

STANLEY ELEMENTARY
SCHOOL
2011-2012

STUDENT—PARENT
HANDBOOK



STANLEY ELEMENTARY SCHOOL
306 AYLOR GRUBBS AVENUE
STANLEY, VA 22851
(540) 778-2616
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As required by federal laws and regulations, Page County Public Schools do not discriminate on the basis of sex, race, color, religion, handicapping conditions, or national origin in employment or in its educational programs and activities. Inquires may be referred to John Smith, Title IX and Section 504 Coordinator, 735 West Main Street, Luray, Virginia 22835, or to the DOE's Director of the Office of Civil Rights.

STANLEY ELEMENTARY SCHOOL

Vision:

High Expectations

Life-Long Learners



Mission:

**TO CREATE A SAFE, CARING, AND EFFECTIVE
LEARNING ENVIRONMENT PROMOTING HIGH
ACHIEVEMENT, COMMUNITY INVOLVEMENT, AND
A LIFE-LONG LOVE OF LEARNING.**



STANLEY ELEMENTARY FACULTY AND STAFF

Administration: Catherine Marston, Principal

Secretaries: Cindy Tate
Annetta Martz

Pre- School: Janice Honaker, Teacher
Kathy Hurley, Assistant

Kindergarten: Karren Ferrell
Lisa Greber
Carol Morris
Jenny Plum

1st Grade: Felicia Haddock
Kim Painter
Crystal Sensabaugh
Carrie Zimmerman

2nd Grade: Christina Barlow
Mary Longanecker
Cynthia Morris
Wendy Rothgeb
Kathy Skinner

3rd Grade: Debbie Emmons
Sunshine Keeney
Elizabeth Kite
Pam Price

4th Grade: Lois Alger
Carla Burke
William Luders

5th Grade: Kim Clark
Kristi Cabbage
Nicole Meredith

Special Education: Amber Ball
Adrian Greber
Johanna Klein
Teresa Landes

Specialists: Cathy Ashanky, Music
Betty Davis, Title I
M. Scott Richardson, Guidance
Sharon Henderson, Library
Anne VanWyck , Gifted
Jamie Weaver, Nurse
Colleen Crable Art
Barry Pangle, PE
Julie Petefish, PE

Teaching Assistants: Kim Comer
Penny Jenkins
Kim Harsher
Becky Knighting
Judy Long
Donna Painter
Terry Painter
Ann Pettit
Amanda Seal
Martha Umberger
Tammy Smelser
Judy Wilson

PALS: Vicky Good
Melissa Varner

Custodians: Tammy Baker
Kay Breeden
Michael Buracker

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 7:45A.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.

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:

- Students will not be allowed to leave school by any means other than their normal routine without a note or verification from a parent.
- 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.
- **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.*
- 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, s/he should try to attend for at least part of the day .

- 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.
- **All students being picked up on the walker's bell will be dismissed to the back of the school in the lower lot. Only students being picked up prior to the walker's bell will be picked up in the office.**

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. **We will no longer accept phone calls to change the mode of transportation for students in the afternoons. Everything will need to be in writing. If an emergency situation arises you will need to speak directly to the Principal or designee.**

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) Page 7.

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; or e-mail to Stanley@pagecounty.k12.va.us
- 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 s/he may keep up with the class work. This should be done before 11 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, tardy arriving to school, or early leaving from school may not participate in extracurricular activities on that day unless 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 at Stanley Elementary to celebrate student achievement and foster positive attitudes for all SES students.

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 Health, Physical Education, Library, Art, and Music classes. Honor Roll medallions and certificates will be presented to students who achieve the Honor Roll at least 4 out of 4 times during the school year.

Principal's 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.

Honor Club

Honor roll students in Grades 3-5 are eligible for the Stanley Elementary School Honor Club, if they make the Honor Roll two consecutive times. Students will retain membership in the club as long as they remain on the Honor Roll. Honor Club students who do not make the Honor Roll one time will be placed on probation for one marking period. Honor Club students who do not make the Honor Roll for two consecutive times will be removed from the Honor Club. In order to be reinstated in the club, students must make the Honor Roll three consecutive times.

Attendance

Perfect Attendance incentives will be used for weekly classroom/homeroom perfect attendance, monthly individual perfect attendance, and for perfect attendance at the end of each nine week period.

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

Attendance Incentives

Incentives are awarded to encourage good attendance and may include:

- Monthly tags given for perfect attendance
- Weekly lunch or special refreshments with administration if attendance criteria has been met.

Outstanding Citizen of the Year

Outstanding Citizens of the Year (fourth and fifth grade) are selected by their teachers as demonstrating the qualities of good citizenship and effort in their studies. The Outstanding Citizens from each class receives a citizenship award at the June Awards Assembly.

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.

Breakfast And Lunch Programs

The School Breakfast Program offers a nutritional start to the school day. Breakfast is served daily from 7:45 to 8:10 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 8:10 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. Tastee Freeze) is permitted in the cafeteria.

Free or reduced price meals are available 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

Stanley Elementary School offers a developmental counseling program for all students in grades Pre—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.

Stanley Elementary also offers a Therapeutic Day Program from a licensed counselor. If you feel your child needs additional services please contact the school about this program.

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 Stanley Elementary School, the following rules apply to ALL students:

1. Students should be neat and clean.
2. Casual dress is acceptable. However, extremes are to be avoided.
3. 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.
4. Clothing which inappropriately exposes the stomach or other parts of the body are also restricted.
5. Hats or caps or any other headgear are not to be worn in the building by male or female students.
6. 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.
- Short-shorts, sloppy and/or cut off jeans, baggy pants that do not fit around the waist or that cover the soles of shoes are prohibited.
- Jogging shorts with extended slits on the sides are not acceptable in the classroom.

If a student at Stanley Elementary 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. 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. This training is only required one time during your child's academic time at SES.

Parents not selected as field trip chaperones will need prior administrators approval to participate or join the field trip group at the site.

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 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 s/he may keep up with the class work. This should be done before 11 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.**

Insurance

School Insurance is available at Stanley Elementary School for the 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. 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 money carefully. Large amounts of money should not be brought to school. When this is necessary, we strongly recommend that such money be left with the teachers during the day and it will be kept safe until the child leaves school at dismissal time. Money being brought in for lunches, ice cream, field trips, etc. should be in a sealed envelopes and be clearly labeled with the child's name, teacher's name and reason for the money. 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 3:20 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 schedules 2 Parent-Teacher Conference Days during the school year.

Physical Education

Physical education plays an integral part in the educational process at Stanley 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.

SES physical education facilities include two large fields, 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. Illness or injury may necessitate a child being occasionally excused from physical activity. Lack of participation due to inappropriate dress may result in a lower grade.

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;
- The school will conduct a review in January concerning the academic progress of all children in Grades K-5. The school will notify parents by February 15 of problem areas detected during the review and make a referral to the Student Study Committee. Students must pass the following subjects to be promoted:

GRADES K-5

LANGUAGE ARTS

MATH

Any student who fails any of the above subjects will be required to attend summer school in order to be considered for summer promotion. A student must pass all subjects taken in summer school in order to be promoted to the next grade. They must also meet attendance requirements for summer school.

However, any student in Grades 3-5 who passes his/her spring SOL in a particular subject has an opportunity to pass his/her grade level. Through the Page County SOL Incentives, if the student passes the SOL tests, but fails that subject, then the following conditions apply:

If the student's grade in the subject falls between 60-69, the student would pass the subject; or if the student's grade in the subject falls under 60, the student would pass the subject if the student also successfully completes the 3-week summer session in that course.

Religious Education

Weekday Religious Education (W.R.E.) classes are available to Grades 2 and 4 on a weekly basis. Beginning in October, Children's Bible Mission (C.B.M.) classes for grades PreK-5 meet on a monthly basis. 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. 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 K-5 at the midpoint of each marking period. Dates for Progress Reports are included on the School Calendar. Parents are asked to review their student's progress 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 their child's 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 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.

Stanley Elementary practices a pro-active discipline philosophy. The staff at Stanley promotes a meaningful learning environment, simple and consistent rules, and clear consequences for inappropriate behavior(s), thus helping create successful and compassionate learners. Stanley Elementary School teachers post classroom rules in their rooms and use a disciplinary plan to manage their classrooms. Each teacher or grade level has a classroom discipline plan. 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 office.

General School Rules

These rules are presented as a reminder of the type of behavior expected of all Stanley Elementary School students. First and foremost, Stanley 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 Stanley 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, Pokemon 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, s/he*

must do so.

3. Students should behave in the cafeteria with respect to others.
4. Good manners in the lunch line, at the table, and while returning lunch trays are expected of every student.
5. Each child is responsible for leaving their table and floor area clean. Students should not leave paper or food on the table or the floor. If a student drops food, or spills liquids s/he should let a cafeteria aide know so that it can be cleaned up. All trash will be deposited in the trash cans.
6. Students may not resell their lunches, or any part thereof, to another student.
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 sign in at the office then meet their students in the cafeteria, not in their classroom. A table for parents and students has been designated in the cafeteria. Visitors are expected to purchase a school lunch, as lunches purchased elsewhere (i.e. McDonalds, Tastee Freeze, Pizza Hut, etc) are not allowed to be consumed in the cafeteria. Each student with a visitor may pick ONE friend to eat with them at the visitor's table.
8. No unopened food or drinks with the exception of water can be removed from the cafeteria due to health code requirements.
9. No SODAS are permitted for students during lunch.

Violations of school/cafeteria rules and/or inappropriate behavior will result in disciplinary consequences since all school rules apply in the cafeteria as well.

Playground Rules

Younger students have the opportunity to use the playground and its equipment daily. This play time is supervised with organized activities directed by the teacher(s). However, in order for all students to safely participate in activities during this time, the following rules must be adhered to by the students:

1. All playground equipment is to be used safely.
2. Standing or jumping from seesaw, swings or other equipment is *absolutely* not permitted.
3. Throwing and catching objects require open areas.

4. Non-school personnel or children **are not** allowed on the playground during school hours.
5. While playing, there should be no physical contact; that is, no pushing or shoving
6. Students may not leave the playground to talk with parents waiting in cars.
7. Students should display good sportsmanship at all times.
8. It is very important for students to listen to their teacher at all times.

School Security

In order to protect the security of Stanley Elementary, all entrances, except the door by the main office, are kept locked during school hours. All parents and visitors MUST SIGN IN AND WEAR A VISITOR'S TAG to assist building personnel in maintaining security. Staff members are instructed to question anyone who is not properly identified. Surveillance cameras are in use at all times on school property.

All school property is off-limits to non-school personnel during school hours.

School Telephone

The use of the telephone is limited to school business. Students are not permitted to make or receive calls through the office except in cases of an emergency.

Special Education and Related Services

A free appropriate public education is provided to all identified students with disabilities ages two through twenty-one , inclusive, who live in Page County. Questions concerning special education and related services may be directed to your child's principal or the Director of Special Education at (540) 843-2818.

Section 504 Services and Accommodations

Any student, employee, or parent who has a mental or physical impairment which substantially limits one or more of a person's major life activities is eligible for services and accommodations under Section 504 of the Rehabilitation Act of 1973. Section 504 states that no otherwise qualified individual with a disability can be excluded from or denied benefits of any program receiving federal financial assistance. Services and accommodations to provide

access include but are not limited to ramps, elevators, interpreting services for the hearing impaired and special accommodations in the classroom in order to allow a disabled student to benefit from his or her education. If you should have Section 504 questions, the contact listed below will respond or direct you to the appropriate person.

Compliance Officer of Section 504

Page County Public Schools

Donna M. Smith

Director of Special Education Services

735 West Main Street

Luray, VA 22835

(540) 843-2818

Special Interests And Activities

At Stanley Elementary, there are many opportunities for children to apply their special interests and to learn about the world around them. Some of the activities are integrated into their classes, while others occur before or after school hours. Further information about any program listed below can be obtained by calling the school's office. Special opportunities include: Accelerated Reader, Art Show, Choir, D.A.R.E., Field Day, Gifted and Talented Program, Math-a-Thon, Presidential and National Physical Fitness, Title I Reading, and Math . . . just to name a few!

Standards of Learning Tests

The Virginia Standards of Learning Assessments (SOL Tests) are administered in the second semester of third, fourth, and fifth grades. These tests measure a student's mastery of skills and content prescribed in Virginia's Standards of Learning. Student performances on these tests are used to determine which students are in need of further instruction, as well as the awarding our school's accreditation status with the state of Virginia and with the United States Federal Government's *No Child Left Behind Act* of 2001.

Student Study and Child Study Teams

Each school has a Student Study Team and a Child Study Committee established to review information on any student who is experiencing difficulty in school. The Student Study Team is a committee of teachers who work with the classroom teacher to identify and

recommend strategies to address individual student learning, behavior, communication and/or development concerns. The purpose of the Child Study Committee is to consider whether or not a referral for evaluation for special education and related services is needed.

Parents and/or teachers refer a child for review to either the Student Study or the Child Study Committee by contacting the building principal or the child's classroom teacher.

Technology Education

Stanley Elementary School believes that preparing students to be successful requires the ability to use and apply current technologies. Grade level appropriate software is used to support and reinforce curriculum. Knowledge of basic computer skills is also emphasized. Students are taught how to use application software such as *Word Perfect*, *Corel Presentation*, and *Microsoft Works*. Students are also instructed in the use of digital cameras and scanners.

Students are taught how to make a multimedia presentation and are taught basic key-boarding skills. Teachers are trained to make use of available technologies and software to help with classroom programs. Internet access is also provided. **Parents and students are required to sign the Page County Public School's Acceptable Use Policy before students may use the Internet.**

All Stanley Elementary classrooms as well as the three Windows-compatible labs are equipped with a Novell LAN (Local Area Network) to deliver instructional software to each computer. The network includes Internet access, multimedia encyclopedia, a magazine and newspaper index, a reading management program, and various other programs to support and enhance our instructional program.

Tobacco Products

The Page County School Board prohibits the use of tobacco products in any school building or on school grounds at all times by anyone, minor or adult. Additionally, state law prohibits anyone under the age of 18 from purchasing or possessing any tobacco product. Tobacco products will be confiscated and the proper authorities notified. Please refer to the ***Page County Public Schools Code of Student Conduct and Attendance.***

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 cars and buses will enter the parking lot next to the school and circle around past the outdoor basketball court and exit onto Aylor Grubbs Avenue. The traffic flow is a **ONE WAY** pattern. The entrance is divided into two lanes. The lane closest to the building is a **BUS ONLY** lane. All other vehicles must use the lane closest to the fence.
2. For the morning drop off of students from buses and vehicles, there will be a person stationed at the gate to help control the traffic flow of departing buses and vehicles going to the drop-off area. Students are not permitted to be dropped off at the top of the parking lot near the office entrance between the hours of 7:45 a.m. and 8:15 a.m.
3. *Only one vehicle at a time will be allowed to drop off, even though three at a time will be allowed in this area.* For safety's sake, students are to go *behind* the chain when walking to the building after being dropped off from a vehicle.
4. All parents picking up students in the afternoons are requested to park in the lower parking area and meet students at the chain opening, where students are dropped off in the morning. Students may not be picked up by persons in vehicles at the door/curb. **All students being picked up on the walker's bell will be dismissed to the back of the school in the lower lot. Only students being picked up prior to the walker's bell will be picked up in the office.**
5. Students will walk behind the chain until they arrive at the opening. Parents are not allowed behind the chain.
6. Please use the painted crosswalk areas to move safely through the bottom parking lot.
7. Visitors' parking area will be the designated area beside the building and the lower parking area. Signs have been posted to this effect. Visitors are asked not to park in the numbered areas.
8. All students will be dismissed from the gym on the west side of the building.
9. Students who are walkers must walk on the sidewalks and are not to take short cuts across private property on their way to or from school.

10. Parents and patrons who plan to enter the building must park their cars in the designated visitor area. Cars must not be parked or left unattended in the traffic lanes.
 11. Persons parked in Handicapped spaces must have proper identification.
 12. *Parking by the dumpsters or adjacent small building is not permitted at any time.*
- Parking is also prohibited next to the lower sidewalk beside the cafeteria and gym entrances.

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 Stanley 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. In order for a volunteer program to be successful, volunteers must understand and be willing to accept the responsibilities outlined by the school.

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 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 procedures used by volunteers at Stanley Elementary.

Appropriate Interaction With Staff: Stanley 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.

Hopping into a Froggastic Year!

2011 2012

