

# SPRINGFIELD ELEMENTARY SCHOOL

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REFERENCE HANDBOOK FOR  
PARENTS AND STUDENTS  
2011-12



## **ARRIVAL AND DISMISSAL PROCEDURES**

### **Arrival:**

ARRIVAL TIME FOR STUDENTS SHOULD BE NO EARLIER THAN 7:45 a.m. Students who arrive earlier than this time are at risk because there is no adult supervision available prior to **7:45 A.M.** Students are not permitted to ride bicycles or skateboards to school because of safety reasons. Pupils who arrive between 8:00 a.m. and 8:15 a.m. report to their classrooms using the gym entrance. Parents who wish to enter the building must do so through the front doors and sign in the office. Students are expected to be in their homerooms by 8:15 a.m. Any student arriving at school later than 8:15 a.m. must stop in the office for a tardy slip before going to homeroom. All access doors will be locked by 8:15 a.m. Classes begin at 8:15 a.m. Please consult the PCPS Code of Conduct for information about student tardiness as well as consequences. Only the front door of the school will remain unlocked. Parents of any student who accumulates five (5) unexcused tardies or early dismissals within a nine-week period will be contacted to arrange a conference to address the problem. Please consult the PCPS Code of Conduct for further information.

### **Dismissal:**

Regular dismissal time for students begins at 3:15 p.m. The policy for releasing students from school earlier than that time stipulates the following:

1. Walkers are dismissed at 3:15 p.m.
2. Students will not be allowed to leave school by any means other than their normal routine without a note or verification from a parent.
3. Parents must have their children called from the office if the students are to be released from class before the regular dismissal time. Teachers may not release students from the classroom.
4. Students will not be released to persons other than a parent or person listed on the student's Emergency Form, unless the parent sends a verifiable, written request to school. Parents should make sure that Emergency forms are kept up-to-date, with correct addresses, phone numbers, and emergency contact persons.
5. Persons who pick up students from school early must sign a dismissal log in the office and state the reason for leaving early. Students who leave early are marked as unexcused unless they leave due to an illness, emergency, or for an appointment. If the student has a doctor, dentist, or other appointment, he or she should try to attend for at least part of the day .
6. Students may not ride home on another bus, or go home with a friend or relative without a note from home that is also signed by office staff. The phones in the office are very busy most of the day. It is the responsibility of both parent and student to know before leaving home in the morning how the student will get home in the afternoon. Students may not use the phone to call home for this purpose unless it is an emergency.
7. Parents are requested to send a note or contact the office before 2:45 p.m. in the event there is a schedule change in the child's afternoon dismissal routine.

**Please contact school administration with questions concerning any of these procedures.**

## **ATTENDANCE:**

School Attendance: (Please refer to the Page County Student Code of Conduct and Attendance) (Section 3.0)

### **Attendance Procedures:**

We encourage parents to do the following when their child is absent:  
call school office staff when the student is going to be absent;  
schedule doctor, dental, or other appointments at times that will enable the student to come to school at least part of the day; and  
Parents may request assignments for the day the student is out, so that he or she may keep up with the class work. This should be done before 10 a.m. on the day the parent will pick up the work so that there is ample time to gather all work. Parents are requested to pick-up the assignments after 3:30 p.m. Students who are absent from school may not participate in extracurricular activities on that day. **Students who are absent from school, tardy arriving to school, or leave early from school may not participate in extracurricular activities on that day unless they are able to present a legitimate doctor's note.**

**\*\*\* All students must have a written note to be considered excused from school. Phone contact will not be able to be accepted. You must send a note with your child for any absences or tardies.\*\*\***

## **AWARDS AND RECOGNITION**

Appropriate praise and positive recognition play an important part in building healthy self-esteem. Positive self-esteem is crucial to academic success. At the end of the year, students are recognized for academics, attendance, citizenship, and physical fitness. The following awards are used to celebrate student achievement and foster positive attitudes for all students.

### **Academic Honor Roll**

The Honor Roll is published in the Page News and Courier at the end of each nine weeks grading period. Students in grades 3-5 may be recognized. Requirements for the Honor Roll include: having no grade lower than a "B" in the areas of Reading, Math, Language, Social Studies, or Science, and no grade lower than an "S" in Library, Health, Physical Education, Art, and Music classes. Honor Roll awards and certificates will be presented to students who achieve the Honor Roll at least 3 out of 4 times during the school year.

### **Principal's List Award**

The Principal's Award will be given for students receiving straight A's. Student's names will appear in the newspaper and those students who accomplish this award 4 out of 4 times during the school year will be presented with an award at the end of the year.

### **Excellent and Perfect Attendance Awards**

At the June Awards Assemblies, students with perfect attendance and excellent attendance will be recognized. Students with no absences will receive a Perfect Atten-

dance Certificate and Award. Students missing three days or less will receive Excellent Attendance Certificates.

### **Physical Fitness and Presidential Physical Fitness Awards**

The Physical Fitness and Presidential Physical Fitness awards are based on scores earned during physical fitness testing. Certificates and patches marking the level of achievement are awarded at the end of the year.

### **High Flying Cardinal Program**

The High Flying Cardinal Program is a school-wide incentive program for students in grades PK-5 based on attendance and behavior criteria. To become a HFC, a student must meet the following criteria (for each nine weeks grading period): attendance (absent two days or less), be on time (tardy four or less times), conduct (no referrals, and no more than three visits to the RC Room). Rewards include a "celebration" event led by the school staff for students who meet HFC criteria at the end of the nine-weeks grading period.

### **BREAKFAST AND LUNCH PROGRAMS**

The School Breakfast Program offers a nutritional start to the school day. Breakfast is served daily from 7:50 to 8:15 a.m. and is available to all students. Upon arriving at school, a student should go directly to the cafeteria to get his/her meal. Any student who finishes eating after the tardy bell will be sent to class by staff in the cafeteria. All students should finish breakfast by 8:15 a.m. Breakfast menus are included with the regular lunch menus.

A well-balanced "Type A" meal is provided at lunch for all students. Both lunch and milk may be purchased on a weekly basis on the first day of each week. In the event that a child is absent or misses a lunch, credit is carried over to the next week. Or, parents may send money at any time to "keep on account," if they choose. When the balance becomes low, the student will be notified by the cafeteria cashiers. Students also may buy lunch on a daily basis if they wish. If students wish to pack lunch **NO SODAS** should be packed since they are not allowed in the cafeteria. Also, no food purchased from another food service (i.e. McDonalds, Pizza Hut) is permitted in the cafeteria.

Free or reduced price meals are available only to those families who qualify. Forms for free or reduced meals are available in the school office or cafeteria and may be picked up by parents at any time. Prices for elementary breakfast and lunch are as follows:

#### **Breakfast Prices**

Full Price.....\$1.00  
Reduced Price.....\$.30  
Extra Milk.....\$.40

#### **Lunch Prices**

Full Price.....\$1.45  
Reduced Price.....\$.40  
Extra Milk.....\$.40

**CHILDREN WILL NOT BE DENIED LUNCH DUE TO LACK OF FUNDS.**

A student who forgets his or her lunch money may charge lunch. However, this should not happen on a regular basis. Parents should keep up with the amount charged and send in money to cover the debt. Parents should also respond promptly to notices sent home from the school cafeteria. If there are problems or concerns, please contact the cafeteria manager or the school's administrators.

## **BUILDING EMERGENCY EVACUATION PROCEDURES**

Classes will always evacuate the building at their identified exit listed on a diagram and/or in writing near the classroom door. Otherwise, students will evacuate to the closest exit available.

### **General Evacuation Procedures**

1. The fire alarm, or an announcement from a school administrator, is the signal for evacuation.
2. Students should know which exit to use from where they are in the building.
3. Students should keep quiet, orderly, and quickly moving in lines.
4. No running, talking, laughing, or pushing in line.
5. All room windows and the door must be closed, unless directed otherwise by the teacher.
6. The first student to arrive at an exit should hold the door open until the last student leaves and then join his/her class so the teacher may take roll.
7. Classes will be notified when to return to the building OR where to seek shelter.

## **BUS TRANSPORTATION**

Specific rules concerning bus transportation can be found in the Page County Code of Student Conduct and Attendance. In addition, students will be given the PCPS Bus Rules at the beginning of the year. Parents should discuss bus rules and regulations with their children. Both student and parent should sign the bus transportation form and return the form to school during the first week.

All students and their parents need to be aware that bus transportation is a privilege, not a guarantee. Parents are asked to impress upon their children that bus rules are to be followed for the safety of all. Students are still under the school's supervision on the bus, and inappropriate behavior will have consequences, including the possible loss of bus riding privileges.

**CHANGES IN STUDENT TRANSPORTATION NEEDS:** A parent must notify the school in writing whenever a student plans to ride a different bus than usual. The note will be approved by the office staff and given to the student's homeroom teacher. The teacher will return the note to the student, who will give the signed note to the bus driver.

## **COUNSELING**

Springfield Elementary School offers a developmental counseling program for all students in grades K-5. Classroom guidance focuses on career awareness, study skills, conflict resolution, as well as communication and social skills. Guidance lessons, for groups or individuals, are designed to address the social and emotional needs of children as they relate to the school setting. Parental involvement in the

counseling program is encouraged, and school counselors work cooperatively with parents in providing services. Parents may opt their child out of any or all parts of the counseling program by completing the appropriate forms.

## **DRESS CODE**

The Page County Public Schools Code of Student Conduct and Attendance addresses appropriate student dress to help foster a safe learning environment as well as develop “respect, pride, cohesiveness, [and a]...positive regard for discipline and authority.” Please refer to the Code for a general description of unacceptable dress.

At Springfield Elementary School, the following rules apply to ALL students:

- Students should be neat and clean.
- Casual dress is acceptable. However, extremes are to be avoided.
- Clothing items that advertise inappropriate products, offend the school’s philosophy, violate safety or health practices, or are disruptive to the learning environment are restricted.
- Clothing which inappropriately exposes the stomach or other parts of the body are also restricted.
- Hats or caps or any other headgear are not to be worn in the building by male or female students.
- Proper fitting shoes are required to provide safety and relative ease while walking. Shoelaces are expected to be tied at all times.
- In Grades 4-5 these additional rules apply to student dress:
- Clothing (halter tops/spaghetti straps) are prohibited.
- Revealing, tight or loose clothing which exposes undergarments is also inappropriate and banned.
- Shorts may be worn if they are of a reasonable length and provide freedom of movement without embarrassment. This also applies to skirts and dresses. However, short-shorts, sloppy and/or cut off jeans, baggy pants that do not fit around the waist or that cover the soles of shoes, and jogging shorts with extended slits on the sides are not acceptable in the classroom.
- If a student at Springfield Elementary School is attired in an unacceptable manner, or is restricted in physical activities or recess due to inappropriate dress, his/her parents will be called to bring a change of clothing for the student.

## **EMERGENCY INFORMATION**

Please make sure that we have a working phone number and correct address. We must know how to get in touch with you or another authorized person in case of an emergency. Also, should any information change during the school year, please notify the school immediately. **It is the responsibility of the parent/guardian to keep authorized emergency contacts and working phone numbers current.**

## **FAMILY LIFE EDUCATION**

All classroom teachers, kindergarten through fifth grade, are responsible for presenting the non-sensitive areas of the Family Life curriculum. A copy of the Family Life curriculum is located in the library. The school nurse will instruct the fourth and fifth grade students in the sensitive areas of the curriculum.

## **FIELD TRIPS**

- Field Trips are recognized as an integral part and privilege of the school educational program. Each grade level will be given the opportunity to participate in a field trip related to their studies as designated in the PCPS county policy on field trips. Poor school behavior could prevent any student from participation in these privileges, depending upon the requirements at each grade level.
- Parents/Guardians who wish to chaperone a field trip must complete chaperone training provided by the school. **Training must be completed at least forty-eight (48) hours prior to the field trip.**
- Parents not selected as field trip chaperones will need prior administration approval to participate or join the field trip group.

## **FUND RAISING ACTIVITIES**

State regulations prohibit elementary students from participating in any type of door-to-door solicitation. This includes any and all fund-raising activities that are in any way connected with a public school. Students, teachers, and parents must remain aware of this regulation.

## **GIFTS GIVEN AT SCHOOL**

Gifts for special occasions like birthdays and holidays would be best exchanged outside of school to limit possible class distraction(s). Please remember that glass vases and balloons are not allowed on school buses. The office staff will use discretion when distributing gifts to avoid class distraction.

## **GIFTED AND TALENTED SERVICES**

In Grades K-5, the Gifted Resource and classroom teachers work cooperatively to plan appropriate differentiated curriculums to meet the needs of the gifted students. The program is designed to serve individual student needs. The Gifted Education Plan is available for review at each school. Student referrals may be accepted at any time and at any grade level. Referral forms can be obtained from the school Principal or the Gifted Resource Teacher.

## **HEALTH SERVICES**

Health services are provided to students by a school nurse. These services are provided by a teaching assistant when the school nurse is unavailable. If a student becomes ill, the nurse will contact the parent or the emergency contact person to pick up the student. Students who need to take medication at school must have written permission from a parent stating the name of the medication, a proper dosage, instructions for administration, and specifications as to the duration of the treatment. The medication must also be in a proper container labeled with the student's name and the name of the prescribing physician. All medications are to be taken to the

clinic when the student arrives at school and will be administered by the school nurse. This policy applies to all types of medication, both prescribed and over-the-counter varieties. If medication is not properly marked, it will not be administered at school. Unauthorized possession or use by students of non-prescription drugs or other medication is prohibited. Please refer to the Page County Code of Student Conduct and Attendance for more specific information.

## **HOMEWORK**

Homework should be given its proper place in a student's life and should be assigned in such a manner that it:

- Promotes students ability to research information;
- Is a review of work previously introduced, or supplementary work, instead of new work;
- May be evaluated properly and consistently with proper recognition being given for a student's effort;
- Will contribute to students' on-going learning;
- Is REASONABLE---considering a student's available time and ability
- Long-term assignments, such as research papers, major projects, book reports, etc., may vary the amount of time suggested. Completed projects, newsletters, and other pertinent information will be sent home. Parents may request assignments for the day the student is out, so that he or she may keep up with the class work. This should be done before 10 a.m. on the day the parent will pick up the work so that there is ample time to gather all work.

Parents are requested to pick-up the assignments after 3:30 p.m.

## **IN-SCHOOL SUSPENSION POLICY**

In-School Suspension (ISS) is one of several recommended dispositions in the Page County Code of Student Conduct and Attendance for disciplinary infractions. ISS keeps the student within the school environment, allowing him or her to keep up with the assigned class work and/or to practice skills without disturbing or disrupting others. When a student is assigned to ISS, he or she should report first to the regular classroom to be marked present and to collect all books needed for the day. Then the student should report to the office by 8:45 A.M.

## **RESTRICTED CLASSROOM**

In addition to In-School Suspension (ISS), Springfield Elementary School also utilizes a Restricted Classroom (RC) setting to encourage positive classroom attitudes and actions. Students will be referred to RC by classroom teachers for less-serious offenses that interfere with the learning opportunities of classmates. Students will reflect on their actions and complete class work while in the restricted setting. Students will return to class for the next period provided they have met the appropriate requirements for RC. **Teachers will conference with the student at an appropriate time and notify parents following each occurrence.**

## **INSURANCE**

School Insurance is available at Springfield Elementary School each school year. Every student receives an enrollment form at the beginning of the school year. Please follow the instructions on the form for enrollment and payment. All checks are to be made payable to the insurance company.

## **LIBRARY**

Appreciation and knowledge of literature, authors, and illustrators are important parts of the library program. The library is an extension of the classroom and provides a variety of printed and non-printed materials to help support the curriculum. Students are expected to demonstrate the same attention and good behavior in the library as that expected of them in their classrooms. The librarian and classroom teacher work cooperatively to plan meaningful instruction. At the upper grade levels, integration of classroom material with research skills will be stressed. Additionally, student learning in the library will be incorporated as a part of the students' regular English grade(s). Students may check out and return books during agreed-upon times between the librarian and classroom teacher. Students will not be allowed to have more than three books checked out at one time. Students with overdue books will not be allowed to check out additional books. Students who lose books must be reported to the librarian. Parents/guardians will be required to purchase any library books/materials not returned.

## **LOST AND FOUND**

Each year, a considerable quantity of unclaimed clothing and articles accumulate that have been lost. If your child has lost an item, please encourage him/her to check with the office immediately. If the item has been turned in, it will gladly be returned. To assist in doing a more efficient job in returning lost goods, all articles such as books, purses, clothing, lunch boxes, and equipment should be marked plainly with the child's name. This will be a great help to us in identifying and finding the proper owner, especially in the primary grades. Periodically items that have not been claimed will be sent to Page One.

## **MONEY/JEWELRY**

Money is important to all of us and the responsibility of properly taking care of money may be thought of as a function of education. Teachers try to encourage children to handle their money carefully. Large amounts of money should not be brought to school. Expensive jewelry should never be worn to school as it may become lost and misplaced. However, in no case will the school be responsible for lost or stolen money or property.

## **PARENT –TEACHER CONFERENCES**

Effective communication between parents and teachers always benefits the student. Conferences with each child's teacher are encouraged. A conference should be set up in advance so that a mutually agreeable time can be arranged. Teachers have assigned morning duties and the responsibility of monitoring their class between 8:00 a.m. and 3:25 p.m. They have been directed not to neglect these responsibilities for lengthy, impromptu conferences. Your help and understanding is appreciated.

If parents would like a conference with a teacher, please notify the school by phone, email, or note. Teachers will have the responsibility for arranging a suitable time. The County does schedule 2 Parent-Teacher Conference Days during the school year.

### **PARENT-TEACHER ASSOCIATION (PTA)**

The Parent-Teacher Association is a cooperative effort intended to create and maintain the optimum learning environment for children. It serves both as a vehicle through which ideas can be shared for the good of the school. The PTA offers parents a chance to be involved in the school life of their child. It recognizes that a strong partnership between school and home is the key to success in school. The work of parent volunteers and standing committees is on-going throughout the year. Class representatives/room representatives serve as a clearinghouse for each grade level and may be contacted if you wish to volunteer, or have a specific concern.

### **PHYSICAL EDUCATION**

Physical education plays an integral part in the educational process at Springfield Elementary School. The goals of the program are as follows:

- Growth and development in strength;
- Cardiovascular endurance and general conditioning;
- Development of knowledge to inspire a lifelong interest in personal fitness;
- An appreciation of sports; and
- Development of good sportsmanship.

Physical education facilities include a playground area, fenced blacktop area, and gymnasium. Throughout the physical education program, activities are planned to help children master the curriculum objectives, be challenged physically, and have fun. Physical fitness is stressed at all levels, and school clothes that permit physical activity are required. The school provides basic equipment needed, except in the case of ball gloves, which may be brought from home. Such items should be marked for identification. The school accepts no responsibility for lost items brought from home. Proper attire is required to participate in PE, including tennis shoes and clothing that does not limit movement. Lack of participation due to inappropriate dress may result in a lower grade. Illness or injury may necessitate a child being occasionally excused from physical activity. Please notify the child's P.E. teacher in writing should this become necessary. In the case of prolonged illness or injury, a note from a doctor excusing the student from P.E. activity will be required.

### **PROMOTION AND RETENTION POLICY**

Virginia's Standards of Accreditation require that parents must be notified by December 31 of each year about the division's Promotion/Retention Policy. The following items will be considered in the promotion/retention decision:

- The student's grades, which are the primary factors;
- Student's completion of SOL's/ Individual Reading Records;
- The student's performance on SOL's or Alternative Assessments;

## **Grades K-5**

- A. The school will conduct a review of all children in January concerning Academic progress.
- B. The school will notify parents by February 15 of problem areas detected during the review and make a referral to the Student Study committee or to the grade level academic review team, as appropriate.
- C. Students in grades 1-5 must pass the following subjects to be promoted:
  - 1. Language Arts
  - 2. Mathematics

Any student in grades 4 and 5 who fails any of the above subjects will be required to attend summer school to be considered for promotion. A student must pass all subjects taken in summer school in order to be promoted to the next grade.

- D. SOL Incentives for students in grades 3,4 and 5:
  - 1. If a student passes an SOL test, but fails that subject, then:
    - a. If the student's grade in the subject falls between 50-59, the student would pass the subject.
- E. Kindergarten students must pass criteria set forth by the Page County Public Schools in order to be promoted.

Questions regarding promotion and retention should be addressed to Springfield Elementary School Administration.

## **RELIGIOUS EDUCATION**

Weekday Religious Education (W.R.E.) classes are available to Grades 2 and 4 on a weekly basis. Beginning in October, monthly Children's Bible Mission (C.B.M.) classes for grades PreK-5 meet. Each student wishing to attend either religious education class must have a permission card on file in the office. Students will be picked up at the classroom door and returned there by volunteers working with each program. C.B.M. and W.R.E. assume responsibility for the care and discipline of each student involved in the religious programs.

## **REPORT CARDS/INTERIM REPORTS**

Report cards are issued every nine weeks for all students except those in Kindergarten. Interim reports and report cards are sent out to inform parents of children's progress as indicated on the Page County Public School Calendar. Parents should review the report card with their child and then return it to school with their signature. Teachers are available for scheduled conferences and as necessary throughout the school year.

Report card behavior grades can help parents understand their child's general conduct while at school. Behavior grades consist of an "O" (Outstanding), "S" (Satisfactory), "N" (Needs Improvement), and "U" (Unsatisfactory). Therefore, behavior grades of an "N" or lower are considered unacceptable, and a conference with the teacher is strongly advised.

Interim Progress Reports are issued to all students in Grades 1-5 at the midpoint of each marking period. Dates for Progress Reports are included on the School Calendar at the front of this handbook. Parents are asked to review their student's pro-

gress report and then sign it and return it to school as soon as possible. Progress Reports are an indication of how the students are performing for the first half of a 9-week grading period. Parent concerns about his/her child's progress need to be shared with the child's teacher(s) as soon as possible. Good interim grades do not necessarily equal good report card grades.

Parents with students in grades 3-5 may check on their child's progress during the school year using a Parent Portal into the teacher's grade book using an assigned password. Passwords may only be obtained in person in the office.

## **SCHOOL DISCIPLINE**

The Page County Code of Student Conduct and Attendance provides the guidelines under which Springfield Elementary School's disciplinary system operates, including specific behaviors and recommended consequences of those behaviors. Parents are asked to review the Code with their students, and then sign the form at the back of the book, and return it promptly to school during the first days of school. Lack of awareness of expected and accepted behavior is not an excuse for infractions. Springfield Elementary practices a pro-active discipline philosophy. The staff at Springfield promotes a meaningful learning environment, simple and consistent rules, and clear consequences for inappropriate behavior(s), thus helping create successful and compassionate learners. Springfield Elementary School teachers post classroom rules in their rooms and use a disciplinary plan to manage their classrooms. In Grades K-3, the "Go for the Green" plan encourages students to behave appropriately and "stay on green."

If a student receives a discipline referral, the incident is investigated, appropriate consequences are given, and the referral is sent home with the student. Parents are requested to read the referral, sign it and return the white (top) sheet to school the next day. The parent signature indicates the parent is aware of the discipline incident. Should there be any questions about the referral or the consequences, parents are asked to call the school administration.

## **GENERAL SCHOOL RULES**

These rules are presented as a reminder of the type of behavior expected of all Springfield Elementary School students. First and foremost, Springfield Elementary School must be a place where all students are safe from physical or emotional harm, whether from outside influences or from their peers. Therefore, the following is expected of each student at Springfield Elementary School:

1. Students must keep their hands and feet away from others; dangerous or threatening physical contact is NEVER allowed.
2. Respect for self and others will be practiced at all times.
3. Everyone will treat others as they themselves wish to be treated. Students will not tease, bully, or intimidate others.
4. There will be no profanity, obscenity, or name-calling of any sort, either between students or to adults in the building.
5. Movement through the halls will be quiet and orderly, to not disrupt or disturb other students learning.

6. Students are not to leave the school grounds for any purpose without a note signed by a parent or guardian and approved by the office staff. Students who leave school must be signed out in the front office by a parent/emergency contact person or the office staff.
  7. Possession and/or use of tobacco, alcohol, or other controlled substances will not be permitted. Look-alike items are also considered a violation. (See the PCPS Code of Conduct)
  8. Knives and other dangerous articles are not allowed. (See the PCPS Code of Conduct)
  9. Toys, electronic games, cell phones, CD players and Walkmans, lasers, Pokémon cards, and similar items of personal property are not permitted at school. Students in possession of such will have the items confiscated. They will be returned to parents at their request, or at the end of the school year.
  10. The Page County Code of Student Conduct emphasizes personal and academic integrity for students. Cheating, plagiarism, falsification, stealing, or any similar behaviors are not tolerated and will result in disciplinary action.
  11. Chewing gum is not allowed in school at any time.
- In addition to the above list, each teacher will post specific rules for his/her class and discuss them with the students periodically through the year.

### **Cafeteria Rules**

During lunchtime, many classes of students are in the cafeteria at one time. Therefore, it is necessary that students follow the rules below to maintain order and safety:

1. Students will conduct themselves in an orderly manner at all times--- when waiting to be served, while eating, and when being dismissed.
2. Students will use normal, conversational voices when talking. There is no loud talking, yelling, or screeching. If a teacher or aide asks a student to quiet down, he or she must comply with the given instructions.
3. Students should behave in the cafeteria with respect to others. All trash will be deposited in the trash cans.
4. Good manners in the lunch line, at the table, and while returning lunch trays are expected of every student.
5. Each class is responsible for leaving its table and floor area clean. Students should not leave paper or food on the table or the floor. If a student drops food, he or she should let a cafeteria aide know so that it can be cleaned up.
6. Students may not resell their lunches, or any part thereof, to another student. Violations of school/cafeteria rules and/or inappropriate behavior will result in disciplinary consequences since all school rules apply in the cafeteria as well.
7. Parents wishing to eat lunch with their students should call the school office on the morning of the visit so that the cafeteria manager may be notified. Parents are asked to meet their students in the cafeteria, not in their classroom. Visitors are expected to purchase a school lunch, as lunches purchased elsewhere (i.e. McDonalds, Pizza Hut, etc) are not allowed to be consumed in the cafeteria.

## **VEHICULAR AND PEDESTRIAN TRAFFIC CONTROL**

Recognizing that safety requires the same planning and consideration as sound instruction, the following vehicular traffic plan provides the necessary guidelines to insure the safety of all students as they enter and exit school property. Everyone's cooperation is appreciated.

1. All regular buses will unload and load students from the designated area in front of the school by way of the bus access road. Students will follow the sidewalks (under supervision) of the designated loading or unloading areas.
2. Special Education buses will unload and load students at the designated area on the north side of the building.
3. Handicapped parking spaces are adjacent to the handicap entrance on the north end of the building. Person parked in the Handicapped spaces must have proper identification.
4. All staff parking will be in the south parking lot (except cafeteria staff).
5. Parent and visitor parking will be in the south parking lot.
6. Students will walk to and from the (student pick-up area) parking lot with supervision of being dropped off or picked up by parents.
7. Emergency parking spaces are available in the north parking lot.
8. Service vehicles may use the access road or the north entrance as long as there are no students in the area.

## **VISITORS**

All visitors are required to report to the office upon entering the building and **sign in on the visitor/volunteer log**. In addition, **visitors must wear a visitor's name tag** while in the building to assist the school personnel in maintaining building security.

## **VOLUNTEER RESPONSIBILITIES AND GUIDELINES**

Community and parent volunteers are invited and encouraged to participate actively in the education of Springfield Elementary students. The opportunity to volunteer provides interested parties with a venue to use their skills, talents, and time for the betterment of students and society. Volunteers should schedule a date and time to volunteer in the classroom. In order for a volunteer program to be successful, volunteers must understand and be willing to accept the responsibilities outlined by the school. Parents/Guardians who wish to volunteer must complete volunteer training provided by the school. **Training must be completed at least forty-eight (48) hours prior to volunteering.**

### **Volunteer Guidelines Include:**

**Dependability:** Students and teachers benefit from working with volunteers who are dependable and keep commitments. Please notify the school office in the event of an absence.

**Professionalism:** VOLUNTEERS WHO MODEL acceptable behavior, dress, and attitude complement the staff members who work in the school.

**Confidentiality:** Volunteers may have access to more information about students

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**Dependability:** Students and teachers benefit from working with volunteers who are dependable and keep commitments. Please notify the school office in the event of an absence.

**Professionalism:** VOLUNTEERS WHO MODEL acceptable behavior, dress, and attitude complement the staff members who work in the school.

**Confidentiality:** Volunteers may have access to more information about students than the general public and therefore must practice a higher level of discretion.

**Ability to Follow Procedures:** volunteers must make sure they know and follow safety practices and evacuation procedures. Sign-in practices, visitor badges, and limitations on equipment are examples of procedure

**Appropriate Interaction with Staff:** Springfield Elementary is a positive learning environment and volunteers can assist in maintaining a good working environment. Disruptions to instruction need to be kept to a minimum.

If parent (s) wish to volunteer at Springfield Elementary School, please contact the office to sign the PCPS Volunteer Agreement.