

ELKTON ELEMENTARY SCHOOL

“Where Bright Futures Begin”



**2017-2018
Parent-Student Handbook**

ELKTON ELEMENTARY SCHOOL
302 West B STREET
ELKTON, VIRGINIA 22827
TELEPHONE: 298-1511
FAX: 298-1471

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FREE and APPROPRIATE EDUCATION (FAPE)

Elkton Elementary School is dedicated in providing a free and appropriate public education to disabled persons ages 2 through 21 who live in Rockingham County. Questions about special programs, policies, and procedures, should be directed to one of the special education teachers, counselors, or an administrator.

DISCLAIMER

A good faith effort has been made by the administration of Elkton Elementary School to include in this handbook all information students and parents should need to successfully navigate the 2017-18 school year. Since, however, it is impossible to anticipate all applications and interpretations of these policies, EES reserves the right to make changes and adjustments where necessary to ensure the smooth and successful operation of the school. It should be understood that all members of the EES community are subject to these regulations, both written and implied. Further explanations and clarification, if needed, are available from the appropriate school officials.

NOTICE

Students will receive a second handbook from Rockingham County Public Schools to include the **Student Code of Conduct** with more comprehensive policies, procedures, and guidelines that are applicable to all Rockingham County Public Schools. Students and parents are expected to read and follow these policies as well. The signature page included in that handbook must also be signed and returned.

DAILY SCHEDULE

Opening

7:50 - First bus arrives – Students report to bus room or breakfast

8:25 - First bell – Students report to homeroom

8:30 – Tardy Bell

Closing

3:05 - Bell rings for K-2

3:07 - Bell rings for 3-5

3:10 - Buses leave

3:12 - Walkers dismissed

**Elkton Elementary School
A Rockingham County Public School
302 West B Street
Elkton, VA 22827**

Telephone (540) 298-1511

Fax # (540) 298-1471

August 3, 2017

Dear Parents,

I hope everyone has had a wonderful summer spending quality time with family and friends. My family continues to grow up and I cannot believe we will have a 12th grader, Colin, and a 9th grader, Hannah, at SHS this coming school year! I want to thank you for the commitment you have made to Elkton Elementary School. Whether you are a parent, guardian, grandparent, brother, sister, aunt, uncle, volunteer, or other to our school family, you are part of the reason our students achieve and our school is successful!

Our 2017 Reading, Math, Science, and Social Studies PALS and SOL scores continue to place us with the top elementary schools. The reason is simple: Everyone cares deeply about this school, our community, and one another! This year we will continue with high quality instruction, but focus more intentionally on the social, emotional, and physical health of our staff and our students. This will be accomplished through a variety of stress reducing strategies and healthy support offerings throughout the year. These activities will be made available within the classroom and school-wide where appropriate. Note: We have addressed the appropriate use of “Spinners” during the school day on page 15 in this handbook.

Lastly, this is my third year as principal of EES, and for me this is my dream and an honor to serve in the community in which I grew up. Please always share your positive thoughts and communicate when you have questions or concerns. I care, and we as school staff care deeply about this school, our students, parents, and this community. We can celebrate many accomplishments and solve many concerns together as a team!

I plan to communicate with our school community in a variety of ways including: School Website, Newsletter, Facebook, E-mail, and Phone.

Contact me at: cbryant@rockingham.k12.va.us or school office: 540-298-1511

Sincerely,
Mr. Bryant

“Where Bright Futures Begin”

ROCKINGHAM COUNTY SCHOOL BOARD MEMBERS

LaDonna Shiflet
273 Rustic Avenue
Broadway, VA 22815

Lowell Fulk
11830 Fort Turley Trail
Linville, VA 22843

Renee A. Reed
3432 Charleston Boulevard
Harrisonburg, VA 22801

Dr. Charlette McQuilkin
107 Milestone Court
Bridgewater, VA 22812

Dan Breeden
P.O. Box 303
McGaheysville, VA 22840

ROCKINGHAM COUNTY BOARD OF SUPERVISORS

Rick Chandler
P.O. Box 174
Port Republic, VA 24471

Michael A. Breeden
1716 Breeden Circle
Elkton, VA 22827

William B. Kyger
6710 Vista Heights Road
Bridgewater, VA 22812

Pablo Cuevas
543 Elm Street
Broadway, VA 22815

Frederick E. Eberly
3155 Harpine Highway
Harrisonburg, VA 22802

ORGANIZATION AND ADMINISTRATION

Administration

Chris Bryant

Administrative Intern

Keturah Shifflett

Secretaries

Beverly Lam
Tina Coffman
Ann Hensley

School Nurse

Sandy Baugher

Kindergarten

Betsy Peters
Robin Wallace
Amber Wampler

First Grade

April Buckmaster
Bobbie Jo Kite
Lauren Shifflett

Second Grade

Lynda Shifflett
Lisa Lewis
Rebecca Cox
Chase Raynes

Third Grade

Kiera Heatwole
Rachel Lemn
Shannon Dean

Fourth Grade

Ben Markel
Farren Francis
Lauren Sandridge

Fifth Grade

Donna Mueller
Justin Hitt
Judy Thompson

Specialty Team

Barbara Bowman
Linda Doherty
Pat Failes
Sarah Peters
Alesia Talbot
Lynn Allen

TLC

Jeanne Ford
Rebecca Karaffa

Title I

Nelle Douglas

Special Education

Sheri Loomis
Mary Johanna Klein
Kristyn Gould
Kristen Jenkins

Guidance

Cynthia Hepner

Head Start

Jennifer Cook
Corey Turner

School Resource Officer

Chad Good

4-Year-Old-Program

Katie Walker
Michele Defreese
Shelby Kibler
Teresa Shifflett

Instructional Assistants

Crystal Breeden
Sally Brown
Donna Stevens
Julie Dinkel
Leeanne Dofflemyer
Melinda Dofflemyer
BJ Merica
Regina Merica
Stephanie Richards
Cristi Lam
Sharon Morris
TBA (Instructional Assistant
SPED)

Custodians

Wayne Knight
Jennifer Foltz
Keith Hensley
Connie Morris
Mike Riddle

Cafeteria

Sheila Gibson
Tammy Breeden
Debbie Lam

Cafeteria Assistants

Angela Dean
Jennifer Foltz

Bus Drivers

Lisa Lam
Garland Dean
Carolyn Meadows
Jeanie Dean

HISTORY OF ELKTON ELEMENTARY SCHOOL

Elkton Elementary School with its magnificent colonial façade and walled portal is located on West B Street in Elkton, Virginia. The building was originally built in 1936 to house Elkton High School.

An addition was added to the school in 1972 replacing an older elementary school building. The school was further enlarged in 1995 with the addition of a new gym-auditorium and new kindergarten and third grade wings.

The building and environs are beautifully maintained and landscaped.

Elkton Elementary School has an excellent reputation as an educational center. The school is particularly noted for its:

1. Status as a fully accredited school as defined by the Virginia Department of Education.
2. High academic standards with emphasis on the basic skills in reading and mathematics.
3. Comprehensive, child centered instructional and activities program.
4. Strong community support, as indicated by parent volunteers and an overwhelming support with fundraisers.
5. Excellent academic faculty and support personnel.
6. Attractive educational environment.
7. Strong physical education, music and fine arts program.

PHILOSOPHY OF ELKTON ELEMENTARY SCHOOL

Education is the individual development of a set in interrelated concepts so that when faced with a problem in life an individual can choose from several alternatives. The basic purpose of the education of each student is to cultivate and extend the intellectual and cultural development of each student to their fullest potential. Every child must be provided with an educational environment which will allow them to respond, grow and develop their capacities in a continuing process. It is in this manner that a child will be enabled to become a useful, productive, and economically self-sufficient member of society.

The child must be the center of attention and the primary reason for the existence of the school. Elkton Elementary School places its educational emphasis on the student and learning. Since each student is an individual who differs from others in ability, attitude and rate of growth, we seek to provide an atmosphere in which each student can develop acceptable intellectual, physical, emotional, aesthetic, social and moral skills and values.

We build on the tasks begun in the developmental kindergarten program and continue developing these skills throughout the elementary years. We believe that the students learn best through active involvement in the classroom. The professional staff will develop learning environments and instructional programs that will actively engage students in the learning process.

We believe that the school shares with the home and community the responsibility for the encouragement, guidance and instruction of each student. In cooperation with the community we will strive to provide enriching experiences in academic and social development to meet the needs of the student, the school and community.

MISSION STATEMENT

We believe that all children can succeed. It is our goal to provide the children of Elkton Elementary with a strong foundation of basic skills, basic technology, and problem solving skills. Armed with these skills, the students can pass the SOL tests for their grade level, and work towards becoming positive and productive members of society. We believe effective education is best achieved through a safe environment and an active partnership of school, home, and community.

CURRICULUM

The Virginia Standards of Learning drive the curriculum at Elkton Elementary. These standards are set for grades K-5 in the core areas of reading, writing, math, social studies and science. This comprehensive set of standards is the basis for most curriculum decisions made in our school. Along with this basic curriculum, Elkton Elementary also provides instruction in other areas including: physical education, music, art, health, handwriting, family life and spelling.

The following is a list of additional programs available to qualifying students:

- A. TLC Reading Program – Students with special needs in reading may qualify for this supplemental reading program.
- B. Head Start – Elkton Elementary School offers a Head Start program for three-year-olds in conjunction with the Head Start Consortium in Augusta County. The program is limited to eighteen students.
- C. At-Risk Preschool (4 Year-Old Program) - This program is designed for 4-year-olds who qualify as at-risk based on an eligibility interview which includes a Family Needs Assessment and Developmental Tasks Assessment of the child.
- D. Speech and Hearing – These programs are designed to identify students with special needs in the areas of speech and hearing. Identified students receive additional instruction.
- E. Learning Disabled – These programs provide services to children who have a disorder in the basic processing involved in understanding or in using spoken or written language.
- F. Challenge – Identified students receive differentiated instruction under the supervision of the challenge teacher. The challenge teacher provides resource assistance to the classroom teacher, as well as, pulls out and pushes in class instruction. Classroom activities are open-ended so that all students can achieve at their own levels.
- G. Intellectually Disabled – These programs provide services to children who have a delay in cognitive and academic areas.
- H. Title I - is a federally-funded educational program which provides extra instruction for students who need it most. Title I is short for "Part A of Title I of the No Child Left Behind Act of 2001, Reauthorization of the Elementary and Secondary Education Act of 1965." Title I funds are directed to school districts and schools based on poverty level indicators.

RCPS NON-DISCRIMINATION STATEMENT

It is the policy of Rockingham County School Board to comply with all applicable state and federal laws regarding non-discrimination in employment and educational programs and services. It is an equal opportunity employer and educational agency.

The Rockingham County Public Schools will not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment or in educational programs and services on the basis of race, color, national origin, religion, sex (including pregnancy), gender, marital or economic status, age, disability, genetics, or veteran status and prohibits retaliation against anyone who files a complaint of discrimination, participates in such a proceeding or, otherwise opposes discrimination.

ACCEPTABLE USE POLICY FOR ELECTRONIC INFORMATION, SERVICES AND NETWORKS(Policy IIBEA)

Rockingham County Public Schools supports the use of technology for research, communication, instruction, and to provide access to unique resources and opportunities for collaborative work. The use of RCPS computer networks, including Internet access, must be consistent with the educational objectives or work climate of Rockingham County Public Schools and the Virginia Board of Education. The following uses of Division computer networks including Internet access are not permitted by any users:

- a. to “hack into” or otherwise access data not intended for the user including, but not limited to other users files and administrative data;
 - b. to share passwords with others, circumvent the menu/password and/or Internet filtering software installed on Division computers;
 - c. to access, upload, download, create or distribute profane, pornographic, obscene, sexually explicit, or illegal material;
 - d. to transmit profane, obscene, abusive, sexually explicit, or threatening language that could be characterized as bullying, harassing, or damaging to one’s reputation;
 - e. to vandalize, damage, or disable the property of another individual or organization including destroying data by creating or spreading viruses or by other means;
 - f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
 - g. to abuse or monopolize technology resources for non-educational use; and
 - h. to violate any local, state, or federal law.
- Students should be aware that any use of RCPS technology may be monitored to ensure compliance to this policy.

AR

AR is individualized reading practice. It is not reading instruction.

Goal of AR: Improve an individual’s reading ability.

AR is a 100% incentivized program. Students can earn rewards for meeting goals, but are not given punitive consequences for not doing so.

AR is not part of the student’s reading grade.

1. STAR test first, before beginning AR. STAR will give the child’s ZPD.
 - *STAR is not the only qualifier. A student needs to have some basic computer skills and communication skills to talk with other adults. If a teacher feels STAR is not accurate, he/she can STAR test again or use another means of assessment.
 - *STAR test should be taken 3 times a year: beginning, after first semester, end of the year. Excessive testing should be avoided.
 - *A teacher can adjust the student’s range as needed.
2. For a K-1 student, who is beginning AR, send them to the computer lab, for his/her first AR quiz.
3. ZPD: For Fiction, it is the STAR ZPD. For Nonfiction, it is a range that is up to one point lower than the fiction range.
4. Students should only take quizzes of books that they have read, in the ZPD range. Blocks can be set in AR for this purpose.
5. Student’s point goal:
 - *Students in grades 3, 4 and 5 point goals should be set by using the point goal chart. If a student needs accommodations or has special needs, the teacher can (and should) adjust the point goal.
 - *Students in grade 2-this has been left up to the individual teacher as to how they want to do this. Some teachers give them point goals. Some have them read one or two AR’s a week.
 - *Students in grades K and 1 – no point goal. Students read and test as desired.
 - *Time to read: for grades 3 and 4, the point goal is based on 45 minutes of reading. At EES, approximately a half-hour is done at school, and 15 minutes is done at home. This Reading should be a part of homework. (It doesn’t have to be every day.)
6. Taking an AR quiz:
 - *Students have read the book. They should use the book to enter the title and check the author. (They need to be sure to choose the correct version). Students are encouraged to check back in the book for the correct answers.
 - *While taking an AR quiz, talking with another student is not allowed.
 - *The child needs to take the quiz by him/herself with no input from parents or others.
7. Once the point goal has been met, students are not allowed to take quizzes on books below their levels to bring up their average. They may continue to read and take AR quizzes on books in their range, if they would like to. AR tests are only given on the child’s range.

8. Once a student has met his/her goal, they may continue to read and take AR quizzes, if he/she wishes to do so. It is the student's choice. If a student does not want to take any more AR quizzes that 9 weeks, it is ok.

9. AR in grading.

Per county policy, it is not to be more than 25% of the student's grade. Individual grade levels will communicate the AR policy at the beginning of the school year.

*85-95% average is the target of AR. 100% average indicates that the books are too easy and the level needs to be adjusted up.

ARRIVAL AND DEPARTURE OF BUSES

When unloading, all buses will stop at a central location. Students will enter the building either through the second grade door or the main entrance.

Students will leave their areas by assigned exits and proceed to the buses in an orderly manner.

ARRIVAL - STUDENT DROP-OFF BY ADULT

1. Walkers should not come to school before 7:50 am
2. Students in grade 3 – 5 have the option of riding bicycles to school. These students must have a note from home granting permission. The principal may refuse permission due to safety.
3. Students are to go directly to the bus room or the cafeteria for breakfast upon arrival at school and then secure permission before going to another part of the building.
4. Children visiting school will need to be accompanied by a parent or guardian; otherwise, visiting by young children or children of school age is not permitted during school hours.

ASBESTOS STATEMENT

Dear Parents:

In accordance with AHERA (Asbestos Hazard Emergency Act) in conjunction with the EPA (Environmental Protection Agency) we are making our yearly notification that your school building may contain asbestos containing material (see list below). An operation and management plan was developed in 1988, and all 3-year follow-up inspections have been conducted to help us manage the materials in a manner that promotes the safety of our students, employees and vendors. You may examine the O & M plans located in the school office and division maintenance office during normal hours, or you may contact the division Asbestos Coordinator at (540) 434-4434.

Schools containing ACM's

Spotswood High School

Elkton Middle School

J. Frank Hillyard Middle School

Montevideo Middle School

Wilbur S. Pence Middle School

Elkton Elementary School

Fulks Run Elementary School

Linville-Edom Elementary School

McGaheysville Elementary School

John C. Myers Elementary School

Ottobine Elementary School

Plains Elementary School

Pleasant Valley Elementary School

John Wayland Elementary School

Dayton Learning Center

ATTENDANCE POLICY

1. In order for a child to be successful in school, he/she must attend regularly. Any student with excessive absences (see note #3) must obtain a Doctor's excuse or visit the school nurse to determine if the student is healthy enough to be at school. If a child misses an excessive amount, according to school policy, the parent will be expected to meet with a school official to explore solutions to the problem. If the problem persists, the case will be reported to the Rockingham County School Attendance Officer. The Attendance Officer will bring the case before a Community Service Committee for further interventions. If this does not solve the problem, the case will be brought before the judge in the Rockingham County Juvenile Domestic Relations Court.
2. On the 7th absence from school (regardless of reason), a letter will be sent to communicate our concern for the number of absences for a student from school.
3. From the 12th absence forward, all absences (for any reason) will require a note from a doctor, professional appointment, school nurse note, or school related. All absences without this note will be recorded as unexcused.
4. At 5 Unexcused/Unverified absences, the RCPS truancy policy takes effect. This policy requires school officials and the parent/guardian of the student to meet and create an Attendance Improvement Plan (AIP) to improve the student's attendance.
5. If a student is absent from school, parents/guardians/emergency contacts are asked to make contact with the school by 9:00 a.m. If not, school personnel will make an attempt to contact the parents/guardians/emergency contacts of students absent from school. If contact cannot be made, an "Unverified" absence will be recorded. A note must come to school within three days of the student's absence; even if you have called to notify the school of your child's absence.
6. Homework assignments will need to be requested by 10:00 a.m. and picked up after 3:00 p.m.
7. Tardy students are to come to the office to get a tardy slip before going to the classroom. A student is considered tardy when he/she arrives at school after the 8:30am bell rings. Tardiness and early dismissals will also be monitored by the office and excessiveness in these areas will require attention from the principal.
8. Continued problems with attendance after an Attendance Improvement Plan (AIP) meeting will be forwarded to the County Attendance Officer. This policy requires school officials, parent/guardian, county attendance officer, and related community services to schedule an Interdisciplinary Team Meeting (ITM) to improve the student's attendance. Continued problems with attendance after the ITM meeting may result in a summons to the juvenile domestic courts.
9. Parents are strongly encouraged to make arrangements for afternoon transportation **before your child comes to school**. Any student wishing to go home any other way than he/she is regularly scheduled must have written permission from home and have it noted/recorded in the office. If the transportation change involves more than one student, then all students involved must bring notes. **Please refrain from calling the school to communicate afternoon transportation on a day-to-day basis.** If a situation arises whereby you must call the school to change your child's afternoon transportation, please call the school as early in the day as possible and **no later than 2:15 pm.** Phone calls after 2:15 p.m. cause confusion and inhibit good communication with classroom teachers regarding dismissal.
10. Any student wishing to be dismissed early or to leave the school grounds must have a note from home and permission from the office. In order for a child to be released before 3:05 p.m., a parent must sign the student out in the office.
11. Students must be in attendance, at a minimum, the last four hours of the school day in order to participate in any extra-curricular activity that day. (See RCPS Handbook for more information)

TARDY/EARLY DISMISSAL POLICY

1. 5 unexcused tardies to school: letter to parent/guardian
 2. 10 unexcused tardies to school: meeting with principal to resolve the difficulty
 3. More than 10 unexcused tardies to school: referral to RCPS Attendance Officer
-
1. 5 unexcused early dismissals: letter to parent/guardian
 2. 10 unexcused early dismissals: meeting with principal to resolve the difficulty
 3. More than 10 early dismissals from school: referral to RCPS Attendance officer

ATTENDANCE RECOGNITION

Attendance at school is extremely important in the success of a student. At EES we will recognize students for their attendance at the end of each grading period and at the end of the school year.

Recognitions:

“Elk”ceptional Attendance: Student has no absences, no tardies to school, and no early dismissals for the grading period or entire school year.

Perfect Attendance: Student has no absences from school during the grading period or entire school year.

Outstanding attendance: Student has no more than one absence for a grading period and no more than 4 absences for the school year.

BUS RIDING

Riding a RCPS school bus is not a guaranteed right granted to students. A student may be denied bus privileges if he/she does not follow all RCPS and EES policy and procedures while riding a school bus to or from school or any school related event.

BUSINESS PARTNERS/DONORS

The following area businesses/donors support Elkton Elementary School as business partners. The support and expertise that these businesses provide is valuable. If you are interested in becoming a business partner/donor, please contact the school office.

Rockingham Education Foundation Incorporated- (REFI)

Merck, Miller/Coors, Harrisonburg/Rockingham County Boys & Girls Club, Elkton Lions Club, Ran Mar, Blue Oval Industries, Farmers and Merchants Bank, E.A. Breeden, Elkton Police Department, Big L Tire Elkton, Ace Dean Hardware, Elkton Family Pharmacy, Blue Elk Coffee, McDonalds in Elkton, 7-11 in Elkton, Ciro's/Goodfellas in Elkton, Elkton Progressive Improvement Committee (EPIC), Town Council of Elkton, Kim Conley Shifflett

CHANGE OF ADDRESS/TELEPHONE

If you have a change of address or telephone number during the school year, please stop by the office and complete a change of address form so that we may keep our records updated.

CODE OF CONDUCT

The education provided through our local public schools must seek to enable all students to become lifelong learners and responsible, productive members of society. A successful educational process includes not only academic instruction but also student development of marketable job skills and positive behaviors and attitudes towards honesty, hard work, family, environment, modesty, civility, wellness, and country. We seek to instill and cultivate in each student “Pillars of Character” – respect, trustworthiness, responsibility, citizenship, caring and fairness. To these ends, throughout all schools in Rockingham County, students are expected to observe a Code of Responsible Student Conduct. This Code helps create and ensure a healthy, safe, and effective learning environment for everyone, promotes a school atmosphere of respect, pride, self-esteem and cohesiveness, reinforces community values and positive respect for authority and discipline, and assists in

readying students for employment by advancing their mature transition from the world of school to the world of work.

Educators have three major responsibilities for children under their care; to instruct, to supervise, and to provide for student safety. Principals and teachers have the authority and discretion to interpret and apply this Code of Responsible Student Conduct to students under their care. The Code applies to all students in the Rockingham County Public Schools, while present on or using school or school-controlled property, going to or from school, attending school-related events or activities, or engaging in any activity which may or does have a relationship with or an impact upon any part of the schools' learning environment or process.

As a student citizen of Rockingham County Public Schools, I recognize and accept responsibility to abide by the rules, regulation, and policies of this school division and strive to have my actions reflect, in everything I do, the Six Pillars of Character by:

-Demonstrating **RESPECT** for all persons and property.

I will be fair, tolerant, gracious, and caring in thoughts, words, and actions as to all those persons involved in my school life – other students, faculty and staff, bus drivers, administrators, and parents. Threats to students and school staff are regarded as serious violations of the Code of Responsible Conduct.

I will behave in a manner that ensures that uninterrupted learning takes place in my school and school-related activities.

I will promptly follow the directions of those in authority.

I will protect and safeguard the ownership and condition of the property of others, as well as books, equipment, and other school materials, returning it in the best state possible.

-Demonstrating **TRUSTWORTHINESS** towards all persons.

I will be honest in all aspects of school-related activities.

Without being asked to do so, I will volunteer fully accurate, reliable information to all persons at all times.

In school-related work, I will use, accept, and give only help which is authorized and permitted by my teachers and other persons in authority.

-Demonstrating **RESPONSIBILITY** in everything I do.

I will know and follow the letter and spirit of the Code of Responsible Student Conduct and other school rules and procedures, refraining from attempting to violate or circumvent them.

I will regularly attend and be punctual for school, for class, and for school-related activities.

For any absence from school, class or school-related activities, I will have obtained proper authorization and will document the authorization and reason for the absence.

For any tardiness to school, class or school-related activities, I will have obtained proper authorization and will document the authorization and reason for tardiness.

-Demonstrating exemplary **CITIZENSHIP** at all times.

I will remain drug, alcohol, and tobacco free, avoiding even the presence of any person illegally or wrongfully processing or using alcohol, tobacco or other similar substances.

I will present myself and dress at all times in a manner which observes, demonstrates, and promotes basic standards of safety, cleanliness, good grooming, and modesty in attire and items of fashion, endeavoring to avoid any possible disruption to the learning environment (or endeavoring to foster the most favorable learning environment).

I will present myself and dress at all times in a manner which does not threaten or intimidate others, undermine the respect for authority of teachers, staff, administrators, or parents, or directly or indirectly promotes the use or possession of drugs, alcohol, tobacco, weapons, or suggests lewdness or vulgarity. At school dances I will refrain from dancing in a sexually explicit manner. If dancing in a front to back manner, I understand that grinding is prohibited.

I will promptly report, verify and document to a person in authority any information which I have, which may indicate that there has been or will be a violation of this Code of Responsible Student Conduct.

-Demonstrating a **CARING** attitude toward all individuals.

I will demonstrate an attitude that everyone is an individual of worth.

I will listen to the opinions of others recognizing that they may be different than my own.

I will promote and participate in programs of service and act to help others.

-Demonstrating **FAIRNESS** in all my activities.

I will examine my actions and thoughts with respect to fairness toward another party.

I will always deal with others in a fair manner.

I will not take advantage of a situation to gain an unfair advantage over another person.

CODE OF RESPONSIBLE STUDENT CONDUCT/DRESS CODE

Rockingham County School Board Policy JFC provides certain examples of dress/attire, which are unacceptable under the terms of Rockingham County Schools' Code of Responsible Student Conduct. The listing includes:

- Clothing which exposes undergarments;
- See-through apparel;
- Clothing that exposes the midriff, lower back, cleavage, or bare chest;
- Strapless tops or tops with spaghetti straps;
- Dresses, skirts, pants, or shorts that are shorter than the student's mid-thigh;
- Hats, hoods, or head coverings inside the school building, unless they are required for religious or medical reasons;
- Sunglasses or other obscuring glasses inside the school building, unless they are required for medical reasons;

- Spiked accessories or wallet chains;
- Extremely tight pants worn without clothing which covers the student to mid-thigh, including, but not limited to: yoga pants, leggings, spandex shorts, compression shorts, "jeggings," or tights;
- Jewelry, including facial or body piercings, that is actually or likely to be disruptive, distracting, or hazardous to the student or other students in the student's presence;
- Dress that promotes, depicts, or in any way affirms, explicitly or implicitly, drugs, tobacco, alcohol, or illegal activity, including gang activity;
- Dress that promotes, depicts, threatens, or in any way affirms, explicitly or implicitly, violence, profanity, vulgarity, or sexually implicit or explicit messages; and,
- Dress that promotes or depicts discriminatory messages or practices or that denigrates a particular group of people.

The administrative leadership of each elementary, middle, and high school has the authority, within the boundaries of this policy, to construe, interpret, and apply this policy and determine the appropriateness of student school dress and any consequences, including any discipline. This authority and discretion extends also to making occasional exceptions on a school-wide basis to establish, designate, and allow spirit days and other similar celebrations, while retaining the prerogative to deal with particular items or styles that pose or likely may pose a disruption or threat of disruption, or as other circumstances warrant within the criteria of this policy.

The Division Superintendent is authorized, consistent with this policy, to promulgate or issue administrative directives to implement this policy. Such administrative directives may include pictorial depictions to illustrate and define more specifically, within the boundaries of this policy, what is expected and prohibited.

Consequences

The administrators of each school shall have the discretion to decide on the consequences of a student's violation of the Dress Code. Recommended dispositions as a guideline are:

First Offense:	Warning with requested change of clothes and notification to parent.
Second Offense:	One day of in-school suspension, lunch detention, or Saturday school and notification of parent.
Third Offense:	Three days of out-of-school suspension (with required notification to parent).
Fourth Offense:	Five days out-of-school suspension (with required notification to parent).
Fifth Offense:	Ten days of out-of-school suspension with recommendation to the Division Superintendent of Schools for regular school suspension for the remainder of the semester or school year (with required notification to parent), with the opportunity to continue academic studies in an alternative setting or arrangement, as may be available.

CODE OF CONDUCT - GENERAL REGULATIONS

In order to promote safety, desirable working conditions, and care of personal and public property, certain regulations are necessary.

1. Students are expected to exercise courtesy and show respect to others.
2. Weapons of all types are prohibited at school, in accordance with Rockingham County School Board Policy.
3. To avoid congestion in the halls, students should keep to the right and avoid loitering in halls and doorways.
4. Defacing or destruction of school property is punishable by law. Malicious or careless breakage must be paid for by the students.
5. The use or possession of fireworks is forbidden by law in public buildings. To disregard this law is a serious offense.

6. Students are expected to walk, not run, in the halls, classrooms, and on the stairs. They are expected to refrain from rough and rowdy play while in school, rooms and gym.
7. Any use of tobacco is not permitted at Elkton Elementary School, in accordance with School Board Policy.
8. Students who become ill must report to the office of the nurse for permission to be taken home. Permission must be given from the office before students call home for someone to come for them.
9. Dress should be appropriate and in good taste. For safety reasons clogs and flip flop shoes are not permitted. Hats cannot be worn in the school.
10. Students are requested to enter and leave buses without crowding and pushing. Shouting and excessive loudness on the buses is not permitted. To avoid accidents, students must remain in their seats and refrain from activity that could lead to injury. Students should walk, not run, to and from the buses.
11. All foods must be eaten in the cafeteria. Students are not permitted to carry food outside or to any part of the building.
12. Eating is not permitted during class time.
13. The use of personal radios, cassette/CD players, iPods, or other electronic listening devices is allowed only with special permission
14. The use of cell phones, pagers, and other communication devices is prohibited in Elementary Schools as per Rockingham County School Board policy.
15. Fighting is not permitted. If you have specific problems with other students, bring such concerns to the teacher or principal.
16. Students are required to have a pass whenever they are away from the classroom during instructional time.

SPINNERS

1. Spinners are to be considered toys during the school's instructional day and therefore should be left at home.
2. Exceptions to this will only be granted during special times during the year when the teacher invites a show and tell activity or advertises a reward opportunity.
3. Other exceptions are related to a student with an Individualized Education Plan or documented medical recommendation. (Spinners have been publicized to support those with attention needs/ADHD)

COMMUNICATING STUDENT EVALUATIONS

We believe that realistic evaluation of the learner's achievement and communication between home and school are essential components of the learning process. Parent-teacher conferences are scheduled twice each year but are always encouraged at the parent or teacher's discretion. A graded progress report card is sent home four times a year in kindergarten through fifth grade. This evaluation is designed to communicate achievements in relation to one's own ability as well as to those within the same grade level. The responsibility for effective evaluation and communication lies with both the parent and the teacher. Please feel free to call the school if you would like to schedule a conference at any time during the year to discuss your child's progress.

Parents, you can also keep up to date on your child's progress through the use of the "Power School Parent Portal". The login in for this site is located on the EES web page <http://blogs.rockingham.k12.va.us/ees/>

COMMUNICATION DIGITALLY WITH PARENTS/GUARDIANS

EES will utilize the communication system which began during the 2017-18 school year to provide information to parents and guardians throughout the school year. In addition, the EES website and Facebook page will be maintained to provide the most up-to-date information as possible.

COMMUNICATION BETWEEN SCHOOL AND HOME

At EES communication between school and home is the key to the success of children. EES teachers may provide communication through newsletters, blogs, webpages, phone calls, E-mail, and most importantly, face to face.

- ★ In the event that a parent has a concern, the parent is encouraged to communicate with the teacher first. More often than not, this communication can resolve the concern. You are always welcome to contact the Principal when a concern arises.

EMERGENCY CARE FORM

An emergency care form is on file in the office for each student. **It is very important that three emergency contacts and phone numbers are given for each student. Please notify the office when emergency phone numbers need to be updated or changed.**

EMERGENCY SCHOOL CLOSING

School closings and early dismissals due to weather conditions will be announced on local TV and radio stations. This information will be sent to all that have signed up for the RCPS notification system. **Please do not phone the school, teachers, or the radio stations for this information.** It is advisable to have a predetermined plan for your child to follow in the event of an early school closing. Please see the Rockingham County Policy Handbook for a list of radio stations that will make the announcements.

FIELD TRIPS

During the course of the year, groups take trips to places of educational interest to gain first hand experiences as an aid to learning. A notification letter and permission slip must be signed and returned to the teacher before a student may take part in the trip.

According to Rockingham County School policy and insurance regulations, pre-school children (children not enrolled in Elkton Elementary School) are not allowed to go on field trips with parents who are chaperoning.

Students will be under all rules and regulations that govern RCPS while in attendance at any school related function.

FIELD TRIPS - CHAPERONE GUIDELINES

Parents who attend an EES field trip or who come to help in the classroom must understand that they are under the direction of the teacher and under the policies of Rockingham County Public Schools. All chaperones and classroom helpers are asked to adhere to the following guidelines to assist in making your time with Elkton Elementary School a positive experience for all involved:

1. Information about students is always confidential;
2. Cell phone use is limited to emergency situations. Please remember you are requesting to interact with students' learning experiences;
3. Assist the teacher with lunches and coolers;
4. Required to remain with the assigned groups or class for the entire experience;
5. Assist in maintaining the proper behavior of all students. On all school related activities students are under the rules of RCPS even when a parent is involved;
6. Report any problems to the lead teacher of the activity or trip;
7. Follow the RCPS dress code (both chaperones and students). The dress code can be found in the student/parent handbook;
8. Use of **alcohol, drugs, and tobacco** products is strictly prohibited;
9. Must be 21 years of age or older to be allowed to chaperone;
10. Only parents or guardians are allowed to be chaperones unless approved by the principal. Each request will be evaluated on a case by case basis;
11. Pre-school aged students and students not on the rosters of the teachers involved are not allowed to participate in the field trip or activity;
12. **Pictures taken on field trips or school events should not be posted on social networking sites as this can be considered a violation of our students' and families' privacy;** and,
13. School field trips are an educational experience for EES students; therefore chaperones will be selected on a rotating basis dictated by the number of spaces available for the field trip or activity. Throughout the school year, teachers will make the best attempt possible to involve as many parents as possible in field trips and activities.

14. Students are to ride to and from field trips on the school bus. Any exceptions must be of an urgent nature and approved by the principal prior to the trip. Charter Bus trips require additional planning and preparation by school staff. Field trip costs may not be reimbursed if a student and/or chaperone cancels their attendance.

FOOD & NUTRITION SERVICE

The cafeteria is pleased to offer nutritious meals, served in compliance with National School Lunch and Breakfast guidelines. Each student receives a free/reduced price household application form. To be considered for eligibility, one form per household must be completed each year (unless notified that student is directly certified). If a student qualifies for a free or reduced price lunch, this also extends to breakfast. Once an application form is submitted, a response letter is sent to the household. **If the meal status qualifies the student for additional services, the parent must retain a copy of this approval letter for further documentation.**

MISSION

Each student and customer will be offered a variety of appetizing high quality nutritious food, served promptly, at the proper temperature, and at a reasonable cost. Each customer will be served by friendly food service staff in a clean and safe environment. Students will be encouraged to learn about the importance of proper nutrition and will be active participants in the meal program.

MEAL PRICES (NO INCREASE)

Full-paying student lunch	\$2.20
Reduced student lunch	\$.40
Adult lunch	\$3.00
Full-paying student breakfast	\$1.25
Reduced student breakfast	\$.30
Adult breakfast	\$1.75
A la carte entrée (selected schools 3 rd - 5 th only)	\$1.75
Milk, Juice	\$.35
Bottled Water	\$.50

Additional a la carte items may be available. All a la carte sales (including milk) require a positive account balance. Regardless of meal status, if student packs lunch and desires to drink milk, cash or money in account is required.

FINANCIAL PROCEDURES

Each student receives a PIN number for use in the cafeteria. This number is to be kept confidential. Parents are encouraged to send checks (PIN # written in memo section) for the prepayment of meals. Charging of meals is strongly discouraged. Parents have the opportunity to deposit money into their child(ren)'s account using a credit card on the internet. To learn more and be able to view account balance, visit: www.myschoolbucks.com. Lunch account balance can also be viewed from the parent portal of PowerSchool, but note that balance is typically one day behind.

OFFER VS SERVE

This term refers to the ability of all students to refuse items that are offered at lunch in order to minimize food waste. To be considered a lunch meal, the student must select at least three out of the five menu components and one of these must be a ½ cup serving of fruit or vegetable. If an item(s) is not desired, students are encouraged to make this clear when coming through the cafeteria line. At breakfast, all grade levels are able to refuse one or two of the menu items, but one must be a fruit.

ENTRÉE CHOICES

At lunch, students have the opportunity to select among two entrées (on most days). Students are asked to make their lunch entrée selection early in the day, and remain consistent with that choice when going through the lunch line.

FOOD FROM HOME

For packed lunches and class parties, students are encouraged to bring nutritious foods and beverages. Carbonated drinks are strongly discouraged. Refrigeration for packed lunches is not available. Trading of food during meal times is not permitted. In accordance with the school division wellness policy, commercial restaurant “fast foods” are not to be consumed in the cafeteria during meal times.

DELAYED SCHOOL

In the event school is delayed one or two hours, breakfast will still be served (with possible menu change).

ALLERGIES

Students with special dietary needs or allergies require annual physician statement for food substitutions.

INVOLVEMENT

Parents and grandparents are invited to lunch or breakfast at any time. Please let us know you are coming.

PARENT INFORMATION ON SNACK AND PACKED LUNCHES

Children are ready to learn when they eat healthy foods and get regular exercise. The purpose of this document is to provide some practical suggestions on how parents can help the school adhere to our student wellness policy and create a positive nutritional atmosphere at school.

A) Snacks/Parties - The classroom teacher makes the decision regarding the frequency of snacks and classroom parties. It is desirable that “nutritious” items be included in the planning for these events. One safe way to assure that it is “nutritious” is to limit the foods to fruits and veggies. WHY? Most children do not eat the recommended daily servings of fruits and veggies. Fruits and veggies are loaded with vitamins and minerals; are low in fat, sugar, and salt; and are high in fiber. Students with medical conditions (diabetes, allergies, etc.) can also participate. Some ideas include:

Apples	Nectarines	Grapes	Pineapple Chunks
Orange Slices	Baby Carrots	Bananas	Melon Chunks
Celery Sticks	Cucumber Slices	Strawberries	Squash Slices
Raisins	Kiwi	Applesauce	Watermelon

While fruits and veggies are the best choices, other ideas include:

Cereal Based Snacks	Baked Salty Snacks	Muffins
Graham Crackers	Popcorn Snacks	Yogurt
Granola Bars	Cereal Bars	Animal Cookies
Ginger Snaps	String Cheese	Frozen Juice Bars

Beverages can be limited to 100% juices, juice drinks, and lemonade. Soft drinks and Kool-Aid are discouraged.

B) Packed Lunches Children are invited to participate in the nutritious meal program provided at school. However, if a lunch is packed at home, note the following: The school does not have a way to keep the lunch refrigerated, so an ice pack is recommended if perishable items are included. Please refer to package directions on the refrigeration / freezer requirements for specific foods. Packing students with a positive account balance may purchase milk, juice, or bottled water; but free milk is not available to students who pack and are “free lunch eligible”. In the event that a student comes to lunch with only one item of very poor nutritional value in the packed lunch (candy or chips), the student will be provided (and charged) a school lunch and the parent notified. In this regard, school personnel do not intend to be “food police”, but the belief is that parents would want to be made aware of this situation. This is rarely, if ever necessary.

The student wellness policy discourages parents and others from bringing commercial restaurant foods-to-go (fast food) into the cafeteria. Students are not to receive food from others during meal periods (exception-parents for their own children). Please know that if free or reduced benefits are received for lunch,

this same eligibility also applies to breakfast. Parents are invited to eat breakfast or lunch at school at any time.

The student wellness policy discourages parents and others from bringing commercial restaurant foods-to-go (fast food) into the cafeteria. **Students are not to receive food from others during meal periods** (exception-parents for their own children). By way of reminder, understand that if free or reduced benefits are received for lunch, this same eligibility also applies to breakfast. Parents are invited to eat breakfast or lunch at school at any time.

STUDENT WELLNESS

The Rockingham County School Board encourages students to pursue individual wellness by being physically active and making lifestyle decisions that support a healthy body and mind. By facilitating learning through the support and promotion of good nutrition and regular physical activity, schools have a unique role to play in the development of student's life long health patterns.

This policy is intended to comply with section 204 of the Reauthorization Act of 2004 and the final rule of the 2010 (public law 108-265) for school divisions participating in the United States Department of Agriculture nutrition programs. The Rockingham County School Health Advisory Board (SHAB) provides the infrastructure for addressing student wellness issues. The SHAB includes parents, teachers, food and nutrition service (FNS) personnel, school administrators, school nurses, students, community health professionals, and interested community members. Members of the community are encouraged to provide input and recommendations. The student wellness guidelines and goals addressed in this policy are:

- I Nutrition Promotion & Education
- II Nutrition Standards
- III Related School-Based Activities that Promote Wellness
- IV Physical Activity Goals
- V Communication, Implementation, & Evaluation

I. NUTRITION PROMOTION & EDUCATION

- A. Students in grades pre-K – 12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- B. RCPS personnel teach nutrition and health education in accordance with Virginia SOL's Standards of Learning. Annually teachers are encouraged to integrate nutrition education into other curriculum areas.
- C. Students receive consistent nutrition messages throughout schools, classrooms, and cafeterias. Positive nutrition messages are frequently placed on published menus.
- D. Nutrition education is provided in the cafeteria as well as in the classroom. Food & Nutrition Service (FNS) personnel plan and implement a minimum of one special nutrition education activity per year.
- E. Each school FNS manager maintains an active student Nutrition Advisory Council or similar student group.
- F. It is desirable for the FNS director to be a registered dietitian to provide qualified leadership and training for FNS staff.
- G. Parents of elementary students are provided nutritional guidelines and recommendations pertaining to packed lunches and food brought to school for snacks and parties.
- H. The RCPS internet home page contains links to nutrition and wellness websites appropriate for students, teachers, and parents.
- I. Students are involved in the selection, tasting, and marketing of appealing healthy foods and beverages.
- J. Monthly menus and food specific allergy and nutrient information for purchased food items are available on the division website.

II. NUTRITION STANDARDS

- A. Food and Nutrition Service (FNS) Provision of Food – School meals adhere to the Dietary Guidelines for Americans and the United States Department of Agriculture's National School Lunch and Breakfast Program nutritional requirements.

1. Breakfast is provided at each school. At a minimum, participating students may select three out of four menu items to constitute a “reimbursable” breakfast. Students are required to select a fruit.
2. For lunch, at a minimum, participating students may select three out of five menu items to constitute a “reimbursable” meal. Students are required to select a fruit or vegetable. Students are encouraged to try new foods, especially fruits and vegetables.
3. A variety of healthy choices that appeal to students are offered, including cultural and ethnic options.
4. Elementary students are required to receive a school lunch or bring a packed lunch.
5. Special dietary modifications are made available to students with proper physician prescription.
6. A la carte items are available during meals under the following conditions:
 - a. Selected schools have novelty ice cream available for purchase on a limited basis.
 - b. Any student with a positive account balance or cash may purchase a la carte milk, juice, or bottled water during meal periods. Additional a la carte items may be available to those receiving a school lunch.
 - c. A la carte items are not available to middle school students unless they received a school lunch or brought a packed lunch.
 - d. Approved a la carte beverages available to secondary students include: bottled (unflavored and vitamin) water, low-fat milk, and 100% juices. Juice drinks, sports drinks, iced tea, soft drinks, etc. are not available.
 - e. Students with a negative financial account balance are not permitted to purchase a la carte items.
7. A la carte foods must meet the USDA meal pattern or “Smart Snacks in Schools” (SSIS) criteria. Smart Snack details available from FNS department and www.fns.usda.gov/tn/guide-smart-snacks

B. Other Food/Beverage Promotion and Access During School Day – The FNS department is not the only source for student’s food and beverage access during the school day. RCPS discourages the promotion and advertising of “unhealthy” foods. It is the intent of this policy to limit the availability of access in the following areas:

1. Food & candy sales – Students and staff are not to sell food, beverages, or candy for student consumption from 6:00 AM until the end of the school day. Only foods and beverages that meet the “Smart Snacks in Schools” criteria may be sold from the beginning of the school day until 30 minutes after the end of the school day (any fundraiser exception requires Superintendent approval).
2. Marketing/Advertising – Unless the food or beverage meets the SSIS criteria, the school shall not endorse or advertise foods and beverages during the school day on the following: the exterior of vending machines (when possible), menu boards, trash cans, cups, napkins, etc.
3. Food as punishment or reward -
 - i. Individual –To the extent that student incentives are employed, teachers and other school personnel will use individual student incentives other than food when possible.
 - ii. Group Parties-- If food is included in the recognition of academic performance, it should be used infrequently in the general celebration of the achievement, and not as the reward itself. Parties and events that involve the consumption of foods must not occur during school meal periods.
4. Foods brought to school by students and others –
 - i. Students are not to regularly consume commercial restaurant foods-to-go while in the cafeteria area prior to, or during lunch periods. This does not preclude students from bringing packed lunches. Students are not to receive food from others during meal periods (exception-parents for their own children).
 - ii. From 6:00 AM until the end of the school day, unflavored water in a clear plastic container is the only approved beverage for student consumption (exceptions – during meal periods; and for school-endorsed activities).
 - iii. Elementary students are encouraged not to consume carbonated drinks at school.
5. Vending – Vending machines are not available to students from 6 AM until the end of the school day (exception- bottled water machines [only] available after lunch). Nutritious choices are available in the vending machines. Any vending machine available to students from the beginning of the school day until 30 minutes after the end of the school day shall only contain items that adhere to the USDA “Smart Snack” regulations.

III. RELATED SCHOOL-BASED ACTIVITIES THAT PROMOTE WELLNESS

- A. Students are encouraged to practice appropriate hand hygiene, including before lunch periods.
- B. Drinking fountains are available to students throughout the day and in most cafeterias. Drinking water is available in the cafeteria area during meal periods.
- C. Students are provided an adequate time to eat (22 minutes lunch). Bus schedules are coordinated to allow ample time before class to eat breakfast.
- D. A “character counts” program is in place at each school insuring a supportive environment for social and emotional well-being.
- E. A school nurse is available on each campus to address acute health concerns and be a wellness resource.
- F. School personnel have opportunities to pursue healthy lifestyles and to model healthy eating and activity patterns.

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IV. PHYSICAL ACTIVITY

- A. Students are given opportunities for physical activity during the school day through daily activity periods (elementary), physical education classes, walking programs, and/or the integration of physical activity into the academic curriculum.
- B. Unless special conditions exist, school personnel avoid the withholding of P.E. or recess as a way to discipline students.
- C. Schools encourage parents to support their children’s participation in physical activity, to be physically active role models, and to include physical activity in family events.
- D. Schools provide the training and resources to enable staff to promote enjoyable, lifelong physical activity among students.
- E. Students are supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.
- F. Before and after school programs include supervised, age-appropriate physical activities that appeal to a variety of interests. Students are encouraged to participate in before and after school extra-curricular sports and community activities occurring on the school campus.

V COMMUNICATION, IMPLEMENTATION, & EVALUATION

- A. The FNS director is authorized to monitor policy compliance. The FNS director, school principals, and the SHAB are responsible for overseeing the implementation and communication regarding this policy.
- B. School parent/teacher groups are encouraged to discuss wellness related topics and provide feedback to the principal and/or FNS director.
- C. The FNS director receives feedback from the superintendent’s Parent Advisory committee a minimum of one time per year regarding wellness issues.
- D. The SHAB is responsible for leading a periodic discussion regarding the implementation and evaluation of the wellness policy.
- E. The Rockingham County school board is responsible for maintaining records that document compliance with this policy. Those records include receipts, nutrition labels and/or product specifications for the competitive food available for sale to students during the school day.
- F. Solicitation of public and parent input is achieved by the following: correspondence sent to each student household, statements on the printed menu, and placement of this policy document in student handbook and on division website. Revisions, updates, and documentation regarding triennial assessment are available on division website.

Adopted: 6/13/06. Revised 8/8/06, 6/9/09, 6/8/10, 5/24/11, 5/29/12, 5/28/13, 5/27/14, 5/26/15, 4/25/17

Legal Refs. : Reauthorization Act of 2004 and 2010 (public law 108-265)

Cross Refs:	EF	Food Service Management	IGAI	Character Ed.
	EFB	Free and Reduced Price Food Services	JL	Fundraising
	IF	Curriculum	JZC	Parties
	IFE	Curriculum Guides		
	IGAE	Health Education		

GIFTED EDUCATION: The Challenge Program

Rockingham County Public Schools subscribes to the philosophy that intellectually gifted students (those of very superior and superior intellectual ability) possess abilities that differ from those of their peers to such a degree that they require intentional and differentiated educational services beyond the general curriculum to meet their educational needs. Without a program of services that differs from what is available in the regular educational program, the superior abilities of many intellectually gifted students will remain undeveloped or underdeveloped.

There is a distinction between students who demonstrate qualities of being gifted, and those who are high achievers and advanced learners. The RCPS Local Plan for the Education of the Gifted is intended to address the needs of gifted students (some of whom may also be high achievers and/or advanced learners). Students who demonstrate qualities of being high achievers and advanced learners, and who do not exhibit qualities of giftedness, as much as possible should not be identified for the Challenge Program. Their needs for differentiation should be met by the regular classroom educational program and advanced course selection in the secondary years.

In the elementary school years, formal identification for the Challenge Program begins with an eligibility process for students who have been referred in the spring of second grade, with direct services provided for identified students in 3rd-5th grades (45-60 minutes per week). Students in grades 3-5 are also offered an optional after school enrichment program that includes up to 8 sessions per year. Teachers in grades K-5 complete screening checklists at the end of the first nine-weeks grading period to determine which students may be demonstrating qualities of giftedness and/or those who are high achievers/advanced learners. Students in grades 3-5 (who were not found eligible in 2nd grade) can be referred for the eligibility process in November/December. Younger students in grades 1-2 are served informally as individuals or in small groups. Integrated “STEM” education and Children’s Engineering forms the basis for the elementary Challenge Program.

For more information, please contact the Challenge teacher at your local school or your school’s administrator.

GUIDANCE PROGRAM

At Elkton Elementary School, counseling involves two major areas of emphasis. Classroom guidance is provided for all students through the collaborative efforts of counselors and classroom teachers. In addition, small group or individual counseling is available for selected students. The counselor works to promote the social and emotional development as well as the academic and career development of each student. The goal of these activities is to help students feel comfortable in the school setting and become effective and active learners.

HOMEWORK

The Rockingham County School Board endorses homework as an extension of the school’s program. The objective of homework is to assist and improve learning and to strengthen skills and understandings gained in the classroom. Homework reinforces and supplements students’ learning experiences and fosters initiative, independence, study habits, creativity, and responsibility. RCPS acknowledges that teachers should consider the whole child when assigning homework and recognizes that our students need to have a balance between school, family, extracurricular activities, and community engagement. The types of homework should include practice to reinforce newly-acquired skills, preparation to obtain background knowledge for new classroom information, and extension activities that compel the application of knowledge in creative ways. Homework should be structured so it promotes a positive learning experience for students. Homework assignments that require excessive time to complete are discouraged. It is noted that rigor does not imply an

increase in the quantity of work, but can be obtained from the quality of the work. Also, homework should be avoided during scheduled school breaks such as Thanksgiving break, winter break, and spring break.

Homework is most beneficial when it is a cooperative effort among teachers, students, and parents. The responsibility lies in three areas.

1) It is the teacher's responsibility to ensure that homework is:

- purposeful
- relevant
- reasonable in length and follows guidelines
- directly related to the curriculum
- allotted an adequate completion time
- understood by the students
- reviewed by the student and teacher, with appropriate feedback, and
- positive in nature.

2) It is the student's responsibility to complete homework neatly, correctly and on time.

3) It is the parent's responsibility to support this portion of the educational program by encouragement and involvement with the student and teacher. If a parent or guardian has concerns about the quality or quantity of homework assigned; he/she should discuss his/her concerns with the student's teacher. If the problem is not resolved, then he/she should speak with the school administration.

On-going communication among teacher, student, and parent is essential for the success of this important part of the school's program.

The types and length of homework assignments should vary according to the students' level and abilities.

Homework should include one or more of the following:

- practice to reinforce learning
- preparation to obtain background knowledge for upcoming instruction
- application of knowledge in creative ways

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The following guidelines are adopted for Rockingham County Public Schools:

1. KINDERGARTEN

Student should read or be read to at home daily.

2. ELEMENTARY GRADES 1-5

- a. Homework should be connected to the student's educational program and be purposeful.
- b. Long-term assignments may be given which will assist the student in learning and in developing planning skills and responsibility.
- c. A large part of homework should be reading text of student's choice.
- d. If assigned, the table below details the maximum homework allowed per day:

Grade Level Minutes

First - 10

Second - 20

Third - 30

Fourth - 40

Fifth - 50

3. MIDDLE GRADES 6-8

- a. Homework should be connected to the student's educational program and be purposeful.
- b. Homework provides opportunities for research, inquiry, and creativity.
- c. Coordination and cooperation among departments and teachers are encouraged to help students balance their homework load.
- d. If assigned, the table below details the maximum homework allowed per day:

Grade Level Minutes

Sixth - 60

Seventh - 70

Eighth - 80

4. HIGH SCHOOL GRADES 9-12

- a. Homework should be connected to the student's educational program and be purposeful.
- b. Homework provides opportunities for research, inquiry, and creativity.
- c. Coordination and cooperation among departments and teachers are encouraged to help students balance their homework load.
- d. Homework consists of both short-term and long-term activities.
- e. If assigned, the table below details the maximum homework allowed per day:

Grade Level Minutes

Ninth - 90

Tenth - 100

Eleventh - 110

Twelfth - 120

- f. Students in Advanced Placement and Dual Enrollment courses may expect an hour of homework daily per course, as these classes contain college-level content. For example, a student choosing to take four AP classes could expect up to four additional hours of homework per day..

There are two exceptions to the homework policy expectations:

- 1) Unfinished classwork, where students were provided ample time to complete the assignment in class, should not be considered part of the allotted homework time, but should be completed by the student at home.
- 2) Make-up work resulting from student absence from class will need to be completed at home, but it may require additional time than the maximum allowed.

LIBRARY

The center of the school is the library with its store of books and related materials to supplement classroom instruction. Books and materials checked out by students should be treated with care, and it shall be the responsibility of the child and parents to see that books are returned on time and in the proper condition. The

school is networked throughout. Students can gain access to the library card catalog and to encyclopedias directly from their classroom computer.

LIBRARY HELPERS

Students are selected from grade 5 to serve as the Library Helpers. These students are trained to assist the librarian and classroom teachers in the library. This training, put into practice, becomes an excellent learning experience.

LOST AND FOUND ARTICLES

Each year the school receives calls regarding articles of clothing students reported to their parents as “stolen” or misplaced. A considerable amount of clothing and other articles are turned in to the lost & found every year and most are never claimed. If your child has lost any worthwhile items, please encourage him/her to check the lost & found (located in the cafeteria). Also, be sure to plainly mark your child’s possessions with the child’s name. Periodically, clothing will be given to local charities.

MONEY

Large amounts of money should not be brought to school. Teachers and parents should encourage all students to handle money carefully. The school will not be responsible for lost or stolen money.

PARENT VOLUNTEERS

Volunteer help from parents is a vital component in the successful operation of Elkton Elementary School. Parents support the school in a variety of ways through the PTA and other areas. Volunteers are used in the library and in classrooms to support the instructional program. If you are interested in helping, please call your child's teacher, the administration, or the parent volunteer coordinator.

PROCEDURES FOR MORNING DROP-OFF AND AFTERNOON PICKUP

Drop Off

Separation of Bus and Car Drop-Off Areas for Children - The mixing of cars and buses in front of the school as children are dropped off presents a safety concern for all of us. Because of the limited area around the school, there is no easy solution to the problem. One solution that will provide greater safety for children being let out from cars is to use the alley. Students are not to be dropped off before 8:00 a.m. (unless attending the AM Boy’s and Girl’s Club in which case parents are to follow the B&G club procedures).

Cars should enter from B Street and release their children at the side entrance in the east alley from 8:00 a.m. – 8:30 a.m. The cars can then proceed out to C Street for departure. Children can go directly to their grade level bus room or the cafeteria if they eat breakfast. An adult will be on duty to ensure the children safely enter the school.

PM Pick-up (Walkers)

Parents may pick up their children in the afternoon once the buses have pulled off (around 3:12). Please DO NOT take children from the bus line unless contact has been made with the office. Failure to inform the school creates confusion and concern for student safety.

Pre K, Kindergarten, 1st grade parents

We ask that you come to the building at door 8 to pick-up your children by making face to face contact with your child’s teacher

PTA:

Elkton Elementary School has a strong history of support from our PTA. For this organization to continue to be successful it takes the efforts of Parents and Teachers joining the Association and contributing (time and/or money) to the many events that the PTA sponsors.

All the money raised by the PTA (minus expenses) goes back to the students and teachers at EES. Historically this money has been spent to increase technology, materials for instruction, and other items teachers will use in the education of your children.

PTA OFFICERS:

President..... Iva Meadows
Vice President..... Melissa Petrillo
Treasurer..... TBA
Recording Secretary..... Alesia Talbot
Corresponding Secretary..... TBA

REPORTS OF INJURY

Any injury received at school should be reported to the office/nurse right away. Accident forms are provided for this purpose.

SAFETY PATROL

The Safety Patrol is an important part of Elkton Elementary School. As Safety Patrol members, fifth grade students learn to accept responsibility and to develop leadership abilities. Depending on class size and number of students who meet the desired criteria, the administration may deem it necessary to include 4th graders into the pool of Safety Patrol candidates. Safety Patrol members become aware of their roles as safety leaders and realize they can make an important contribution to the safety of other children. Safety Patrol members are selected on the basis of maturity, leadership, health, dependability, and consent of parents. The duties of patrol members are described fully in several training sessions at the beginning of the school year. Recognition is provided at the end of the school year for Safety Patrol members. Safety Patrol students who do not maintain good grades and who have disciplinary infractions may be placed on a warning status or may be removed from Safety Patrol.

SCHOOL IMPROVEMENT TEAM

The Elkton Elementary School Improvement Team is a vital part of the school’s relationship with the community. This group will help to provide direction for the school in accordance with the school’s mission as well as Rockingham County’s Six –Year Comprehensive Plan.

The School Improvement Team is composed of parents, staff members and administrator. Meetings will be held in the library at 3:30 p.m. Meetings will be posted on the school website at the beginning of the school year.

SCHOOL TELEPHONE

The school telephone number is 298-1511. Any IMPORTANT messages will be gladly delivered. Parents and friends are urged to call only when absolutely necessary, and all calls should be brief. Children will be called to the telephone only in an emergency.

SEARCH AND SEIZURE

The purpose of this policy is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and promote order and discipline and the school curriculum, to deter students from bringing or attempting to bring weapons, drugs, alcohol or other contraband onto school-controlled property or to school-related activities, and to achieve these objectives consistent with law.

NOTICE: LOCKERS, DESKS, COMPUTER EQUIPMENT (INCLUDING BUT NOT LIMITED TO FILES, RECORDS OF INTERNET ACCESS AND ANY OTHER RECORDS, SOFTWARE AND SIMILAR EDUCATIONAL TECHNOLOGY), BOOKCASES, CONTAINERS AND OTHER SIMILAR PROPERTY OWNED, LEASED OR CONTROLLED BY THE SCHOOL WILL BE CONSIDERED SCHOOL-RELATED PROPERTY, REGARDLESS OF WHETHER ON CAMPUS OR OFF-CAMPUS. THE SCHOOL ULTIMATELY EXERCISES EXCLUSIVE CONTROL OVER THE SCHOOL-RELATED PROPERTY AND A STUDENT MAY AND SHOULD HAVE NO EXPECTATION OF PRIVACY WHATSOEVER REGARDING SUCH ITEMS, WHICH ALWAYS WILL BE SUBJECT TO INSPECTION AT ANY TIME BY SCHOOL OFFICIALS WITHOUT CONSENT, REASON, OR NOTICE.

SOCIAL MEDIA AND STUDENT IMAGES

When photographing or videoing students during school related activities please keep in mind the privacy of students of other families when posting pictures to be viewed on social media and/or other sites on the internet.

STUDENT BIRTHDAYS

For safety and privacy, teachers will not be allowed to give out students' names and addresses for invitations. In addition, parents should not send invitations to school to be passed out unless the entire class of students is invited.

STUDENT COUNCIL ASSOCIATION (SCA)

Children will have an opportunity to select leaders, serve on committees, and gain some understanding and appreciation of the democratic process through Student Government. Students elect a president, vice president, treasurer and secretary to serve on the Student Council Association.

STUDENT HEALTH SERVICES - ILL AND INJURED STUDENTS

While it is important that your child attend school regularly, it is also necessary that they not be sent to school when ill. Not only will your child be unable to benefit from school when sick, they will also be spreading germs and infection to other students.

The following are some indicators or conditions that your child is not well, should not be sent to school, and may need to see a doctor or school nurse:

- *Fever
- *Runny nose or eyes, sneezing and/or coughing
- *Pink Eye
- *Diarrhea
- *An undiagnosed rash
- *Head lice or nits

School personnel are not allowed to administer medication of any kind without written direction from the parent/guardian.

STUDENT HEALTH SERVICES - MEDICATION AT SCHOOL

Medication

The Rockingham County School Board policy regarding the administration of medicine to children in the school is as follows:

Section JHCD Administering Medicines to Students

1. Prescription drugs may be administered by school personnel only with the prior written permission of the parents and the physician (permission implicit in the original pharmaceutical package), stating the type, dosage, and duration of treatment. The medication must be delivered to the school in the original pharmaceutical package.
2. Nonprescription drugs in the original pharmaceutical package may be administered by school personnel with the prior written permission of the parent(s), stating the type, dosage, and duration of treatment, without written direction or order of a physician. Homeopathic medications similarly may be administered with written parental permission. Nonprescription/homeopathic drugs/medications may not be administered for more than five consecutive school days, during a calendar month, without a physician's order. When any nonprescription or homeopathic substance is requested by parent(s) to be given to a student in a manner that raises immediate substantial concern to the nurse or other

dispenser at school, the nurse or dispenser may call the parent or a physician and question the appropriateness of the drug/medication.

3. Be familiar with resources to which substance abuse problems may be referred.
4. Require all students who possess or take any medication or substance at school to have prior written parental permission on file stating the type, dosage, and duration of treatment as described.

Student Possession and Self-Administration of Asthma Medication

1. Certain students may possess and self-administer inhaled asthma medication or auto-injectable epinephrine during the school day, at school-sponsored activities, or while on a school bus or other school property.

2. The following guidelines must apply:
 - a. written consent of the parent and statement of verification that the student has demonstrated the ability to safely and effectively administer the prescribed medication;
 - b. written notice from the student’s primary care provider, medical specialist, licensed physician, or licensed nurse practitioner;
 - c. development of an individualized health care plan including emergency procedures to include:
 - (1) identification of the student and diagnosis of medical condition.
 - (2) verification that the student has approval to self-administer the prescribed medication.
 - (3) specification of the name and dosage of the medication and the frequency in which it is to be administered and the circumstances which may warrant the use of the prescribed medication.
 - (4) identification of the symptoms of a reaction to the medication.
 - d. Consultation with parents before any limitations or restrictions are imposed and before the permission to possess and self-administer the medication is revoked;
 - e. must be consistent with the purpose of the Virginia School Health Guidelines and the Specialized Health Care Procedures Manual;
 - f. disclosure or dissemination of information pertaining to student health condition must be in accord with FERPA;
 - g. permission is effective for one school year and shall be renewed annually.

TEXTBOOKS

Textbooks are provided to all students free of charge. However, students will be charged the following fee for materials and supplies:

Kindergarten	\$25.00
Grades 1 - 5	\$15.00

Elkton Elementary School
Title I Parent and Family Engagement Plan
2017 – 2018

To encourage effective involvement of parents and to reinforce the concept that academic achievement of children is a responsibility shared by parents and the school, Elkton Elementary School will:

- Provide parents with information about the school curriculum, academic assessments, expected levels of proficiency, the Title I program, and how Title I funds are used. This information will be provided at Back to School Night in September.

- Distribute a copy of the EES Parent and Family Engagement Plan to each parent by means of the Elkton Elementary School Handbook. The Rockingham County Parent Involvement Policy is available to parents on request. Input will be solicited from parents in the development and the improvement of these documents at meetings of the Elkton Elementary School Improvement Team and the Title I District Parent Advisory Council.
- Establish goals for school and parent responsibilities for improved academic achievement by means of a School-Parent Compact. This compact is distributed to all parents in the EES Handbook.
- Solicit representation by parents on the EES Improvement Team and discuss Title I topics at these meetings a minimum of three times during the year.
- Conduct a Title I Parent Survey each year, using the results to define goals and make improvements to the Title I program.
- Provide a minimum of two additional parent meetings or activities to support state academic standards and to provide parents with strategies and materials to reinforce student learning at home. These may include but are not limited to:
 - Meet the Teacher Night
 - Back to School Nights for K-2 and 3-5/ Title I Annual Meeting, including dinner, Title I presentation, presentation by ITRT, classrooms and STEM lab visits. Materials, suggestions, and books provided to help students at home
 - activities provided to encourage conversation about story elements
 - One Book, One School Event, with Ralph Mouse take-home journal for family entries and each family receiving a copy of the sequel, Runaway Ralph.
 - Reading Challenge, Read S'More Books, ending with a school-wide read-a-thon
 - Summer Reading Program including goals and books provided to each student
- Send home literacy bags, games, books, DVD's and activity kits to encourage parents to engage in supportive learning activities with their children.
- Address the importance of school-parent communication with:
 - Parent/teacher conferences that are scheduled on November 6 and February 1 and as needed
 - School and classroom newsletters sent on a regular basis
 - School and classroom websites and Facebook pages
 - Progress reports sent by the regular classroom teacher
 - Notes, phone calls, email, and texts to parents as needed
 - Power School
 - School Messenger
- Provide opportunities for parents to visit the school, observe, and volunteer. A Parent Volunteer Form is used to compile a list for teachers to access when volunteers are needed. Additionally, parents may contact the classroom teacher to schedule opportunities to observe.
- Provide opportunities for parents to make suggestions as to the planning, review, and improvement of Title I programs. These opportunities will be provided at EES Improvement Team meetings and Title I D-PAC meetings.
- Inform parents of opportunities for family literacy experiences including basic adult education, GED, and ELL classes that are offered in our community. In addition, information is provided about summer reading programs and other literacy activities that take place at community libraries.

Rockingham County Public Schools
SCHOOL-PARENT COMPACT

Elkton Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve Virginia's high standards.

SCHOOL RESPONSIBILITIES

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Virginia's standards as follows:

Our school staff works as a team to determine the best ways to meet each child's individual needs.

We have a variety of resource teachers available to support the classroom teacher. Our curriculum is directed by the Virginia Standards of Learning and frequent training is provided to our staff to keep them up to date with the best research based instructional strategies.

2. Hold parent-teacher conferences, at least annually, during which parent, teacher and student responsibilities will be discussed as related to the individual child's achievement.

Specifically, Rockingham County parent-teacher conferences will be held two times a year.

Additional conferences are encouraged at the request of the parent or teacher.

3. Provide parents with frequent reports on their child's progress.

Graded progress reports based on the Virginia Standards of Learning are sent home four times each year in Kindergarten through grade five. Additionally, progress will be reported to parents as needed through phone calls, conferences, and written communication.

4. Provide parents reasonable access to staff.

School staff is available to meet with parents by appointment on Parent Conference Days. Meetings with school staff are encouraged and may be set up as needed by contacting the school. Informal contacts with staff may take place at Back to School Night, PTA meetings, Title I events and before and after school. Teachers and parents may also communicate by note, telephone, email, and text.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Volunteer help from parents is a vital component in the successful operation of our school and to support the instructional program. Parents are encouraged to provide information so that they may be placed on a volunteer list for teachers to access when volunteers are needed. Additionally, parents may contact the classroom teacher to schedule opportunities to observe.

PARENT RESPONSIBILITIES

We, as parents, will support our child's learning by:

Making sure that our child attends school on time and on a regular basis

Establishing a bedtime routine and making sure that our child gets adequate rest

Establishing a homework routine and making sure that homework is completed

Monitoring and limiting the use of TV, computer games, and all types of social media

Communicating with our child's teachers on a regular basis

Being involved with our child's school as much as my schedule allows

VISITORS TO THE BUILDING

Parents, guardians, and visitors must report to the office before going to the classrooms or picking up children.

All school doors will be locked to outside entrances between the hours of 8:30 a.m. – 3:30 p.m. except the front doors by the office. Please use these front doors and check in at the office. All visitors will be required to enter the office directly from the secured vestibule.

VISITOR PARKING

Parents are asked not to park in employee lots at the West and East end of the building. The church lot across the street is available.

PARENTS ARE URGED TO REVIEW CLOSELY BASIC SCHOOL ADMINISTRATIVE POLICIES AND PROCEDURES. YOUR COOPERATION IS NECESSARY FOR US TO PROVIDE A SAFE AND SECURE ENVIRONMENT FOR YOUR CHILDREN.