5) or more days, a letter from the Principal will be mailed home to notify parents of absences. Further absences from school will result in the need for an attendance plan between the school and parents, and will also require intervention from the School Social Worker. Further excessive absences may result in the necessity to implement court action. For additional information on school attendance, see School Board Policy, section JEA.

Tardiness

Almost all tardiness is avoidable. Tardiness is disruptive to the routine of the school and the education of our students. A habit of punctuality is, in a measure, the chief element of reliability and responsibility. Lack of such a habit cannot help but work against the success of the student. While it is better for a student to be late than to be absent, the school staff requests your assistance in proper planning and preparation the night before to help avoid tardiness.

All students who arrive late to school should report directly to the office accompanied by a parent or guardian and an explanatory note explaining the student's tardiness. Acceptable reasons for excused tardiness are illness of student, medical and dental appointments that cannot

be arranged out of school hours, or bus problems. **All children arriving at school after 9:25 a.m. must be accompanied by their parents/guardians and report to the office before going to the classroom.** A tardy slip will be given to the child to give to the teacher. Names are then removed from the absentee list by the Attendance Associate in the office.

Truancy

Truancy is defined as being absent from school without the knowledge of the parent or guardian. Truancy may also include cutting class or habitual tardiness. Any student who is found to be truant may not return to school unless accompanied by a parent or guardian. Continued truancy may result in further action including a request for court action.

Early Release Days

A number of days are identified in the school calendar as early dismissal for students in grades K-5. Please take a minute at the beginning of the school year to mark them on your home calendars. We are a Tier 3 school and our Early Release schedule time is **9:15 a.m. to 1:31 p.m.** Lunch is served every day. Refer to the school calendar for more information concerning lunch on early release days.

Leaving School Prior to Dismissal and Sign-Out Procedures

Parents are requested not to take children out of school before the school day has ended at 4:01 p.m. Learning continues until the end of the day and much is lost both for the individual student and the classroom through early dismissal. This is the time of day which is used for review, culminating activities, and organizational information. When a student must be picked up early for a medical appointment or family emergency, parents are requested to send a note to the Receptionist in the Main Office and to the Teacher at the beginning of the school day.

Once the parent or authorized adult has signed the student out for the day, the student will be called to the office. Students will not be called up early to "wait" for pick up. Students will only be released to an adult with parental authorization and proper identification. We appreciate your support of this procedure to ensure the safety of your child at all times.

In order to maintain safety of all children, parents or other authorized persons picking up children prior to the 4:01 dismissal from school at the end of the day are requested to report to school no later than 3:35 p.m. All students must be signed out prior to being permitted to leave school early.

Car line Pick up

If a parent/guardian requests their child to be released in *car line*, the parent/guardian must **remain in their vehicle and in "car line" for safety reasons** until their student is dismissed and picked up in the Baker Bear Loop. All students are supervised by staff and administration during this process.

If an occasional circumstance arises during the school day that necessitate a change in plans for either picking up your child early or requesting that they ride home on the bus, please call the school office to inform us of changes prior to 3:15 p.m. Due to the increased volume of calls at the end of the day, this will provide the staff with adequate time to ensure that all

communications or new information regarding changes in student transportation or departure from school is accomplished without disruption of the dismissal time.

Students that need to ride a different bus home must have a write note from the parent/guardian in order to ride.

Emergency Closings

Poor weather conditions or other unforeseen emergencies sometimes necessitate the emergency early closing of school. In the event of severe weather conditions, listen to radio station WQSF-AM/FM for information regarding early dismissal of schools. The information phone line for WJCC also provides emergency closing information. Channel 47 or 48 in James City County will also carry this important information. Additionally, to radio stations WDCK 96.5 FM and WMBG 740 AM report information regarding early dismissal of schools. The WJCC information hotline (259-7166) also provides emergency closing information.

Be sure your child knows where to go in the event of an emergency closing, and make sure your child's teacher has on file any special instructions requested by you. **Please go over this information with your child.** If this information changes at any time during the school year, remember to notify your teacher and the school office.

The WJCC School Division has a Radiological Emergency Response Plan (RERP) as a proactive measure should there be an incident at the Surry Nuclear Power Plant. In case evacuation is required, the entire school would proceed to D. J. Montague where students may be picked up by parents or guardians or persons that have been authorized in writing by the parent or guardian to do so.

Vacations and Pre-Arranged Absences

Family trips which cannot be taken at any other time may be considered for approval as an excused absence for a period not to exceed one school week, per academic school year, if arrangements are made by the parent/guardian in writing with the Principal at least one week prior to the planned absences. These absences, however, will still be counted in the total number of days of school missed by the student. Vacation days will be approved only if the student's current attendance and academic records are in good standing.

Transfers

If it becomes necessary for a child to move out of Clara Byrd Baker School district, notify the school office of the new address. All school property including textbooks, library books and supplies must be returned to school and all accounts paid before the student transfers from Clara Byrd Baker. When your child is registered at the new school, that school will request records from Clara Byrd Baker. After receiving that request, Baker's school office will send records.

COMMUNICATION

Good home/school communication is critical to the success of your child and to our mission as a school. The Clara Byrd Baker staff will make every effort to communicate appropriately and in a timely manner with you. We urge you to contact us by phone, email or in writing at any time.

Communication with the Teacher

In the interest of your child, good communication between parents and teachers is essential. If you need to telephone your child's teacher, please do so **before 9:20 a.m. or after 4:01 p.m.** *Teachers will not be called away from their classroom in order to take a call.*

The telephone system allows you to leave a message on teachers' voicemail. Your teacher will provide you with this number at the beginning of the new school year. Teachers will return your call at his or her earliest convenience that does not interrupt the instructional program. Written communication from parents sent by the child will also receive prompt attention.

Each grade level has an established method of sharing information and student work with parents through daily or weekly folders. The specific process will be shared with you and your student at the beginning of each year. Please establish a routine with your student to look together at the material sent home by the teacher or the school. It is important that any material requiring signatures be promptly returned to the teacher.

Conferences and Parent/Teacher Meetings

In addition to regularly scheduled conferences, parent/teacher meetings are always welcome. Parents are encouraged to confer frequently with teachers and the administrative team. It is requested that appointments for conferences be scheduled in advance so that adequate time and attention can be devoted to the issues and concerns of all participants without negatively impacting instructional time. Parent/teacher meetings should almost always be scheduled before 9:05 a.m. or after 4:01 p.m. Meetings with the Principal, Assistant Principal or other resource personnel may also be scheduled upon request.

Progress Reporting

The school year is divided into four marking periods. Students will receive report cards at the end of each quarter reflecting their performance during the quarter. Parent/teacher conferences are held at the completion of the first marking period. At the end of the second, third and fourth marking periods a written progress report is sent to the parents.

Assessment/Evaluation

Assessment and evaluation are integral parts of the academic program that help to determine how well students have learned and what teachers may need to do to improve their instructional program. Students are placed in appropriate instructional levels on the basis of placement tests. Students are also required to take skills assessments and mastery tests throughout the year in reading, math, science and social studies.

Homework

Homework is an extension of the instruction that a student receives in the classroom and is an integral part of the education program. It strengthens skills, develops a better understanding of

concepts, and provides practical applications. Furthermore, homework builds a sense of responsibility and self-discipline and nurtures independent study habits.

A homework assignment may be short or extended in duration depending upon the purpose, type, and form of the assignment. An example of a short-term homework assignment could be reviewing previous class work or preparing for the next day's class activities. Examples of an extended homework assignment could be book reports, creative projects, and research assignments.

The specific amount of time a student may need to spend completing homework assignments on any given night will vary depending on many factors including types of homework, the grade level of the student, student characteristics, and the student's study habits. The suggested amount of time for completion of homework is as follows:

- For students in K—small tasks (e.g., being read to by parent)
- Grade 1 – 10-20 minutes
- Grade 2 – 15-30 minutes
- Grade 3 – 20-40 minutes
- Grade 4 – 30-60 minutes
- Grade 5 – 45-75 minutes

SAFETY

Safety -

1. Bicycles are to be ridden only to and from school. Students may ride bicycles to school only with parental and school administration permission.
2. Children are not to walk in or play in the driveway or school parking lot.
3. Property, toys, games, electronic devices or other items from home with the exception of teacher-requested school supplies, may **not** be brought to school without the written permission of the Principal.
4. Students are expected **not to** tamper with the fire extinguishers and electrical switches in the school building.
5. Children are expected to follow all school bus rules and regulations.
6. Students are expected to respect the property rights of the school and others who work in or attend Clara Byrd Baker.
7. Children must not take things that do not belong to them.
8. Children should bring money to school only as necessary for food and/or supplies.

Playgrounds – Playgrounds are always supervised. We encourage your child to observe rules of safety and respect for the rights of others. All injuries or complaints should be reported to the school nurse or school office.

Student Insurance – The School Division does not carry medical or dental insurance for students injured on school premises, while under school jurisdiction, or through school division activities. For this reason, an optional student accident insurance plan offers both a school-time only and a 24-hour plan; both are designed to provide maximum protection at an economical premium. We urge you to avail yourself of the protection afforded through school insurance. A brochure and application form on the insurance plan may be obtained from the school website.

HEALTH

A birth certificate or the legal equivalent shall be required of all students enrolling for the first time.

Health, School Entrance Requirements and Medication Administration

Emergencies – Should your child become ill or sustain a significant injury during the school day, it will be necessary for you to come and pick them up. You may send an authorized adult listed on your “Emergency” card if you are unable to come at that time. This card is filled out by the parent/guardian at the beginning of the year. The authorized adult must sign out each child in the school office.

Health Care – Many parents are concerned about when to keep children who have been ill home. The following is intended to help parents with this decision. Your child should remain at home if he/she:

- has a fever of 100° or more (should remain at home for **24 hours after** fever is gone)
- has vomited or has diarrhea (should remain at home for **24 hours after** vomiting and/or diarrhea has stopped)
- has a persistent cough
- has any rash
- has open or draining skin sores
- has inflamed or draining eyes or ears



Physical Examination

Pursuant to the *Code of Virginia* at § 22.1-270, students shall not be permitted to attend school without documentation of a comprehensive physical exam performed within the 12 months prior to the date the student enters public kindergarten or elementary school. **The Code does not extend a grace period for complying with this regulation.**

Immunizations

Documentary proof shall be provided of adequate age appropriate immunization with the prescribed number of doses of vaccine indicated below for attendance at a public or private elementary, middle or secondary school, child care center, nursery school, family day care home or developmental center. Vaccines must be administered in accordance with the harmonized schedule of the Centers for Disease Control and Prevention, American Academy of Pediatrics, and American Academy of Family Physicians and must be administered within spacing and age requirements (available at <http://www.vdh.virginia.gov/Epidemiology/Immunization/acip.htm>).

- 4-5 doses – Tetanus, Diphtheria and Pertussis (**DTAP**) at least 4 doses, with the fourth dose occurring AFTER the child's fourth birthday
- 4 doses – Polio (**IPV/OPV**) 4 doses, with the fourth dose occurring AFTER the child's fourth birthday
- 3 doses– Hepatitis B Vaccine (**HBV**)
- 2 doses – Measles, Mumps and Rubella (**MMR**)
- 2 doses – Varicella (**Chicken Pox**) if your child has had the chicken pox, documentation from the physician must be obtained before the child can enter public school.

For further information, please call the Division of Immunization at 1-800-568-1929 (in state only) or 804-864-8055.

***Required Tdap for 5th grade students:**

Effective July 1, 2006, a booster dose of Tdap (**Tetanus, Diphtheria & Pertussis**) vaccine is required for all children entering the 6th grade, if at least five years have passed since the last dose of tetanus-containing vaccine.

Effective October 1, 2008, a complete series of 3 doses of HPV (**Human Papillomavirus Vaccine**) is required for females. **The first dose shall be administered before the child enters the 6th grade.** After reviewing educational materials approved by the Board of Health, the parent or guardian, at the parent's or guardian's sole discretion, may elect for the child not to receive the HPV vaccine.

Since minimal immunization levels needed for provisional enrollment vary with age and grade level, the Public School Nurse will advise parent on the child's needs. The parent must sign an agreement to complete student immunization along with a plan and timeline for such completion. **Failure to obtain or complete all immunizations will result in exclusion from school.**

The Code of Virginia allows a child an exemption from receiving immunizations required for school attendance if the administration of immunizing agents conflicts with the student's religious tenets or practices. The parent or guardian must submit a notarized Certificate of Religious Exemption. The Williamsburg-James City County public schools will require tuberculin testing on those students entering this division from Asia, Latin America, Haiti, India, Pacific Islands, Africa and Eastern Europe, and other geographical areas based on their current conditions and disease history. PPD may also be required at the discretion of the division medical advisor.

Medication Procedures

“Medication” means any drug or substance used to treat disease, heal, relieve symptoms or alleviate pain. Medication may either be ordered by a health care provider or purchased over-the-counter (including nutritional supplements). We discourage administration of medication during school hours and request, whenever possible, medication doses be scheduled other than school hours. We recognize that this may not always be possible and will cooperate in administration of medication that must be given during school hours with the following understanding:

- **ALL** medication must be ordered by a **health care provider**. Medication can only be dispensed as written by the prescriber.
- Medication is brought to school by the parent/guardian in its original container stating the dosage and method of administration as advised or prescribed by the legally authorized prescriber. Secondary school students may bring medication to school in its original container provided it is delivered to the school nurse at the beginning of the school day.
- **Elementary students may not bring medications to school under any circumstances.**
- Parents/guardian and prescribers must complete and sign form - **H. S. #3-1** - granting the school nurse permission to administer the medication and to contact the health care provider as needed.
- Exceptions may be granted regarding possession and self-administration of inhaled asthma medications by asthmatic students or auto-injectable epinephrine by students with anaphylaxis. Written consent of the parent/guardian is required and must include permission to self-administer these medications. In addition to the above documentation, additional written documentation must be provided by the student's health care provider that includes verification of the student's diagnosis requiring the medication(s) and a statement attesting to the student's demonstrated ability to safely and effectively self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be. (Obtain Health Services Form **# H. S. 3-7** from clinic)
- Certain medications will require a parent/guardian/witness signature with each refill after a count is conducted by the school nurse and/or designee and parent/guardian/witness at the time brought to school.

- It is the parent responsibility to provide refills on monthly medications. Refill reminders may be made by school nurse or designee as necessary.
- Medication **must** be picked up by parents/guardian at the end of each school year. Medication not picked up by parent/guardian at the end of the school year will be destroyed.

SCHOOL BUS SAFETY

Bus Stops

Bus transportation is provided for all students. The supervisor of transportation makes bus stop assignments. Information about bus stops will be available to parents on the School Division Main Website: www.wjccschools.org

No student will be allowed to ride any bus other than his assigned bus without **written** permission from a parent. If a parent wants a student to ride a different bus occasionally, a note must be sent to the school, teacher and bus driver to confirm this change for every occasion. **Phoned in requests will not be accepted except in emergency situations.**

Arrival at Bus Stop

All bus riders should be at their assigned stop at least 5 minutes prior to the pick-up time at the assigned bus stop. Be on time for the bus.

Students should not play in or near the street when waiting for the bus. Students should not play tag or run around, but should wait quietly at the stop for the bus to arrive.

School bus safety starts at home. Parents or guardians are responsible for supervising their children to and from the school bus. Please accompany your child to and from their neighborhood bus stop.

Expectations for Students on the Bus

Good behavior on the bus is essential for the safety of all students on the bus and others on the highways. All students who ride on the bus are expected to:

- Immediately sit down in their assigned seat.
- Stay seated when the bus is moving.
- Keep their heads, arms and legs inside the bus.
- Keep their feet out of the aisle.
- Respect other people and their property.
- Talk quietly and use socially acceptable language.
- Not throw anything out of the window or on the floor of the bus.
- Refrain from eating or drinking on the bus.
- Cross in front of the school bus if they must cross the street.

- Follow all instructions given by the bus driver the first time.

Any behavior that distracts the driver is a serious hazard to the safe operation of the bus and transportation of our students. The bus driver will report to the Principal any behavior problems. Continued refusal to follow bus rules may result in the loss of the privilege of riding the bus for the student. *Please see the WJCC Student Discipline rules Handbook for an explanation of expected bus behavior.*

What Parents Can Do to Support School Bus Safety

- Accompany your K-5 child every day to and from the school bus.
- Talk with your child regularly about school bus safety.
- Store everything in your child's backpack and ensure that it is securely closed.
- Never let your child carry anything such as a ball or toy that can be dropped near or under the bus.
- Remind your child regularly to never pick up anything near or under the bus without asking the driver what to do first.
- Have your child leave home in plenty of time to eliminate the need to run for the bus that can cause accidents.
- Be especially mindful of time in inclement weather.
- Wait for your child on the same side of the street as the bus stop.
- Support school bus safety and discipline.
- Teach your child that their driver is the leader of the school bus safety team.
- Work with the school and driver if disciplinary problems are reported.
- Remember "*School bus safety starts at home---every day!*"

STUDENT CONDUCT EXPECTATIONS

Discipline Policy

True discipline is self-discipline. It does not just happen, but must be taught. Children should be given experiences which help them to develop self-reliance and control. The teachers, parents, children and the administrative team should plan and work together to create wholesome and mutually respectful relationships. The Williamsburg-James City County School "Student Discipline Rules and Related School Board Policies" are not included in this booklet, but will be sent home separately. We ask that you review it carefully with your child and sign and return the statement of behavior that acknowledges its receipt. Students should come to school eager to learn and willing to cooperate with the school staff. Parents can help to develop an attitude of respect toward learning and toward the staff by conversations with your students about your expectations of them.

All students are expected to do their part in keeping Clara Byrd Baker a safe and kind place for student learning.

Bear Rules

In addition to these policies, the following expectations apply to all Clara Byrd Baker Elementary School students.

Baker Bears GRRROWL!!!



We are Respectful

We are Responsible

We are Ready

Baker Bears GRRROWL at all times in the classroom, in the hallways, in the restroom, in the cafeteria, on the playground, and on the school bus.

The staff and administration of Clara Byrd Baker expects students to respect themselves, the school staff, other students, parents and community members; to display good conduct at school and on the bus; to be honest in their statements and actions; to respect the rights and property of others; to promote school cleanliness and the upkeep of school property; to make substitute teachers and all visitors feel welcome; and to follow all school and classroom rules.

Expectations of Students in the Classroom

Each grade level classroom will also have expectations for established procedures and transitions within the instructional day. Teachers will review with students and share with parents the expectations of students for maintaining the maximum time for students to be engaged in instructional activities.

Expectations of Students in the Cafeteria

In the cafeteria, all students are expected to:

- Use proper table manners. Throwing food is not allowed.
- Clean up individual areas, including anything dropped on the floor.
- Use soft voices.
- Stay in seats unless assigned cafeteria responsibilities.
- Raise hands if assistance is needed or if he/she wishes to throw out trash.
- Walk when entering the cafeteria, while in the cafeteria, and upon leaving the cafeteria
- Ask to use the bathroom only if it is an emergency.
- Stop all talking if the lights are out.

SCHOOL PRACTICES AND PROCEDURES

Drop-Off Procedures

1. Pull into the Drop-off Circle as far as possible to allow more vehicles to load and unload at the same time.
2. Please kiss and hug before unloading so you don't hold up the cars waiting behind you.
3. Children should exit vehicles on the sidewalk side of the car to stay out of the flow of traffic.
4. Children should only exit vehicles in the Drop-Off Circle rather than the parking lot.
5. When parking your vehicle across from the school/along the entrance driveway, please use the sidewalk to keep you and your children out of moving vehicular traffic.

Guidelines for Student Dress:

When students come to school they should be dressed to be learners ready to participate in physical activities with ease and in art activities without fear of ruining clothing. For example, long dresses and clogs or flip flops make physical activities difficult and unsafe. It may be helpful for parents to mark all articles of clothing that can be misplaced such as hats, coats, sweaters, sweatshirts in a permanent way the permits their return when found. Dress which is offensive or distracting to the education process is not permitted.

Items Not Permitted at School

Electronic games, Game boys, CD players, Ipods, cell phones, or other toys should not be brought to school in order to preserve the learning environment and to prevent these items from being lost or stolen.

Lost and Found

Children frequently lose their personal belongings, articles of clothing and other personal possessions. These articles are placed in the cafeteria and will be returned to the owner upon identification.

Breakfast

Students may purchase breakfast each morning from 9:05 to 9:25. The cost of breakfast is \$1.25 for the 2015-2016 school year.

Lunch

Menus are available online on the Main School Division Website: www.wjccschools.org
Your child may either purchase lunch from the school cafeteria or bring lunch from home. The proposed cost for a complete lunch for students could be \$2.50 for the 2015-2016 school year. A carton of milk may be purchased separately for \$0.55.

Religious Activity in the School

The school shall not advance nor advocate the beliefs of any specific or particular religion, nor shall discriminate based on religious beliefs.

School Pictures

Student photographs are taken twice during the school year and are available for purchase online with Candid Color: www.candidcolor.net

Both individual student photographs and group classroom pictures are taken.

Snacks for Special Classroom Events

All foods and beverages offered at classroom parties and celebrations must comply with the current USDA Dietary Guidelines for Americans which is covered by Nutrition Regulations in the WJCC Public Schools Policies and Procedures Manual. A list of recommended foods and beverages may be found in the office or by asking your child's teacher.

Textbooks, Library Books and Supplies

The WJCC School System provides textbooks without charge for each student. Supplemental textbooks, library books, and other instructional materials are also available. All students are expected to keep all books clean and in good condition. In the event of lost or badly damaged books, parents are requested to replace the book at fair market value. Students should provide their own writing paper, pencils, crayons, and other school supplies throughout the school year as needed. Grade level supply lists are available on the website.

Visitors

Parents are always welcome to visit and volunteer in our classrooms during school hours of 9:25 a.m. to 4:01 p.m. Parents are requested *not* to go to classrooms before or after these times without an appointment. Teachers are frequently engaged in meetings, planning with their teams, or preparing for the instructional day.

For the safety of every child, we request that all persons first report to the office where they will be issued a visitor's badge/pass and will be asked to sign in. If the teacher has not notified the office of a scheduled meeting or visit, the office will contact the teacher to confirm his or her availability for the visit.

Please consult your child's teacher to schedule an appropriate time for a classroom visit or conference. This is necessary to allow teachers to plan accordingly and to not interrupt instructional time.

Walkers

Students who live within walking distance of the school may walk to school with their parents' consent and the permission of the principal. Parents must send a written request to the Principal for approval prior to their child's walking to school. This is to help ensure the safety of your children.

School Store

A school supply store will operate before school from 9:05-9:20 in the cafeteria. Students should report to their homeroom teacher before proceeding to the store. Students may purchase school supplies and spirit items.

SCHOOL VOLUNTEER PROGRAM

Clara Byrd Baker is fortunate to have a very active and supportive PTA, involved parents and wonderful business partners to support the work of the school in “Leaving No Clara Byrd Baker Child Behind.” We welcome the participation of parents through regular communication with the teachers, attending conferences, volunteering, or whatever means each family may choose to contribute. We value the contributions, ideas and opinions of all. We encourage all of our families to join us at school in support of the educational advancement of all of our students at Clara Byrd Baker by participation in one or more activity, and/or through volunteering to assist with the needs of the classroom in collaboration with your children’s teachers.

The school-wide Volunteer Program plays an essential role in helping to support the instructional program and the needs of our Baker students. Baker follows the same volunteer program goals and objectives that are outlined in Handbook for the Williamsburg-James City County Public School System. Our volunteers make a tremendous difference in enhancing and enriching the instructional program, strengthening our home, school and community partnerships, and improving the communication within the school community. Volunteers often work to assist the classroom teacher, tutor students, help in the media center, and provide clerical assistance, organizational support and many in other opportunities.

OPPORTUNITIES FOR PTA INVOLVEMENT

The principal and staff at Baker urge our parents to consider participation in the volunteer program in any way that may align with your available time or work schedules. The Volunteer Program is organized in September by the PTA and provides an opportunity for parents to get involved in a variety of ways throughout the year. Some of the committees that are organized for this coming year include, but are not limited to the follow:

Beautification	Publicity
Book Fair	PTA Council Representative
Fundraising	Reflections Program
Cultural Arts	Spirit
Student Directory	Volunteers
Hospitality	Welcoming
Membership	Yearbook
Production	

**NETWORK AND ACCEPTABLE USE AND RESPONSIBILITY POLICY
AGREEMENT REGULATION**

A “Network Acceptable Use and Responsibility Policy Agreement Regulation” form will be distributed to all students during the first week of school to take home for parent and student signature. Each student **must** have a completed and signed form returned in its entirety to school at the beginning of the year in order to use the computers at school. The policy regulation is available online at www.wjccschools.org under the tab for Parents, then Forms, then First Day Forms.

Parent volunteers who may use the internet or computers to support the educational program of the school will also be required to complete, sign and return this form prior to use of any of the computers located in the school.

**POLICY REGARDING MOMENT OF SILENCE /
PLEDGE OF ALLEGIANCE**

The 2000 General Assembly Session of Virginia passed legislation that requires local school boards to establish a daily observation of one minute of silence in each classroom in the division effective July 1, 2000. During the moment of silence, all students should remain seated and respectful,

The following legislation was approved by the General Assembly in March 2001:

In recognition of the civic heritage of the United States of America, all students shall be required to learn the Pledge of Allegiance and to demonstrate such knowledge.

C. Each school board shall require the daily recitation of the Pledge of Allegiance in each such classroom. Each school board shall determine the appropriate time during the school day for the recitation of the Pledge. During such Pledge of Allegiance, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform; however, no student shall be compelled to recite the Pledge if he, his parents or legal guardian objects on religious, philosophical or other grounds to his participating in this exercise. Students who are thus exempt from reciting the Pledge shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others who are reciting the Pledge. School boards shall provide appropriate accommodations for students who are unable to comply with the procedures described herein due to disability.