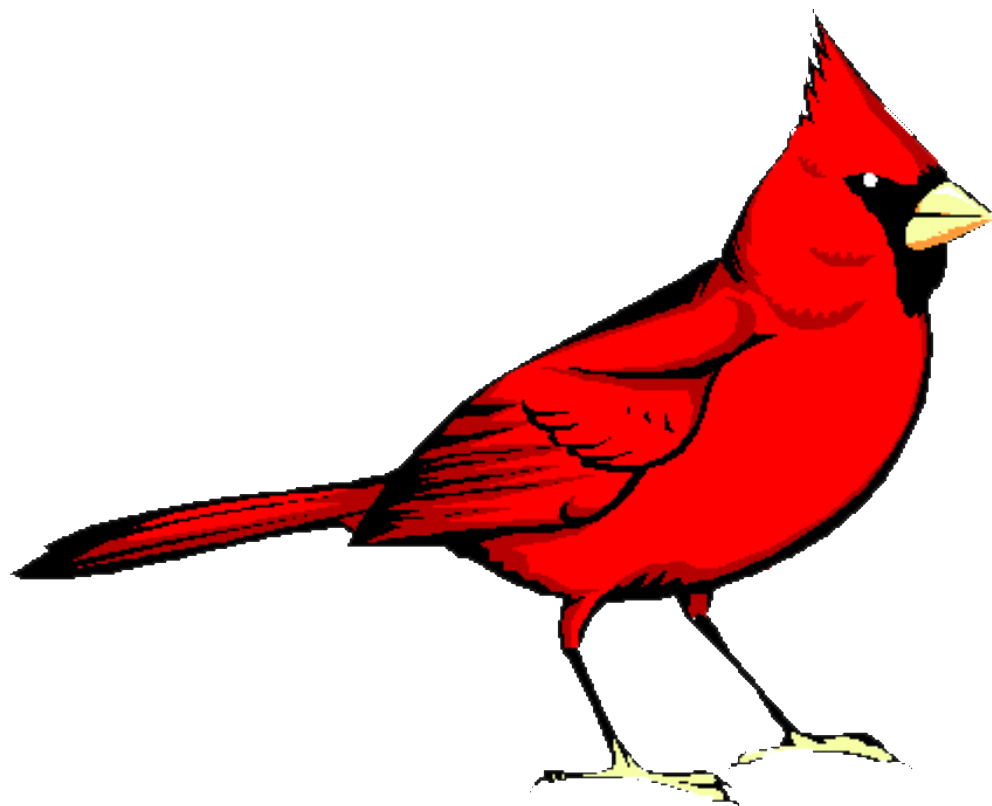


# **J.P. Ryon Elementary School**

*Home of the Cardinals*



Parent and Family Handbook

**2022-2023**

*~ J. P. Ryon Cardinal Scholars have **HONOR!** **INTEGRITY!** **GRIT!** and **HOPE!**"*



*"When we fly H.I.G.H. ~ We S.O.A.R.!*  
*J. P. Ryon Cardinals have HONOR! INTEGRITY! GRIT! and HOPE!"*



**J. P. Ryon Elementary School** 12140 Vivian Adams Drive, Waldorf, Maryland 20601  
Phone 301-645-3090 / 301-753-1764 Fax 301-374-9583

***Diedra Barnett Principal Jennifer Toone, Assistant Principal Adam Kennedy, Assistant Principal***

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August 2022

Greetings J. P. Ryon Parents, Guardians and Scholars,

On behalf of the entire J.P. Ryon Cardinal Family, we would like to welcome you the 2022-2023 school year. We are excited welcome each of you with a smile and open arms. There will be many familiar faces and some new faces to the J.P. Ryon Cardinal family. We are all here to teach, nurture and support you in another great year of teaching and learning.

When you enter the school doors each day, remember our theme that will govern each day: *"When they go low, We Fly H.I.G.H. - J.P. Ryon Cardinals have Honor! Integrity! Grit! and Hope!"*.

Our continued priority is to raise the bar of excellence and expect the best from everyone who enters our school doors for the duration of the school day and beyond. Our entire school staff is committed to the CCPS mission to ensure our SCHOLARS receive our best through an academically challenging quality education that builds character, equips for leadership, and prepares for life in an environment that is safe and conducive to learning. Our Staff theme is **"One Team, One Goal!"**

It is time for growth and progress academically and socially.. All members of the Cardinal community will be accountable is providing an environment of excellence. Thank you in advance for your continued support and cooperation for scholar success.

We are looking forward to building a trusting partnership with you to instill Cardinal Pride through our Core Values, Code of Excellence and Scholar Creed, academically and socially. In addition to the Code of Student Conduct and Parent/Student Handbook (included below), we kindly ask that you review each of these and include them in your daily Cardinal conversation about the school day and life connections at home. In the upcoming days, you will learn more about your teacher and your teacher will learn more about you.

An important part of school is making new friends and having fun while learning. Making good choices is also very important. Your teachers and our support staff will set learning expectations and believe in each of you to make good choices, including showing respect to your classmates and adults, and being kind to others. We have a strong team of support staff - psychologist, parent liaison, pupil personnel worker, counselor and other professionals who are available to support a successful school year. Our administrators also are here for you. Together, let's make this another great year of teaching and learning.

***NEW SCHOOL HOURS: Our new hours this school year are 9:00-3:30pm, the school doors will open at 8:45am. We look forward to greeting our scholars on the first day of school; Aug. 29 K-5<sup>th</sup> and Sept. 6<sup>th</sup> Pre-K.***

Your partners in scholar success,

Diedra Barnett, Principal Jennifer Toone, Assistant Principal PreK-2nd Adam Kennedy, Assistant Principal 3rd-5th



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# WELCOME TO J.P. RYON ELEMENTARY SCHOOL

## VISION STATEMENT

The vision of Charles County Public Schools is to create the best environment where all students experience academic success, develop personal responsibility and achieve career readiness for the 21st century.

## MISSION STATEMENT

The mission of Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.

## SCHOOL HISTORY

What's in a Name? – The history behind the names of Charles County Public Schools

*J.P. Ryon opened in 1969.*

James P. Ryon was an active Republican in Charles County for nearly four decades. Ryon's political career began when he was elected as County Commissioner in 1905. In 1918 he was elected as County Treasurer. Ryon also served on the County Welfare and County Road boards. He was also a businessman who served as president of the board of directors of La Plata bank. In 1901, Ryon opened a general store. The Hunt Funeral Home was opened by Ryon and his brother and formerly named the Hunt and Ryon Funeral Home. Ryon served on the Maryland State Tobacco Authority from the mid-1940s to 1960. His photo and artifacts from his business are posted in J.P. Ryon's corridor outside of the main office. Source: Washington Post, September 25, 1963

## SCHOOL INFORMATION

**Address:** 12140 Vivian Adams Drive Waldorf, Maryland 2060

**Phone numbers:** 301-645-3090 – main office, 301-374-9583 – fax

**Website:** <https://www.cboe.com/schools/ryon/index.php>

(School directory with staff contact info is available on the website.)

**Mascot:** Cardinal **Colors:** Red, Black, and White

**School Hours:** 9:00 – 3:30 **Grades:** PreK-5<sup>th</sup>

<b>SCHOOL ADMINISTRATION</b> Principal: Diedra Barnett	
Assistant Principal: Jennifer Toone	Assistant Principal: Adam Kennedy
<b>INSTRUCTIONAL LEADERSHIP TEAM</b> Christina Ghrist, Instructional Resource Teacher Laura Washington, Reading Resource Teacher Kelly Rodriguez, Learning Resource Teacher	
<b>FRONT OFFICE</b> Yushica Walthour, Secretary to the Principal Michelle Malum, Registrar	
<b>COUNSELORS</b> Jenell Crumpley James Harris	
<b>SCHOOL PSYCHOLOGIST</b> Allyson Strahan	
<b>PARENT LIAISON</b> Stephanie Rosa	
<b>PUPIL PERSONNEL WORKER (PPW)</b> Paul Alvarez	



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## CARDINAL CODE OF EXCELLENCE



WHEN THEY GO LOW! WE FLY H.I.G.H.!

**HONOR:** I am a Scholar who demonstrates high standards.

**INTEGRITY:** I am a Scholar who demonstrates honesty and I will do what is right, even when no one is looking.

**GRIT:** I am a Scholar who demonstrates courage, determination, and perseverance.

**HOPE:** I am a Scholar who believes in the best in myself and others.



## CARDINAL SCHOLAR CREED



I am a J.P. Ryon Cardinal Scholar!

I fly high by having:

Honor

Integrity

Grit and Hope.

I am responsible and respectful to my community: myself, fellow scholars, teachers, and school property.

I am ready to learn.

Greatness is in me and I will fly high today!



## CARDINAL CORE VALUES



First Week of School: BIG 3

**RESPECT - Treat others right – Make smart decisions – Maximize your potential**

**August:** HONOR – Letting someone know you see how valuable they really are.

**September:** TRUST – Putting your confidence in someone you can depend on.

**October:** GRIT – Refusing to give up when life gets hard.

**November:** COURAGE – Being brave enough to do what you should, even when you're afraid.

**December:** JOY – Finding a way to be happy, even when things don't go your way.

**January:** KNOWLEDGE – Learning something new so you can be better at whatever you do.

**February:** RESPECT – Showing others they are important by what you say and do.

**March:** FORGIVENESS – Deciding that someone who has wronged you doesn't have to pay.

**April:** HUMILITY – Putting others first by giving up what you think you deserve.

**May:** DETERMINATION – Deciding it's worth it to finish what you started.

**June:** ALL

## CARDINAL CHAMPIONS OF THE MONTH

Each month teachers will select one boy and one girl from each class as the Champions of the Month who exceptionally exemplify all core values. Photographs and posters of each Champion will be displayed in the front lobby display and throughout the hallways.

## CORE VALUE AWARDS

Each month teachers will award all scholars with a certificate who exemplify the core values.



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Home of the Cardinals

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## Guidelines and Information

(Alphabetical order)

Information is subject to change per county updates.

### ARRIVAL TIME

The doors open for scholars at 8:45 a.m. No scholar should be dropped off or left before that time, as there is no supervision at this time. Parents with scheduling issues should inquire about the Alphabest Before and After School Care Program located in our building. Call Alphabest directly at 301-632-6804. Breakfast is served beginning at 8:45 a.m. and the school day begins at 9:00 a.m. It is very important that your scholar arrives promptly to begin class on time. Scholars arriving at school after starting times must be escorted to the office and signed in by an adult. Depending on the arrival time, scholars will be marked tardy or 1/2 day absent.

### ASSESSMENTS

Assessments are administered according to the school calendar and provide data points for analysis and instructional planning to increase student achievement. Assessments include the iReady assessments, MCAP, benchmarks and teacher made tests. Communication around testing will be sent home in the Thursday folder and through school messenger. Parents are recommended to discuss testing with scholars and provide words of encouragement and support for scholars to do their best. This also includes getting a good night's rest, arriving to school on time, and eating a healthy breakfast. Review the school calendar for these important assessment dates.

### ATTENDANCE

Regular attendance at school is vital to educational development. School attendance laws of the State of Maryland require that children attend school regularly. If scholars are absent from school due to illness or for other legitimate reasons, they must bring a written excuse signed by the parent, legal guardian or doctor. Unless an excuse is received within 3 days it will be coded unlawful. Parents are asked to call the school on the third day of consecutive absences. Letters will be sent to parents when scholars have chronic absences. Parents may be asked to conference with a school administrator and a pupil personnel worker to improve absenteeism.

### BEFORE/AFTER CARE

The Alphabest Before and After School Care Program located in our building. Call Alphabest directly at 301-632-6804.

### BIRTHDAY

In an effort to minimize loss of instructional time, we are adjusting how birthdays are celebrated. Classroom teachers can decide to host one celebration per month to celebrate all of the birthdays in the classroom. **Outside treats including cupcakes, candy, party favors are not permitted for this particular celebration.** The classroom teacher will work with the selected class parent to plan the celebration. Please DO NOT send in any items unless requested specifically from the classroom teacher. Please be advised there may be other classroom celebrations such as Fall Fun, Winter Fun and Spring Fun Days that teachers may request specific items.

### BUS SERVICE and RULES

Riding the school bus is a privilege. We expect scholars riding the bus to behave in a polite and respectful manner. This riding privilege will be revoked if scholars fail to cooperate with bus safety guidelines. Because transporting large numbers of scholars on a bus is serious business with potential dangers, we enforce bus regulations. Parents will be notified of any serious violations. A conference with parent, scholar, bus driver and school administrator may be held in cases of reported recurring misbehavior.

Scholars should be at their respective bus loading points at the time indicated by the schedule. Bus drivers will assume that if a scholar is not at the designated loading point that the scholar will not be going to school on that day and the bus driver will not be expected to wait. Parents are asked to monitor behavior at bus stops.

Scholars are to ride only their assigned buses except in cases of an emergency. Changing buses in order to ride home to a friend's house does not constitute an emergency. Most of our buses are filled to capacity and problems arise when scholars have to ride



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different buses. If, for babysitting reasons, your scholar must ride a different bus or get on and off at a different stop, special permission must be obtained. **If you need special permission, please write a note to the principal and include a phone number where you can be reached that day. Telephone requests cannot be honored.**

The safety of our scholars is of primary importance to us. When a scholar misbehaves on the bus, the driver will fill out a Bus Discipline Report, which is then given to an assistant principal. He/She will have a conference with the scholar, review the bus safety rules, and remind the child of the consequences of continued misbehavior. The scholar's guardians will be notified of the incident. If the scholar misbehaves a second time, the driver fills out another Bus Discipline Report. The principal or principal will again meet with the scholar. This time the parent receives a phone call to discuss the incident and the suspension of bus privileges. There are four basic rules that all children are expected to follow when riding a school bus:

- Remain seated and face forward at all times.
- Talk in a quiet voice to the people sitting near.
- Keep hands, feet and objects to him/herself and inside the bus.
- Refrain from eating, drinking or chewing gum on the bus.

If you spend a few minutes discussing these rules and the reasons for their importance with your child, there should be no reason to contact you concerning bus behavior.

### **CELL PHONES and PERSONAL ELECTRONIC DEVICES**

*IMPORTANT: Written Principal Approval is required for any and all cell phones and personal electronic devices.*

- Scholars may only bring their phone or device, with a written request from the parent or guardian for a specific (non-social) purpose, and upon receipt of **written approval from the principal.**
- Once approved, scholars must keep their phone or device powered completely OFF (not on vib rate or silent mode) and inside their book-bag, locker, or cubby throughout the entirety of each school day, unless other storage arrangements are made with the teacher.
- Once approved for school, scholars may use their phone or device on the bus or school-chartered vehicle, but use must not be disruptive or cause a distraction to the driver at any time; examples include phone conversations, loud music, videos or electronic games.

### **CHECK ACCEPTANCE POLICY**

CCPS partners with Envision in the processing of payment by personal check. Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees. Specifically, per *Maryland Code Annotated, Commercial Law § 15-802*, the service fee for returned checks is *up to \$35*. (Note that the fee structure will change according to any amendments made to MD law during a school year.)

### **CLASS PARENTS**

Each class will have one or two Class Parents. If you are interested, please see your scholar's teacher. Class parents will assist the teacher with various tasks, activities, and events. This may include coordinating class parties, support with teacher tasks, class snack sign-ups, generating parent involvement in PTO, etc. All Class Parents must be vetted through the volunteer system.

### **CLUBS and EXTRA-CURRICULAR ACTIVITIES**

Clubs and extra-curricular activities include but are not limited to: Art Club, Book Clubs, Crazy 8s Math Club, Girls Double Dutch Jump Rope, Chorus, Coding, Destination Imagination, Girls Who Code, Green Kids, Honors Chorus, Mathematics Engineering Science Architecture (MESA), Principal Advisory Council, Recycling Scholars, Rocketry, Ryon Runners, Safety Patrols, Scholar Ambassadors and more. Look out for information for how to join. Information will also be available at Back to School Night.

### **COMMUNICATION / CONFERENCES**

Communication between school and home is essential to the academic and social progress of the child. Two-way communication is important. Teachers often telephone parents when there is a concern or a positive point to share. If you, as a parent, have a concern, please contact your child's teacher. At least one conference should occur during the school year. If you want a conference



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with your child's teacher, the school administration, or the guidance counselor, you may send a note, email or call the school to request one. The teacher, in most instances, can see you before school in the morning or right after school. Please do not insist on seeing a teacher during school hours. Teachers may not interrupt instruction to talk with a parent. Virtual meetings and conferences are also a convenient option that will be available.

### **CONFERENCE REQUESTS**

Please make appointments to conference with the teacher at least three days in advance. This is not only a courtesy, but it enables you to schedule the conference for maximum benefit. Teachers cannot stop teaching to visit with parents who "pop-in". Virtual conferences will be available. **Thursday Folders** will be provided to each scholar. The purpose of the Thursday Folder is to provide a form of communication between the home and school. Please review the contents of the folder each Thursday. Always check the child's book-bag daily for homework and notices of importance. Your child's teacher will inform you of days that classroom correspondence will be sent home. In addition, the school newsletter will be sent home monthly with important information about monthly events. School breakfast and lunch menus are available electronically at [www.ccboe.com](http://www.ccboe.com). In our effort to cut paper usage, they will not be printed and sent home

### **DISCIPLINE**

A major goal of our staff is to establish an atmosphere throughout the school in which children will feel safe, secure, happy, and will have maximum opportunity to learn. We ask you to discuss with your child the importance and need for good behavior and positive attitude while at school. Failure to follow school rules will not be tolerated. A school-wide discipline plan with expected behaviors and levels of consequences has been established. Scholars who repeatedly break the rules or cause serious problems will be sent to the principal or an assistant principal. Disciplinary action will occur and may result in suspension from school. No child will be allowed to deprive other children of learning nor will any child serve as a threat to his/her fellow scholars. All children need to know how they are expected to behave.

The Charles County Public Schools System Code of Conduct will be in effect at all times. A copy of this booklet is given out to each family at the beginning of the school year. Please read this document as it outlines levels of infractions (Level 1-5) and a matrix of possible consequences available to the school based on the level of infraction. Each family is to read and sign in agreement with the county code of conduct.

The following guidelines will serve as a General Code of Scholar Behavior for all scholars:

- Scholars are expected to behave in a courteous and safe manner at all times.
- Scholars are expected to obey teachers, instructional assistants and other school personnel at all times.
- Scholars are expected to remain under adult supervision at all times.
- Scholars are expected to devote their attention to their studies and to do their best at all times.

### ***Discouraging Inappropriate Behaviors***

Scholars at J.P. Ryon are expected to behave in an appropriate manner. School-wide rules have been established and are in effect. Teachers will develop classroom rules with the children. These rules will be communicated to the scholars and parents/guardians at the beginning of the school year.

When inappropriate behavior occurs, the following steps may be taken:

- Level I - behaviors are minor rule violations that will result in an immediate verbal correction and possible consequence.
- Level II - behaviors are more serious in nature. Level II behaviors will result in an immediate verbal correction, a logical consequence and a written behavior report that is signed by the scholar's teacher and parent/guardian. (Persistent Level I rule violations can result in Level II consequences.)

### **Office Referral Behaviors/Consequences**

- Office Referral - behaviors are serious in nature and could include persistent Level II behaviors. Office Referral behaviors will be referred to an administrator for immediate corrective action. Appropriate action will be taken to help the scholar improve his/her behavior. The parent will be notified of the action taken.
- Possible consequences are listed in the County Code of Conduct and vary depending on age, intent, and level of offense. Discretion will obviously be used in applying these procedures. The sequence of steps taken may vary in individual cases, as a result of teacher recommendations, the seriousness of the offense or the time interval between referrals.

### **Referral Process**

- Teacher completes and electronically submits formal written discipline referral
- Scholar's name will be entered into a discipline file.
- Parents will be notified.



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In cases where the teacher has worked out an individual discipline plan with the scholar and parent, administrative procedures may vary accordingly.

## AFTER SCHOOL DETENTION

The “after school detention” is defined as follows in the Charles County Public Schools Student Code of Conduct: “The Principal may choose to assign after school detention to scholars who are guilty of persistent minor disciplinary infractions. After school detention will meet for the period of time specified by the Principal but no longer than one standard class period and shall serve as an alternative to suspension. “Parents must be made aware of the assignment of detention prior to its being held.” This is a consequence that we will use to deter constant infractions and, as a measure to change misbehavior before it becomes serious enough to warrant a suspension. If your child merits an after school detention, you will be notified and arrangements will be made in advance so that you may provide transportation for him/her at the end of detention. After school detention will last for an hour and it will be under the direct supervision of a member of our staff. The scholar will have an assignment that will allow him/her to reflect on the misbehaviors that have merited this consequence and will set goals that will steer him/her in a more positive way of interacting in the school environment.

The **C.R.E.W.S.S.** Afterschool Cardinal Academy replaces a traditional afterschool "detention" model, where scholars would receive the consequence of staying afterschool for "detention" because of a level 3 or higher office referral. Instead if a scholar is repeatedly referred to the office for a level 3 or higher major behavior infraction, he/she may be referred to stay afterschool for the **C.R.E.W.S.S.** Cardinal Academy for a restorative 60 minute session with Ms. Kathryn Young, coach and YIP CEO. Referrals for this program are made by an administrator only and may be an alternative to suspension in some cases. We are excited to offer an alternative discipline measure that restores loss of time, learning and most importantly restores self-regulation and improved social skills and behavior. A 15-minute parent session will be offered in support of the restoration process. If a scholar is referred, parents will be contacted and required to attend the 15-minute session with scholar. The triangle of scholar success includes the school staff, scholar and parent. Parents are the most important piece of the puzzle.

Please see the details below:

- This program is for scholars in grades 3-5 who are repeatedly referred to an administrator for level 3 or higher major behavior infractions.
- This program is an alternative to afterschool detention and in some cases suspension.
- The C.R.E.W.S.S. Academy will be open Monday - Thursday scholar session 3:30-4:30, parent and scholar session 4:30-4:45 for administrator referrals only.
- Sessions may include journaling, conflict management, self-reflection, social stories, productive play, etc.
- Upon receiving an office referral, an administrator will determine the level of response.

If the leveled response, warrants participation in the **C.R.E.W.S.S.** afterschool Cardinal academy parents will receive communication from an administrator of the selected day and other details. If a scholar is referred to the office for a major behavior infraction:

- **Before 12:30pm:** Scholars who are referred to an administrator will stay afterschool in the C.R.E.W.S.S. Academy on the *same day* of the referral.
- **After 12:30pm:** Scholars who are referred to an administrator will stay afterschool in the C.R.E.W.S.S. Academy on the *following day*.

## DISMISSAL REQUEST

For the improved safety of our scholars, the office will not accept phone dismissal requests (i.e. car rider, bus rider, and daycare). All requests must be submitted in writing to the office prior to 1:30 PM daily.

## DRESS CODE

Members of the Charles County Association of Student Councils, in collaboration with parents, staff, and community members, developed the following system-wide dress code, as amended and approved by the Board of Education.



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1. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
2. Shorts and skirts are permitted, as long as, they reach the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh. Slits in the skirt may not rise more than two inches above fingertips.
3. Clothing must cover the chest area, cleavage, torso, and undergarments. Tops may not be lower than mid-back.
4. Spaghetti straps and garments that are both strapless and sleeveless are not permitted during the school day.
5. Undergarments must not be visible at any time.
6. Pants must be secured no lower than mid-hip.
7. Ripped pants are permitted, as long as, rips fall below the shorts length criteria, are limited to the front side of the leg, and do not exceed three inches in diameter above the knee. Skin exposed by all other rips must be covered by opaque clothing that is not underwear.
8. Leggings, biker-type/spandex shorts, or joggers must be opaque and worn with a top that meets the length expectations of shorts and skirts (see #2).
9. Backless and open-toed shoes with a hard sole are permitted, as long as, the shoes do not pose a safety hazard. Foam and similar soft-soled shoes, such as flip-flops or beach footwear, are prohibited.
10. Headwear is not permitted. This includes, but is not limited to, hats, skull caps, visors, bandannas, sweat bands, shower caps, and hoods. Scarves may be worn as a headband only. (Exceptions may be granted based on religious and medical reasons with proper verification.) Sunglasses are not permitted except during outdoor activities.
11. Sleepwear and sleepwear-type clothing are only permitted for certain activities, such as overnight field trips and spirit days.
12. Clothing that displays or symbolizes any language or material that is inappropriate for school or offensive to any group is not permitted. This includes, but is not limited to, material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.
13. Formal attire must not be disruptive or distracting. Spaghetti straps and strapless formal garments are acceptable, as long as, adequate coverage is maintained during the activity. Slits in skirts or other garments must meet the expectations for the same in rule #2. Transparent attire is prohibited. Necklines may not fall below mid-sternum. Backless garments are permitted at any formal affair.
14. The dress code is in effect for participating scholars at all school-sponsored events on and off campus.

### EARLY DEPARTURE FROM SCHOOL

Scholar attendance for the FULL school day is important to scholar success. We kindly ask that you review the school calendar and schedule all appointments, vacations, etc. outside of school hours. ***We realize there are cases, when an emergency arises and we will work with you. In order to conduct an orderly and safe dismissal, early dismissals from the office will not be granted after 2:45pm.*** All pick-ups must adhere to school policy. Dismissal of scholar during the school day is discouraged because it creates some of the same problems as tardiness--missing out on directions or important parts of a lesson.

Occasions do arise, however, when it is necessary for parents to pick scholar up early- medical reasons, dental appointments, etc. In such cases, the scholar should bring a note of explanation to his/her teacher when he/she arrives at school in the morning. ***Any changes in transportation must be communicated IN WRITING by 1:30pm, you can email the Attendance Secretary with this information at mmalum@ccboe.com.*** Photo ID is required to check-out/pick up students! Coming to school for your child without prior notice and meeting him in the bus loading area at dismissal poses a problem for teachers and other staff members who cannot always identify parents. For your child's safety, you are requested to come into the building and sign your child out.

If there is a custody issue between parents, please alert the school. ***If legal papers are not on file in the child's cumulative folder, either parent has the right to pick up the child.*** Please do not make your child's school a battle ground over custody issues. The reason for all of these procedures is the safety of your child. Please keep this in mind if some of the policies seem to cause you a little extra inconvenience.

### EMERGENCY INFORMATION

Each child must have a completed emergency card on file in the school office. This card contains vital information, so please keep it up to date. If your child becomes ill or has an accident, this card is our only source of emergency phone numbers. This card also gives the school permission to release your child to the care of ambulance personnel if needed. Please update the phone numbers when cell or house numbers change.



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## ENRICHMENT

Assessments begin at 2<sup>nd</sup> grade for enrichment and gifted and talented instruction. Contact the Learning Resource Teacher for more information.

## FIELD TRIPS

Field trips are an important part of the school program and serve as an extension of the curriculum. In order to go on a scheduled field trip, the scholar needs to turn in a permission slip signed by parent/guardian. Before each field trip, teachers will send home a letter giving details as to what each child needs to bring as well as any special information about the trip.

Interested parents are sometimes needed to assist the classroom teachers on field trips. The number of adults needed depends on the age of the children and/or the place to be visited. Parent chaperones must leave younger siblings at home so that their full attention can be placed on the children they are supervising.

Every child who leaves the school by bus must return to the school by bus. Parent chaperones wanting to sign their child out of school early must sign the child out in the office once the class has returned from the trip. All chaperones must have a current volunteer approval on file for the current school year.

## FIRE DRILLS

State Law requires that schools conduct eleven fire drills each year. Teachers discuss procedures with scholars on the first day of school. Remember if a fire emergency does occur, scholars must evacuate at that moment. They may not have time to put on their coats or jackets. Fire alarms are accessible to children for emergency purposes, but scholars are strongly cautioned not to touch them unnecessarily. A false alarm is an unlawful offense, which can result in serious consequences.

## FOOD - BREAKFAST / LUNCH PROGRAM

Our cafeteria uses a computerized meal accounting system that is especially designed to allow parents to purchase breakfast and/or lunch for their children on a weekly, bi-weekly or monthly basis. The system establishes an account for each scholar. The child's account is charged when the child eats a meal. If the child brings a bag lunch from home, the account balance remains the same. Only complete meals (lunches or breakfasts) are purchased through this account. A la carte, milk or ice cream must be paid for in cash. Please see meal prices for elementary and secondary schools starting August 2022.

## 2022-2023 MEAL PRICES

### *Elementary Schools*

- Breakfast \$1.35
- Lunch \$2.80
- Reduced-Price Breakfast \$ .0
- Reduced-Price Lunch \$ .0
- Milk is \$ .50 for all schools.
- Additional items are available at Ala carte prices.

Parents who wish to have their children participate in this pre-pay meal program may pay by check. Checks should be payable to **J. P. Ryon Elementary School Cafeteria**. Please write the child's name on the memo portion of the check. The cafeteria manager records the payments in the computer. If you have more than one child in school, please make a separate check for each scholar. Free and reduced meal applications will be sent home to all scholars. The identity of children receiving free or reduced meals is confidential.

This computerized meal system relieves parents and school staff from daily payments and collections and hopefully prevents problems with forgotten or lost lunches and money. My Payments Plus is an easy online way to pay for your child's lunch fees. **For more information, go to [www.ccboe.com](http://www.ccboe.com) and click on the link.**

## HALL PASSES



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Each classroom and office has a set of lanyard hall passes. Any scholar who leaves a designated space must request permission from the supervising teacher or staff member. Upon approval, the scholar must obtain the appropriate hall pass to wear when in the hallway or other space.

## HOMEWORK

Homework is independent practice for the scholar. The assigned material has already been presented by the teacher. The purpose of homework is not to introduce new material but to provide practice on content which the scholar understands.

The purpose of homework is to help scholars:

- improve their skills
- become independent workers
- learn to use books and other resources for learning
- increase their knowledge and understanding
- express thoughts creatively

How much homework? Board of Education policy states:

### Grades 1-5

- Time-10-15 minutes in grade 1 to a recommended 60 minutes in grade 5.
- Frequency- An expected minimum of four times a week. There will be no assignments over the holidays or weekends.

## ILLNESS AND ACCIDENTS

Scholar safety and well-being is always a primary concern. However, accidents do happen. When a child is injured, the only first aid we are allowed to administer is to wash out the cut or wound and to apply a Band-Aid. We will treat injuries which are not serious and return the child to his/her classroom. In the event of a serious or questionable injury, every effort will be made to contact the parent at home or work or by using the emergency numbers which have been indicated on the emergency card. The same procedure will be used to contact you should your child have an illness at school.

It is imperative that the school have current information for home telephone numbers, work numbers, and emergency numbers. Please make certain to report changes in any of these numbers IMMEDIATELY. (Unlisted numbers should be given to the school, indicating that it is an unlisted number.)

## LOST AND FOUND

The following suggestions are made to assist parents:

- Clearly label your child's coats, jackets, sweaters, caps, boots, lunch boxes and book-bags with his/her full name and grade.
- When an article is lost don't let time elapse before trying to locate it.
- Do not send items of sentimental value or large sums of money to school with your child.

During the school year a large number of lost and found items are accumulated. These items are placed in the cafeteria. Encourage your child to check the lost and found if he/she is missing an item. Please recognize that the school will not take responsibility for the loss or damage of expensive items such as eyeglasses, retainers and coats. Periodically the Lost and Found items, if not claimed, are donated to a non-profit group for use by others.

## MEDICATION

Medication should be given at home whenever possible. If it is necessary that a child receive medication during school hours, a form must be filled out and signed by the physician. (This form is available at the school office.) The form must be on file in the school office and the medication must be in the original pharmacy container. Have the pharmacist divide the prescription into two containers - one for school and one for home. **All medication must be brought to the school by an adult and must be kept in the school nurse's office.** The child will go to the nurse to take their medication. Children are not permitted to have any form of medication in their possession.

"Over the Counter" medications are not to be brought to school. Children do not realize the hazards of sharing medication with others. Serious consequences may result, such as an allergic reaction, etc. This policy is to protect your child.



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## MONEY AND VALUABLES

Scholars are cautioned not to bring large sums of money to school unless they are paying for a school function. Radios, tape players, cameras, battery operated games or other similar items should not be brought to school. The school will not take responsibility for the loss or damage of any of the above items. Please monitor carefully what your child brings to school. When money is sent with children, please put it in an envelope with the child's name and teacher's name. The envelope should be given to the teacher as soon as possible when the scholar arrives at school. This will decrease the chance that the money might be misplaced.

## PARENT / TEACHER ORGANIZATION (PTO)

Our school has an active PTO that is dedicated to supporting our teachers, involving parents and the community in a wide variety of school functions while providing assistance in the educational process. Please get involved!

## PARENT VOLUNTEERS

CCPS values its volunteers. Volunteers are essential members of our school communities, and they support learning opportunities for scholars. As part of our continuing commitment to the safety and security of scholars, CCPS is implementing new procedures to properly vet all volunteers who have contact with scholars. This includes volunteers who work in CCPS schools as well as those who attend special events – like field trips – with children. Since 2018, CCPS is requiring all volunteers to complete a background screening. Volunteers must also fulfill school-based and safe schools training requirements. Volunteer approval is for one year.

Visit [www.ccboe.com/index.php/volunteers](http://www.ccboe.com/index.php/volunteers) for more information about volunteering at your child's school. CCPS supports an awards program to recognize contributions made to the school system by volunteers. The Be the Difference awards program includes five award categories: elementary school parent volunteer, middle school parent volunteer, high school parent volunteer, Charles County business volunteer and community organization volunteer. Information about the program is posted on the CCPS website at [www.ccboe.com](http://www.ccboe.com).

## PARKING LOT

Our school parking lot is one place in particular that we must put the safety of children first. Please be reminded to follow the traffic pattern when you enter and leave our parking lot. It is most important that cars remain in line and that drivers not become impatient and pull out of line to pick up scholars or drop them off. For those parents who need to come into the building to sign scholars in or out, spaces are provided for you on the side parking lot. We are doing this to avoid having scholars cross the lot when buses are there. **Please do not enter the front parking lot between 8:15 and 9:00 a.m. and 2:45-3:30 p.m. as buses are entering at this time, loading and unloading scholars.** Remember we are role models for our scholars, and they should see us putting their safety first.

## PICKING UP SCHOLARS

Picture ID is required to pick scholars up from school. Identification will be checked against the emergency card we have on file. A parent must send in a note with the child or fax/email one to us to have someone else pick up their child. Our fax number is 301-374-9583. Please remember, for the protection of our children, **NO PICTURE ID, NO CHILD, and NO EXCEPTIONS!**

## REPORT CARDS

Report cards are issued to Parentvue to scholars four times per year containing both academic and conduct grades. Interims are issued mid-way through the nine-week grading period to scholars who are in danger of receiving a D or E on their report card. Both report cards and interims must be signed by the parent/guardian and returned to school the next day. Any concerns regarding a scholar's grades should be addressed in a conference between parent and teacher. Please be proactive by reviewing your child's assignments, test, projects and grades. Communicate with his/her teacher whenever you have a need. Primary grades (Pre-K - 2) will report scholar progress using a non-graded report card. Intermediate grades (3 - 5) will continue to use letter grades. (Guidelines are found on the back of the report card.)



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## SCHOOL PICTURES

Your child's picture will be taken by a photographer early in the school year. Information concerning cost will be sent to you prior to the day on which pictures are scheduled. The pictures will be taken on a pre-paid basis. Scholar Identification card photos are also taken at the beginning of the year. Class pictures are taken in the spring.

## TRAFFIC - ARRIVAL, DISMISSAL, MID-DAY

The large front area of the school is reserved for bus arrival and departure. Please use the parking area on the side of the school building for dropping off and picking up your children and for your visits to the school. Car rider forms are available in the office if you plan to pick up your child on a regular basis. Your cooperation in following these procedures will help us in creating a safe environment as we open and close school each day.

## UNACCEPTABLE ITEMS

In order to prevent distractions from the educational program of the school, scholars should not bring toys, electronic games, portable radios, etc. An exception to this rule might be in the case where younger scholars are asked to bring an item for "Show and Tell" or electronics as a classroom reward.

## VISITORS TO THE BUILDING (subject to change)

All visitors must first report to the main office, receive authorization of their visit from office personnel, show ID, sign in and obtain a visitor's badge. Parents may visit the classroom at a teacher's/school's invitation or may request to make a formal observation of the classroom. Parents are required to schedule an appointment at least two days in advance with a school administrator. Based on the Superintendent's Policy, two classroom observations of forty-five minutes in duration are permitted each grading period. Staff will accompany the visitor to the classroom. Siblings should not attend. To ensure there is no disruption to the instructional environment, teachers will be happy to discuss the observation at a mutually convenient time. All visitors must get authorization and obtain a visitor's badge that must be worn at all times during the visit. THERE ARE NO EXCEPTIONS! This enables us to better ensure the safety of all children should a stranger enter the building. Parents are welcome to visit the cafeteria and eat lunch with their child.

## UPDATED NONDISCRIMINATION STATEMENT – July 1, 2020

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations, call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).

For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.



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