



# **Student Handbook**

**2016 - 2017**

**"Be Kind, Be Respectful, and Be Your Best Every Day!"**

## Letter from your Blayton Administration

Greetings, Parents!

Welcome to the 2016-17 school year! As your school administration team we are looking forward to a great year of learning and growing with your child this year. This handbook is designed to provide our families with valuable and useful information about J. Blaine Blayton Elementary School. Here are a few items that you'll want to pay special attention to regarding the 16-17 school year:

**First, this year we are hoping to greatly increase our level of family engagement and volunteerism!** Please take the time to join our Blayton PTA and find out where you can volunteer both with PTA and in your child's classroom. We have asked our staff to make you aware of parent volunteer opportunities and hope you will join us as a volunteer this year. We also plan to continue our call outs to keep all of our families informed and are adding social media this year as another communication tool. Please follow us on twitter @WJCCBlayton for more information!

**Second, we respectfully ask that any afternoon dismissal changes be made by 3:00 p.m. each afternoon.** This helps us to make sure that dismissal is a smooth (and most importantly safe!) process for all of our students. It is very important to us that we know how everyone is going home each day and we appreciate your help with this.

**Lastly and most importantly, we want to thank you for your support in having your child here on time each day and ready to learn.** As a parent, you are your child's most important teacher. We value your support in making sure your child has completed homework, practices math facts and reads each evening. Your support will make all the difference in how successful your child's academic year will be. We look forward to partnering with you to make our students successful lifelong learners and independent thinkers!

Please feel free contact us if you ever have any concerns or questions. Our administrative team has an open door policy for all of our Blayton families and we would welcome the opportunity to speak with you and answer any questions you may have regarding our academic program. Again, thank you for your support and our staff wishes you and your child a wonderful year ahead!

Amy Stamm  
Principal

Elizabeth Pell  
Assistant Principal

Dr. J. Blaine Blayton



Dr. J. Blaine Blayton was born in Oklahoma Territory in 1905. He attended school in a two-room schoolhouse. He earned his undergraduate and medical degrees from Howard University in Washington, D.C. He began his medical practice on the Virginia Peninsula during the first half of the 20th century at a time when Virginia was still highly racially segregated under the old Jim Crow laws which were later overturned by various U.S. Supreme Court decisions beginning in the 1950s and before the new Civil Rights laws of the 1960s were enacted.

He arrived in Williamsburg in 1931, having been persuaded to set up his medical practice in the area by African American residents who had been traveling to Newport News for medical appointments and care. He settled with his family in the Grove Community. During his half-century of practice, Dr. Blayton made house calls across a wide area of the Peninsula extending from New Kent County to Newport News. During the administration of President Franklin D. Roosevelt, he served as a New Deal public health physician, and built the two-bed Blayton Maternity Hospital for the African American community.

In 1952, he opened a new 14-bed hospital with an emergency room in Williamsburg for African Americans. He also opened a sandwich and soda shop to serve young people shut out of other facilities by segregation. His Medical Center Clinic was the primary health care facility for the Williamsburg area's African American citizens until the 1961 opening of the fully-integrated Williamsburg Community Hospital, which Dr. Blayton helped to raise money to build.

Dr. Blayton was appointed to the Virginia State Board of Medical Examiners by Virginia Governor Charles S. Robb. In 1999, he was honored by the Williamsburg Community Health Foundation as one of the first three recipients of its Healthcare Heroes Recognition Award. Dr. Blayton was active in many civic matters, such as education and recreation in the Williamsburg community. He was the first African American member of the James City County School Board; he co-chaired the campaign to raise \$250,000 for the construction of Quarterpath Park; he was director of health and safety for the Peninsula Boy Scouts for 25 years, and was a life member of the NAACP. A residential facility for senior citizens was built in downtown Williamsburg and named the Blayton Building in Dr. Blayton's honor. Dr. Blayton died in December 2002, at the age of 97.

Dr. Blayton's son, Oscar H. Blayton, became the first African American to attend the College of William and Mary as an undergraduate in 1963. He graduated from Yale University Law School in 1977, and opened a law practice in Williamsburg.

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J. Blaine Blayton Elementary School

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**J. Blaine Blayton Elementary School**  
**800 Jolly Pond Road**  
**Williamsburg, VA 23188**

**Phone: 757-565-9300**

**Fax: 757-565-9301**

**Website: <http://wjccschools.org/jbb/>**

**Twitter Account: <http://twitter.com/wjccblayton>**

**Hours: 9:05 a.m. to 4:01 p.m.**

**Main Office Staff:**

Amy Stamm, Principal  
Beth Pell, Assistant Principal  
Sarah Pittman, Senior Administrative Assistant  
Melanie Buffkin, Administrative Assistant/Registrar  
Michelle Mahaffey, Receptionist  
Kate Crump, School Nurse

**Students may arrive anytime between the hours of 9:05 a.m. and 9:15 a.m. Students arriving after 9:15 a.m. are marked tardy. Please make every effort to have your child to school by 9:15 a.m. so that they have every advantage in starting their day. As a reminder there is no supervision available for your child prior to 9:05 a.m. unless you choose to enroll them in the Parks and Recreation program. If you need to make a transportation change for your student, we respectfully ask that you do so by 3:00PM so that our afternoon dismissal runs smoothly and safely. Thank you!**

**Telephone Numbers**

FAX ..... 757-565-9301  
W-JCC Public Schools Central Office .....757-603-6400  
Transportation ..... 565-0808; Hotline: 603-6483  
WJCC School Hotline..... 603-6483

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

**\*Channel 3(WTKR),10(WAVY), 12(WWBT), and 13(WVEC) carry weather updates**

**\*Radio stations WCV3(88.9FM), WHRO(90.3FM), The Tide (92.3FM), The Planet (96.5FM), W404(100.9FM) and WBG (740AM) carry weather updates.**

## **WJCC MISSION STATEMENT**

We are committed to providing an excellent education, in partnership with families and community, so that each and every student is prepared for lifelong learning, independent thinking, and responsible citizenship.

## **CURRICULUM OVERVIEW**

Copies of elementary student standards, grade level objectives, and core content for K-5 students are available for review in school media centers, public libraries, and the WJCC web site.

### **Reading and Language Arts**

The reading and language arts curriculum is designed to improve the achievement of all students as they (1) apply reading and thinking strategies in order to understand, evaluate, and respond to a variety of literature and information texts; (2) communicate knowledge, ideas, and feelings through a variety of written products; and (3) use effective listening and speaking skills in communicating with others. Our literature-based, integrated language arts program provides a balanced approach, focusing on comprehension and skill development. Students read and respond to a variety of types of fiction and nonfiction; they also provide a variety of written products. Skills and strategies instruction are presented in the areas of oral language, comprehension, word analysis and word meaning, literary elements, composition and style, mechanics, usage, spelling, and research and study skills.

### **Mathematics**

The elementary mathematics curriculum enhances students' abilities to apply mathematical skills to school, home, and daily life experiences and stimulates creative interactions among learners.

The content of the curriculum supports four goals for our students: (1) becoming mathematical problem solvers, (2) communicating mathematically, (3) reasoning mathematically, and (4) making mathematical connections. Specific topics include number and number sense, computation and estimation, measurement, geometry, fractions and decimals, probability and statistics, and patterns, functions, and equations. Textbooks, manipulatives, and tools of technology are all used.

### **Social Studies**

The primary purpose of the social studies program 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 their study of history, geography, economics, and government. In the elementary curriculum, Virginia and the United States receive primary emphasis.

### **Science**

The elementary science curriculum encourages a "hands-on" approach to instruction. Students investigate scientific methodology and develop their understanding of the nature of science and technology as they increase their scientific knowledge base. Students in the primary grades are introduced to the basic scientific process skills and by 4th and 5th grade are involved in more advanced and formal investigations.

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### **Art, Music and Physical Education**

Full-time teachers in art, music, and physical education provide large group instruction in regularly scheduled classes. Appreciation, skills, and production are emphasized in art and music classes. Students develop fundamental concepts and skills, produce a variety of artistic products, and have opportunities to attend a variety of presentations.

Opportunities for specific skill instruction and enrichment classes are also provided. A strings (violin and cello) and band program as well as chorus are available to fifth grade students.

### **Technology**

The technology curriculum teaches students basic vocabulary and keyboarding skills as well as the use of word processing and databases. Students have experiences with a variety of instructional technologies that increase subject-area knowledge and concepts as well as learning about telecommunication and multimedia applications.

### **Field Trips**

Occasional field trips are taken in order to extend and enhance regular classroom activities. Parents will be provided details beforehand and are usually asked to submit written permission. Students who fail to receive written permission when required cannot participate.

### **Health and Physical Education, Wellness and SHIP**

These areas promote social and emotional development and provide instruction in physical fitness, group games, sports skills, nutrition, and personal health and safety. Group relationships and team play are emphasized as are the development of personal habits that promote lifelong wellness. State physical fitness testing is required for all 4th and 5th grade students.

**SHIP** is an ongoing school-community partnership that creates a culture of wellness for staff, students and their families. Their task is to plan and implement healthy choices and activities at the school level.

### **Family Life and Sex Education**

Williamsburg-James City County Schools offer a comprehensive, sequential Family Life and Sex Education program. The curriculum is developed following SOL guidelines and provides a framework of knowledge and understanding designed to enhance students' respect for self and others and promote responsible decision-making and personal behavior. **Notification of parental rights and procedures for opting out of all or part of this curriculum is sent home at the beginning of the year, before any family life units are presented to students.** They may also be found by going to the WJCC home page under Parents/More.

### **Library/Media Center Services**

A full-time library/media specialist and media assistant are available to help students in this center. The media center is open to all students for checking out books, learning library skills, working on research projects, and for participating in enrichment activities. In addition to library books and children's magazines, the media center has audio-visual aids and computers. A professional library is available for staff and parents.

## **Resource Personnel and Services**

### **Child Study Team**

The school Child Study Team meets regularly to process teacher and/or parent referrals and makes recommendations for individual students experiencing academic, social, emotional, behavioral, or physical difficulties. The Child Study Team is composed of several resource personnel.

### **Gifted Resource Specialist/Teacher**

This resource teacher will meet every day with 5th grade students identified for gifted services in math and/or language arts. The remainder of his/her day will be spent working with 3rd and 4th grade students who are identified and or in need of enrichment services. The specialist also collaborates with regular classroom teachers of these students, providing resources and suggestions for their education program as well as with all teachers in the school who need classroom-based enrichment. A teacher also serves students in K-2.

### **Guidance Services**

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 that focus on students' academic, social/interpersonal and career needs. In addition, elementary school counselors consult with parents individually and may provide parents skill groups during the year. No students shall be required to participate in any counseling program to which the parents object. *Parents may exercise their right to exclude a child from participating ("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" provision is applicable to the current year only, and parents must request, on an annual basis, that their child not participate.*

### **Health Services**

A full-time school nurse works cooperatively with teachers and administrators in identifying health problems and handling medical emergencies. The school nurse also assists by serving as a resource to faculty and staff on health and safety issues.

### **Learning Specialists**

Learning specialists work with children who have been identified with a specific disability which impacts their learning. These teachers work collaboratively with the students' regular classroom teachers. Instruction most often takes place in the regular classroom, with occasional assistance given in a resource room.

### **Math Specialist**

The math specialist coordinates the school math program. A portion of time is spent in direct student contact and the remainder is spent assisting teachers.

### **Physical Therapists/Occupational Therapists**

These teachers meet with identified students as needed.

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**Reading Recovery Teachers**

Reading Recovery teachers teach identified first grade students on a daily basis, either through small group instruction or individual tutoring. The program's emphasis is early intervention and prevention of reading difficulties. Reading Recovery teachers work closely with K-2 teachers and the reading resource specialist.

**Reading Resource Specialist**

The reading resource specialist coordinates the total reading and language arts program. This includes meeting with teachers to assist in planning for instruction, recommending and managing instructional and professional materials, providing staff development, monitoring student progress, and working with individual or small groups of students.

**School Psychologist**

A school psychologist provides diagnostic services for referred students. Services include the evaluation and interpretation of a pupil's intellectual, social, and emotional growth and development.

**School Social Worker**

The school social worker serves as a liaison between school, home, court, and community agencies.

**Speech and Language Pathologist**

A speech/language pathologist provides diagnostic consultation and direct therapy services. Children who are identified as having significant speech or language delays receive therapy in small groups or on an individual basis. The speech teacher also consults with classroom teachers to provide developmental language instruction as needed.

**Student Support Specialist**

A student support specialist is available to assist students who are in need of additional academic assistance. The classroom teacher and specialist work together to meet the needs of these students.

**Teaching Assistants**

These instructional personnel work with teachers and teams to provide a wide range of instructional and clerical services to benefit all students.

**Technology Specialist**

A full-time technology teacher works with all students and teachers in the computer lab or in the classroom.



## **SCHOOL ATTENDANCE**

### **School Board Policy JEA**

Attendance at school is very important. It is vital that our children learn early in life the importance of attending school regularly and being on time. Please try to schedule doctor and dentist appointments outside school hours when possible.

#### **Arrival**

Students may begin arriving 15 minutes before the scheduled start time. This means students should not arrive prior to 9:05 a.m. Teachers and other school staff are involved in meetings and planning and are not available to supervise children before then. To be ensured of your child's safety, all parents must observe the arrival time. Please do not drop off your student in the car line until school staff members arrive to provide supervision.

#### **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 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.

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. Excessive or chronic tardiness and absenteeism are monitored by teachers, assistants, attendance specialists, and the school social worker. Excessive absences may result in court action. For additional information on school attendance, see School Board Policy JEA.

#### **Tardiness**

Tardiness is disruptive to the routine of school. 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 late must be accompanied by their parents and report to the office before going to the classroom. The parent or school staff will complete a tardy slip which will be given to the teacher.

#### **Leaving School Before Dismissal and Parent Pick up/Drop Off Procedures**

Parents are requested not to take children out of school before the school day has ended. Learning continues until the end of the day and much is lost for the individual student through early dismissal. When a student must be picked up early, parents should send a note with the child notifying the teacher. This note will be forwarded to the office with the attendance list. If circumstances arise during the school day that necessitates picking up your child, please call the school office by 3:00 PM.

Only authorized persons listed on student registration forms will be permitted to pick up your student. All other individuals must have a note from the parent/guardian before a student will be released. Identification of parents and authorized persons will be verified before children are released.

## COMMUNICATION

Good home/school communication is critical to the success of your child and to our mission as a school. The school staff will make every effort to actively communicate with our students and families, and we urge you to contact us by phone or in writing at any time.

### **Communicating with the Teacher**

If you need to contact your child's teacher, please try to do so before the start of the school day. Teachers cannot be called away from the classroom in order to take a call. Upon request, the school office will be happy to relay a message to the teacher or place your message on voice mail so that your call can be returned at a time when the teacher is not responsible for instruction. Written communication from parents sent by the child will also receive prompt attention.

### **Report Cards**

The school year is divided into four grading periods and written report cards will be sent home at these times. The dates of these progress reports are noted on the school division calendar. Parent/Teacher Conferences are held at the completion of the first grading period. Subsequent conferences are scheduled as needed.

### **Conferences and Meetings**

In addition to regularly scheduled conferences, parent/teacher meetings are always welcome. Appointments for conferences should be scheduled in advance so that adequate time and attention can be devoted to the issues without impacting instructional time. Parent/Teacher meetings are almost always scheduled before or after the instructional day. Meetings with the Principal, Assistant Principal or other Resource Personnel may also be scheduled upon your request. Please contact any of these individuals or the school office to set up such appointments.

### **Newsletters**

Regularly scheduled newsletters include communication from teachers, the principal and the PTA. These publications keep you informed of school events, schedule changes and team news.

### **Telephone Notification System**

WJCC utilizes an automated calling system in an effort to communicate important events, schedule changes, and other school happenings.

### **School/Teacher Web Pages**

WJCC maintains a webpage at [www.wjccschools.org](http://www.wjccschools.org). Individual school web pages may be accessed from here.

## **ENROLLMENT, HEALTH AND SAFETY**

### **School Entrance Requirements**

Students entering public school for the first time in Virginia must present the following:

- Certified copy of the birth certificate
- Federal social security card/number (optional)
- Written evidence of adequate immunizations as required in Code of Virginia and in accordance with the Regulations of the State Board of Health
- Written evidence of a physical exam (elementary schools or first time entry to public schools) performed no earlier than 12 months prior to enrollment
- Two (2) proofs of residency (e.g. residence purchase, lease agreement, utility bill dated within 30 days). In addition, you may be required to complete a Residency Verification Affidavit.

### **Emergencies**

All health emergencies (severe injuries or serious illness) will be evaluated by the school nurse. Appropriate action will be taken in accordance with the Standing Medical Orders for WJCC Public Schools and accepted First Aid Protocol. At the nurse's direction, the JCC rescue squad may be called to transport the child to the Sentara Williamsburg Hospital Emergency Room. The nurse or other appropriate school personnel will stay with the student until the parent can be reached and can join the child.

### **Illnesses and Non-critical Injuries**

Should your child become ill during the school day, or if he/she needs to be excused early, it will be necessary for you to come to school or send an authorized adult. Each child must be signed out in the school office by an authorized adult.

### **Health Care**

Children with complaints or symptoms of illness such as vomiting, diarrhea, rash, severe headache, severe cough, or sore throat should remain at home. If your child has a fever of 100 or more degrees, he/she should remain at home for 24 hours after the temperature returns to normal. These practices are important for your child's health and the welfare of others.

### **Restricted Activity**

Students with injuries or illnesses that necessitate missing more than one regular physical education class require a doctor's note. A parent's note will be accepted for one class period only, after that, a doctor's note is required. Students not allowed to participate in physical education will also be excused from recess.

### **School Counseling**

School counselors listen to and provide guidance and counseling for academic, home and/or personal problems. The school counselor, Lynette Nice, will also provide classroom guidance and work with student groups. If your child feels the need to talk with a counselor right away, a pass should be signed by the teacher for the student to go to the Guidance Office.

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**Clinic**

Ms. Kate Otstot Crump, R.N., is our professional nurse on staff in the clinic for your child should he or she become ill at the school or should your child have an accident. The nurse will notify parents if she thinks the child needs to see a doctor or go home. Students wishing to visit the clinic should obtain a pass from a teacher if at all possible. The school nurse is not a substitute for your child's doctor. Students should not be sent to school if they are ill.

Should your child become ill during the school day, or if he/she needs to be excused early, it will be necessary for you to come to school or send an authorized adult. Each child must be signed out of the office by an authorized adult.

**Medication**

When possible, parents are advised to give medication at home and on a schedule other than during school hours. However, if medication must be given during school hours, the following rules must be observed:

Medication must be brought to school by the parent or guardian (not the child) and must be brought to the clinic in its original container with the appropriate label intact. (To make this easier, ask your pharmacist to fill an extra container with the amount of medicine that will be needed for the school doses. Then the extra container may be left at school with the nurse.)

The parent or guardian and prescribers must complete and sign the Medication Consent Form (H.S. #3-1) granting the school nurse permission to administer the medication and to contact the health care provider as needed. This form is available on the school website and at school. A copy of the prescription must be attached.

All over-the-counter medications require a written order form from the physician or dentist and are subject to the same rules. If you have any questions, please see the school nurse.

**Playgrounds**

Playgrounds are always supervised. We encourage you to discuss general school and safety rules with your child. All injuries and complaints are reported to the school nurse or school office.

## **BUS TRANSPORTATION**

Bus transportation is provided to all students who live far enough from school to make walking impractical and to those students close to school where traffic conditions make walking unsafe. Bus assignments are made by the director of transportation. All bus riders should be at their assigned stop at least 10 minutes before the pickup time. You may check for late busses on [http://Twitter.com/WJCCTier\\_Buses](http://Twitter.com/WJCCTier_Buses) (Tier 3). A note is required if your child rides the same bus, but disembarks at a different stop.

No student will be allowed to ride any bus other than his/her assigned bus without permission from a parent. Occasionally it may be necessary to have your child ride a different bus. For your child's safety, we must have a written request if a bus change is to be made. This note must be turned into the school office. Teachers and bus drivers have been instructed not to allow bus changes without notes approved by the school office. Students who do not follow this procedure will ride their assigned bus.

### **Bus Safety**

Good behavior on the bus and at the bus stop is essential for students' safety. All students riding the bus are expected to:

- immediately sit down in their assigned seats
- stay seated when the bus is moving
- keep heads, arms, and legs inside the bus
- respect other people and their property
- talk quietly and use polite language
- throw nothing on the floor or out of the window
- refrain from eating or drinking on the bus
- refrain from bringing any pets or animals on the bus
- be at the bus stop on time
- cross in front of the school bus if they must cross the street
- get off the bus only at their assigned stops (unless they have the parents' written permission to leave the bus at some other stop)
- **follow all instructions given by the bus driver**

The bus driver will report to an administrator any behavior problems needing special attention. Continued refusal to follow bus rules will result in loss of bus privileges.

Parent concerns about bus routes or other issues should be discussed with the transportation office (565-0808).

Students who live within safe walking distance of the school may walk to and from school with parents' and school's written permission. Children must follow safety procedures and may not arrive at school more than 5 minutes before the start time.

## **GENERAL PROCEDURES**

### **Homework**

Homework is a logical extension of classroom activities designed to enable a student to work independently. It not only reinforces and enriches classroom activities, but also serves as a lesson in responsibility. Parents can assist by providing a set time, an adequate place, and appropriate atmosphere for the child to work. Supervision to the point of seeing the child fulfill his responsibility is equally important.

### **Textbooks, Library Books, and Supplies**

Williamsburg-James City County Schools provide textbooks without charge for each child. Supplemental textbooks, library books, and other instructional materials are also available. We encourage all children to keep all books clean and in good condition. In the event of lost or damaged books, parents are required to replace the book at fair market value. Students will be asked to provide their own writing paper, pencils or pens, and other school supplies. Lists of required supplies will be sent home by teachers.

### **Scheduled Early Dismissals**

The school calendar identifies days for early dismissal for students in grades K-5. Lunch will be served on these days.

### **Regular Dismissal Procedures**

During dismissal at J. Blaine Blayton, students are dismissed by grade level. Parks and Recreation students report to the cafeteria. Car riders and day care students report to the gym. Bus riders are walked to the bus area by their teacher who will monitor that each student gets on the correct bus. Buses are lined up in numerical order. Students who are picked up by their parents (and are not part of car pool) are also to report to the gym. The front office will issue a ticket to parents to present to the teacher supervising the students. The student will then be released to the parent or guardian.

### **Emergency Closings**

Due to weather conditions or other unforeseen emergencies, it is sometimes necessary to close school during the school day. In the event of severe weather conditions, listen to radio stations 107.9 FM and 740 AM for information regarding early dismissal of schools. The information hotline (872-6535) also provides emergency closing information as does Cable Channel 47 and television stations 3, 10, 13, and 43 in Norfolk and stations 6, 8, and 12 in Richmond.

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 the teacher and the school office.

### **Fundraising**

Fundraising activities that involve students in door-to-door solicitation are prohibited.

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### **Transfers**

If it becomes necessary for a child to move out of his/her current attendance zone you are required to promptly notify the school office of your new address. The school office will transfer all records to the new school. All school property including textbooks, library books, and supplies must be returned to school before the transfer is issued.

### **School Pictures**

Student photographs will be taken during the fall and spring of the school year. Both individual and group class pictures are available for sale, and parents will be notified in advance. The school receives a commission from the sale of these pictures which is used to provide additional resources for the students. Failure to return or pay for pictures can result in future pictures not being sent home and/or loss of participation in non-academic functions.

### **Visitors**

Parents are always welcome to visit in our classrooms. Parent visits should be scheduled in advance with the teacher. For the safety of every child, we request that all adults report to the office before going to the classroom. There you will be asked to sign in and receive a visitor's sticker. Children visiting from out of town must have permission from the principal to attend school with your child.

### **School Meals**

Menus are available online. Children may bring their lunch from home or buy lunch and/or breakfast on individual days. Parents may block the purchase of snacks by contacting the cafeteria manager. We encourage parents to set up a cafeteria account. This works on a debit system and may be set up for any amount that is convenient. When funds are running low, a reminder note will be sent home. The parent also has the option of adding funds to a student's account online. Please access Café Prepay under Parents on the WJCC home page. Free and reduced-price lunch eligibility forms will be sent home at the beginning of the school year, or parents may request them at any time. All lunch and snack prices are determined centrally and may change during the school year. Elementary School Prices for 2015-2016: Breakfast \$1.25, Lunch \$2.50, Milk \$0.55. Reduces price meals: Breakfast \$0.30 and Lunch \$0.40.

All meals are eaten in the school cafeteria. Students may bring lunch from home if they do not wish to participate in the school lunch program. Breakfast is served 10 minutes before the start of school and a time limit of 10 minutes will be enforced so that the loss of valuable instructional time is minimized.

All meals served must meet standards established by the US Department of Agriculture; however the school will make substitutions prescribed by a doctor. Juice may be substituted for milk only with a doctor's note. We encourage healthy eating habits and ask your assistance in doing the same. Canned, carbonated soft drinks are prohibited except for field trips.

Parents are welcome to join their children for lunch. Reservations for parents are not needed, and visitor prices are a la carte.

Parents at times will want to provide refreshments for special occasions. Please seek approval from your child's teacher in advance. This should not be disruptive to the school environment (classroom, playground, cafeteria, etc.).

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### **Lost and Found**

Many articles of clothing and other personal possessions are left by the children. Please send your child to the school office or to the "Lost and Found" table in the cafeteria if s/he has lost any items. Items are periodically donated to charity. Please label everything with your child's name.

### **Student Dress**

Students are expected to exercise good judgment and avoid extremes in dress for school related functions. When a student's style of dress or hair cut/style interferes with school work, creates disruptions, or presents a danger to a student's health or safety, appropriate disciplinary action will be taken. Listed below are the regulations for dress for all students at J.Blaine Blayton Elementary School:

1. Students must wear shoes at all times. (Rubber flip flops, open toe shoes, and tennis shoes with wheels have caused injuries and may not be worn)
2. Students are permitted to wear shorts of appropriate length to school. Shorts must be no shorter than four inches above the knee. The measurement must include the top of any splits in the attire.
3. Skirts and dresses must be no shorter than four inches about the knee. The measurement must include the tops of any splits in the attire.
4. Tank tops, tube tops, spaghetti strap tops, mesh tops, bare midriff fashions, and halter tops are not permitted. See-through garments are not permitted.
5. Head coverings, of any type, may not be worn inside school buildings.
6. A message on clothing and/or personal belongings that condone or promote drugs, alcohol, vulgarity, and violence is not permitted. Clothing that has abusive, threatening or disruptive language is not permitted.
7. Students must wear pants appropriately-with the waist band around the waist and belts as indicated.
8. If tights or skin-tight pants are worn, they must be covered by top apparel that is no shorter than four inches above the knee.
9. Dog collars or other types of chains that could possibly cause an injury to the student or which could be used as a weapon may not be worn.
10. Sunglasses cannot be worn in the school building.

**Note: Students must wear tennis shoes when they are participating in physical education classes.**

A student' failure to comply with these regulations will result in a request to change into acceptable clothing, telephone contact with parent or guardian in order to obtain acceptable clothing, and/or confiscation of the offending article of clothing. Three (3) dress code violations could result in a disciplinary consequence.

## **OPPORTUNITIES FOR PARENTAL INVOLVEMENT**

J. Blaine Blayton is fortunate to have a very supportive PTA, involved parents and wonderful business partners to support the work of the school in reaching every child. We welcome the participation of parents through regular communication with the teachers, attending conferences, volunteering, or whatever means each family may contribute. We are a true community school and 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 J. Blaine Blayton.



## SCHOOL RULES

The Williamsburg-James City County School Discipline Rules and Related Policies are not included in this book but will be sent home separately. We ask that you review it carefully with your child and sign and return the statement acknowledging its receipt.

Additional rules applying to all students are:

- Respect themselves, the school staff, and other students
- Display good conduct at school and on the bus
- Be honest in their statements and actions
- Respect the rights and property of others
- Promote school cleanliness and upkeep of school property
- Gum chewing is prohibited
- Make substitute teachers and visitors feel welcome
- Follow all other classroom rules
- Behave in such a way as to promote safety

### **Items Forbidden at School**

Toys (unless sanctioned by the teacher), CD players, iPods, MP3 players, water guns, radios, video games and other “fad” items should not be brought to school. In all cases, where the presence of these items creates a serious problem, the school office will notify parents. Students will be suspended and may be recommended for expulsion if they bring guns, knives, or other dangerous objects to school. Look-a-like weapons are also forbidden per our zero tolerance policy. Cellular phones must be turned off and stored away. J.Blaine Blayton staff is not responsible for missing or damaged student cell phones. See the WJCC School Board Policy Manual, Section JFC, 21.

## MANAGEMENT OF SCHOLASTIC RECORDS

### **Student Records and the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Section 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when he reaches the age of 18 or attends school beyond the high school level. Parents will be notified of their rights under the FERPA annually by publication in the Code of Student Conduct booklet published/distributed at the beginning of each academic year.

The Virginia Department of Education requires notification to parents and eligible students as to their rights concerning the management of scholastic records. The principal of each school is responsible for the maintenance of scholastic records for each student within the school building in which the student resides. Other files may be found at central office for gifted and talented students under the auspices of the coordinator of the gifted and talented, while files for special education students are kept at the Student Services building under the supervision of the Director of Student Services.

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Parents and eligible students have a right to review these records, to challenge the content of the scholastic records, and to file with the Family Education Rights and Privacy Act Office a complaint concerning an alleged failure by the school division to comply with U.S. C. 1232g. The school division maintains the confidentiality of these records. The files will contain the information as to who had access to the files, why access was permitted, and when such access took place. The following information, however, is designated as directory information and may be released to others without parent consent: name of student, address, date and place of birth, telephone listing, dates of attendance, participation in officially recognized activities and sports, height and weight if a member of an athletic team, awards and honors received, and other similar information unless the parents of an eligible student informs the school principal in writing of their wish to avoid such disclosure.

Parents may request copies of their student's records, however, a fee to meet the duplicating cost may be charged. A copy of the full policy for reviewing and expunging scholastic records can be obtained from the Office of the Superintendent.

### **PARENT RESOURCE THROUGH THE VIRGINIA DEPARTMENT OF EDUCATION**

[http://www.doe.virginia.gov/support/parents\\_guide\\_additional\\_services.shtml](http://www.doe.virginia.gov/support/parents_guide_additional_services.shtml)

#### **Academic Policies**

Students are expected to do their own work on all assignments except group projects, peer revisions, or on any assignment where a teacher has given permission for parent(s) and/or friends to assist. Copying, or allowing another student to copy an assignment is considered cheating and is subject to disciplinary actions as described in the Student Code of Conduct.

#### **Grading Scale**

- A 90—100 Outstanding
- B 80—89 Above Average
- C 70—79 Average
- D 60—69 Below Average
- F Below 60 Unsatisfactory

#### **Promotion / Retention Policy**

Promotion or retention of Williamsburg James City County Public School elementary students shall be based on what best serves the educational welfare of the individual student. In making the determination for placement, the student's teacher and principal shall take into consideration several factors regarding the individual student's performance.

The initial responsibility for recommending the promotion or retention of students in grades kindergarten through five (5) lies with the teacher in concurrence with the Child Study Team and the principal, after consultation with the student's parent(s) or guardian(s).

When making parents aware of a student's possible retention in a grade, teachers shall obtain the parent(s)' or guardian(s)' signature on a "Discussion of Retention" form to be provided to the building principal no later than February 20 of the year in which retention is recommended. If the decision is made to retain a student, the classroom teacher shall complete a "Retention Analysis Sheet" and provide it to the principal by May 15 of that same year. A letter outlining the student's retention will be mailed to the student's parent(s)/guardian(s).

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In any grade in which SOL tests are administered, any student who fails all of his/her SOL tests shall participate in a remediation program before the student is placed in the next grade level, including summer school as required by applicable Virginia law. The student must successfully complete summer school before being promoted. If a student fails to do so, then the principal may retain the student.

### **Special Education Services**

The Williamsburg James City County School Board has established a program of services for students with disabilities as required by the Individuals with Disabilities Education Improvement Act (IDEA, 2004), Section 504 of the Rehabilitation Act of 1973, and all applicable state and federal law. The program includes a process designed to identify, locate and evaluate those children from birth to 21, inclusive, who may have disabilities and may need special education and related services. A free appropriate public education (FAPE) is available for all children and youth with disabilities, ages 2 through 21, who are residents of James City County or the City of Williamsburg.

An Individualized Education Program (IEP) will be designed and maintained for each child eligible for special education under the Individuals with Disabilities Education Act. The program will be developed in a meeting with the child's teachers, parent(s), the student (when appropriate), a school division representative qualified to provide or supervise the provision of special education services and other individuals at the discretion of the parents or school division in accordance with state and federal law. Each IEP is reviewed at least annually. Please contact the assistant principal, Scott Holland or the guidance counselor, Ms. Condon, with any questions.

### **Section 504 of the Rehabilitation Act of 1973**

Services for students who have been determined eligible under Section 504 of the Rehabilitation Act of 1973 are available in each school. Please contact the assistant principal, Scott Holland, or the guidance counselor, Ms. Condon, for information and referral procedures.

### **Gifted Education Services**

To provide acceptable programs for gifted students, the Williamsburg James City County School Board provides educational opportunities appropriate for students with exceptional abilities (the Visions Program). The division uses multiple criteria for the identification of gifted students as prescribed by the Virginia Board of Education. The School Board actively promotes and develops an appropriately differentiated educational program for gifted students in order to facilitate the fullest development of their potential. The School Board has established a local advisory committee for the gifted education program. Annually, the committee reviews the gifted education program, including any revisions to the program. The comments and recommendations of the committee shall be provided in writing to the division superintendent and the School Board. Contact the Gifted Resource Specialist/Teacher, Cheryl Holzschuh, for further information and referral procedures regarding gifted services.