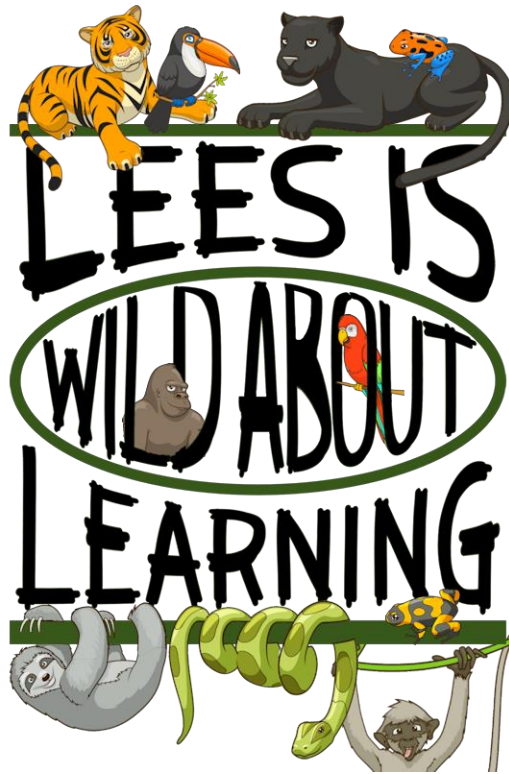


# Linville-Edom Elementary



## 2018 - 2019 PARENT - STUDENT HANDBOOK

Visit us online:

Website: <http://lees.rockingham.k12.va.us/>

email: [LEESnotes@rockingham.k12.va.us](mailto:LEESnotes@rockingham.k12.va.us)

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. The Rockingham County Public Schools will not discriminate illegally on the basis of sex, race, religion, national origin, disability, or age as to employment or educational programs and activities.



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Harrisonburg, VA 22802-2507  
540-564-3200 • 540-564-3241 (fax)  
[www.rockingham.k12.va.us](http://www.rockingham.k12.va.us)

## **FOREWORD**

This handbook contains selected policies or excerpts from policies that pertain to students in all Rockingham County Schools. These policies have been adopted by the Rockingham County School Board for supervision of the public schools in accordance with the Code of Virginia, Standards of Quality, and Standards for Accrediting Public Schools.

A complete copy of the school division's policy manual is available for review by employees, students, parents, and the public in the library of each school, the principal's office, and the superintendent's office. The policy manual is available online at the internet address [www.rockingham.k12.va.us](http://www.rockingham.k12.va.us) see "site index" for policy manual.

If the abbreviated policy statements in this handbook raise any question on the part of the reader, the complete policy is available at your local school or online.

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**Linville-Edom Elementary School**  
**3653 Linville-Edom Road**  
**Linville, VA 22834**  
Phone: 540-833-6916

August 2018

DEAR PARENTS AND STUDENTS:

Welcome to Linville-Edom Elementary School and a new school year! Linville-Edom Elementary School is a place where all children learn and where each child is valued for his/her own abilities, talents and learning styles.

Linville-Edom Elementary has a dedicated and talented staff. The staff emphasizes success in the learning process and to fulfill this goal, we incorporate interesting and innovative experiences in our curriculum. Last year, the school's theme was "Just Keep Swimming," with this year being "**Wild About Learning!**"

Our adventure into "**Wild About Learning!**" begins with a strong connection between the school and home. The purpose of this Parent-Student Handbook is to provide a quick reference guide to our school. It contains essential information about our school, as well as school policies and procedures. You are encouraged as parents to join us on our venture by becoming an active participant in the Linville-Edom PTO, attending parent conferences, and take every opportunity to volunteer and actively participate in our school. Please read this handbook carefully, discuss the information with your child and put it in a safe place for future reference.

We, at Linville-Edom Elementary School, are a team and you are a vital link in your child's education. As principal, I am excited about the new year and anticipate many fun-filled and challenging educational opportunities for the children at our school.

Sincerely,

Dr. Amy F. Painter  
Principal



**LINVILLE-EDOM  
ELEMENTARY SCHOOL**

***MISSION STATEMENT***

To provide the foundation for a lifetime  
of learning in a safe and caring  
environment  
that emphasizes mutual respect,  
responsibility,  
and high expectations.

The Linville-Edom School community  
is devoted to the accomplishment  
of this mission.

## **2018-2019 Linville-Edom Faculty and Staff**

Principal	Dr. Amy Painter
Bookkeeper	Mrs. Merrie Burruss
Secretary/Attendance Clerk	Mrs. April Stroop
Four-Year Old – Preschool	Mrs. Candy Rodeffer
Four-Year Old Assistant	Mrs. Tammy Spitzer
Kindergarten	Mrs. Megan Bazan
Kindergarten	Mrs. Christine Akers
First Grade	Mrs. Stacy Fike
First Grade	Mrs. Kara Porter
Second Grade	Mrs. Brooke Miller
Second Grade	Mrs. Amy Showalter
Third Grade	Ms. Jennifer McCoy
Third Grade	Mrs. Hunter Messick
Fourth Grade	Mrs. Blair Harper
Fourth Grade	Miss Rebecca Miller
Fifth Grade	Mr. Chris Markham
Fifth Grade	Mrs. Maria Swartzentruber
Instructional Assistant	TBA
Instructional Assistant	Ms. Barbara Beckwith
Instructional Assistant	Ms. Renate Freed
Instructional Assistant	Miss Emma Reger
TLC Assistant	Ms. Sandy Proctor
Therapeutic Day Counselor (TDT)	Mr. Alex Mitchell
Remedial Reading - TLC Coordinator	Mrs. Missy Mathias
Music	Miss Miranda Fitzgerald
Art	Ms. Lynn Allen & Ms. Mimi Guido
Counselor	Mrs. Angela Strite
ELL Tutor	Miss Emma Reger
Speech	Mrs. Andrea Weaver
Challenge	Mrs. Heather Cherry & Mrs. Charlotte Holter
Library and Media Services	Mrs. Stephanie May
Physical Education	Mr. Justin Brake
Special Education	Mrs. Shelby Longenecker
Special Education Assistant	Ms. Tasha Thompson
Computer Lab Assistant	Mrs. Diana Drury
School Nurse	Mrs. Shari Suttles
Head Custodian	Mr. Gary Custer
Custodian	Mr. Jeff Earman
Cafeteria Manager	Mrs. Nikki Watson
Cafeteria	Mrs. Lisa Moomaw
Cafeteria Monitor	Mrs. Dianne High
Cafeteria Monitor	Mrs. Debbie Reedy
Bus Driver #68	Ms. Dianne High
Bus Driver #105	Mr. Tim Hasler
Bus Driver #157	Mr. Robert Adams
Bus Driver #260	Mrs. Virginia Hinkle

# **Rockingham County Public Schools**

## *2018-2019 Administrative Office Staff*

Division Superintendent: Dr. Oskar Scheikl	564-3230
Assistant Superintendent: Dr. Doug Alderfer	564-3219
Assistant Superintendent: Dr. Larry Shifflett	564-3204
Chief Financial Office: Mrs. Cheryl Mast	564-3206
Chief Human Resources Officer: Mrs. Michele Judd	564-3220
Director of Transportation: Mr. Alvin Estep	433-2458
Director of Food Service: Mr. Gerald Lehman	434-7783
Director of Pupil Personnel Services: Mr. Scott Hand	564-3228
Director of Federal Programs: Dr. Ramona Pence	564-3229
Director of Community Engagement: Dr. David Burchfield	564-3207
Director of Maintenance: Mr. Steven Reid	434-4434
Supervisor of Special Education: Ms. Cindy Evans	564-2697
Supervisor of Student Assessment: Ms. Cheryl Estep	564-3211
School Psychologist: Ms. Jen Martin	564-3261
School Social Worker: Mrs. Donna Delisle	564-3260

Please refer to the Rockingham County Public Schools website for additional staff.



## **Rockingham County School Board Members**

<b>District 1</b>	<b>District 2</b>	<b>District 3</b>
Jackie Lohr 11621 Zirkle Lane Broadway, VA 22815 (540) 271-3698 jlohr@rockingham.k12.va.us	Lowell Fulk 11830 Fort Turley Trail Linville, VA 22834 (540) 820-2592 District2.rcsb@gmail.com	Renee Reed 1330 Kentshire Dr Harrisonburg, VA 22802 (540) 560-6639 rreed@rockingham.k12.va.us
<b>District 4</b>	<b>District 5</b>	
Charlette McQuilken 107 Milestone Court Bridgewater, VA 22812 (540) 820-3359 cmcquilken@rockingham.k12.va.us	Dan Breeden PO Box 303 McGaheysville, VA 22840 (540) 607-0641 dbreeden@rockingham.k12.va.us	

## **Rockingham County Board Of Supervisors**

<b>District 1</b>	<b>District 2</b>	<b>District 3</b>
Pablo Cuevas Broadway, Timberville, Fulks Run, Bergton, Criders, Lacey Spring, Tenth Legion	Sallie Wolfe-Garrison Dayton, Singers Glen, Edom, Linville, Mt. Clinton, Silver Lake, portion of Hinton	Rick Chandler Grottoes, Melrose, Keezletown, Massanetta Springs, Cross Keys, Port Republic, portion of Penn Laird
<b>District 4</b>	<b>District 5</b>	
William Kyger Jr Bridgewater, Mt Crawford, North River, Briery Branch, Montezuma, Pleasant Valley, Ottobine, portion of Hinton	Michael Breeden Elkton, McGaheysville, Massanutten, Stony Run, Swift Run, South Fork, portion of Penn Laird	

## **INSTRUCTIONAL PROGRAM**

Linville-Edom Elementary School is a Rockingham County Public School that serves preschool through fifth grade students in the Linville, Edom, and surrounding areas. Expected enrollment for 2018 - 2019 is approximately 200 students.

The Linville-Edom Elementary School building was renovated during the summer of 1993 and is divided into three main floors. Instructional classrooms occupy the first and second floors of the building. While each classroom is basically self-contained with heterogeneous grouping of students, there are times in upper grades where teachers specialize in a subject and teach that subject to both homerooms. The basic curriculum includes the following:

Reading	Handwriting	Music
Writing Process	Physical Education	Science
Technology	Social Studies	Health
Mathematics	Family Life Education	Art
Spelling/Word Study		

During the school year, opportunities for students to express themselves creatively are strongly encouraged. Special programs which give students the opportunity to perform or present to an audience help develop confidence and positive self-esteem. Student assemblies that supplement the basic school curriculum are scheduled each year.

### **Language Arts**

The Language Arts Program at Linville-Edom Elementary School focuses on teaching students the appreciation and enjoyment of acquiring communication skills for the future. Emphasis is placed on the development of language and new experiences at all grade levels. Parents are encouraged to read to their children every chance they get. Teachers working in partnership with parents will produce favorable results.

In addition to the basal text and other leveled text, teachers widen the dimensions of reading through their emphasis on writing and language as it relates to the total curriculum. Teachers in all grade levels read to their classes and schedule a period of sustained silent reading. Increased emphasis is being placed on developing the ability to communicate through writing and in including the vast wealth of literature in a language based curriculum.

A K-12 Word Study Program begins with phonics, proceeds through several spelling stages, and concludes with the study of word origins and vocabulary development. By following this developmental sequence of phonics and spelling, students will acquire a better knowledge of words, how they are formed, and how they are used.

## **Mathematics**

The Mathematics Program at Linville-Edom Elementary School recognizes the importance of building a foundation in basic facts and conceptual thinking. A careful sequencing of skills allows each child to achieve a sense of success. Computational skills, combined with problem solving, measuring, estimating, geometry, predicting, technology and applying math to everyday situations, prepare children to use math in the adult world.

Teachers use different strategies in meeting the individual needs of students. Some teachers group within the classroom while others meet individual needs by providing additional practice and reinforcing skills for slower-paced students and enrichment activities for the more advanced students. A variety of instructional materials, including many developed by the teacher, are used to teach, reinforce and enrich the teaching of mathematics. Manipulatives are used frequently to provide students with hands on activities to further mastery of basic skills.

The Standards of Learning for Virginia Public Schools establish a framework for mathematics instruction. The SOL's include objectives, which help the students acquire the knowledge, skills and attitudes believed necessary for further education and employment. This program is designed to identify what skills students are expected to master, to provide a method of assessing what has been learned, and encourages additional instruction be given to the student when needed. The math Standards of Learning objectives place a heavy emphasis on problem solving and application.

## **Instructional Technology**

Linville-Edom Elementary School uses a variety of technology devices. Each PK-5 classroom in our school has one or more computers, which play an important part in the instructional program taking place there. Students will have access to a multimedia encyclopedia, dictionary, the library catalog system, the Internet, and many other beneficial software applications and services. Virginia Technology Standards of Learning are emphasized and assessed at each grade level.

In 2018-2019, all students will receive devices to use in the classroom. Grades K-3 will receive iPads and 4<sup>th</sup>-5<sup>th</sup> will receive Chromebooks. The computer lab will still be available to students.

## **Social Studies**

The Social Studies curriculum promotes student awareness of current issues, geography, careers, history, economics, community life, and civics. The programs have a high degree of interest and are highly interactive. Field trips play a vital role in

the Social Studies Program. The Virginia Standards of Learning for History are covered at each grade level.

## Science

The science program uses a hands-on approach to develop attitudes and values about the environment, skills to seek and evaluate information, and uses experimentation, discovery, research, and technology in a variety of different contexts to strengthen basic concepts and processes. This program uses the adopted texts and materials in grades K-5 to make learning science practical and worthwhile. The Virginia Science Standards of Learning provide the curriculum framework.

## Health

Health is taught in the context of Social Studies and Science as well as teacher prepared units. Instructional units in general safety, fire safety, bus safety, nutrition, body systems, etc. are incorporated into the Health Program.

The Standards of Learning Objectives for the Family Life Education Program will be taught again this school year. A locally developed program was approved by the Rockingham County School Board, which incorporates many of these objectives into existing units of study. The Family Life Education objectives and materials are open for preview annually to parents. Parents are given information about the objectives taught at each grade level as well as the opportunity to sign an opt-out form.

## Physical Education

The Physical Education Program is an important part of a child's education. Each student is assisted to (1) develop and maintain a suitable level of physical fitness, (2) become competent in the management of the body and acquire useful physical skills, (3) acquire desirable social standards and ethical concepts, (4) acquire needed safety skills and habits, (5) enjoy wholesome recreation, (6) acquire a desirable self-concept and effective self-image, (7) derive personal and educational benefits from the program, and (8) acquire wide experience in a variety of physical education activities. The Physical Education teacher uses the county curriculum and the Virginia SOL's to achieve these goals.

Physical activity plays an important role in the school program. Each class schedule provides for physical education and/or recess each day to be provided by the classroom teacher or the physical education teacher. An adequate supply of equipment insures a balanced program of activities. **Students should not bring any physical education equipment or toys from home unless the teacher gives permission in advance.**

For health and safety reasons, **students MUST be wearing tennis shoes to participate in PE activities and/or recess. Alternative activities will be assigned to students not wearing appropriate shoes.**

Physical fitness testing is done yearly in grades 4 and 5.

## **Music**

Students receive one class period of formal music instruction per week. They gain experience in voice, rhythm, dancing, music theory, music history, drama, musical experiences, and many other areas that create appreciation and practical use of the performing arts. The Virginia Standards of Learning are incorporated and integrated as part of the Music Program at our school.

## **Art**

The Virginia Standards of Learning are used to develop student appreciation and understanding in self-expression through exploring and experimenting in the areas of drawing, painting, design, and in using many other art media. Art objectives are integrated into the regular classroom program and taught by classroom and specialty teachers. In addition, all students receive a formal art unit lesson each week.

## **Special Services**

Special services for students are provided under guidelines of the Special Services Program of the School District. These services are available to students to improve their learning opportunities. Some programs are available to all students while others are provided only after a formal identification process that involves parents/guardians. Included in special services available at Linville-Edom are:

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 3<sup>rd</sup>-5<sup>th</sup> grades (45-60 minutes per week). 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 2<sup>nd</sup> 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.

Special Education Program - This program is designed to provide assistance to students identified as having a problem with the ability to learn that cannot be explained by intellectual sensors, or health factors. The teacher in this program provides resource assistance to students. Students receiving special education services are identified through an eligibility process. Parents of students receiving special services will receive a progress report each nine weeks.

Four Year-Old Program - This program provides early intervention for students who may be at risk for learning due to a variety of factors. Parents of students who will turn four years of age before September 30 may apply to have their child screened for this program. The program is based on need and can accommodate 18 students.

## **School Counseling Program**

As an integral part of the school's educational program, elementary school counseling assists in the development of all children. Elementary counseling builds upon the belief that human beings need to experience challenge, achievement and success. Through counseling, consulting, coordination and classroom activities, the counselor works with the teacher, student, parents and other school personnel to make education meaningful to each child. The Rockingham County Public Schools' elementary counseling program objectives are consistent with the Virginia Standards of Learning guidance and counseling objectives for elementary school children. Counseling is provided in individual and/or group settings.

The role of the elementary school counselor is that of a resource person for the educational team of teachers, administrators and parents. The counselor will strive to enhance the team members' efforts by contributing his/her knowledge and skills through counseling, consulting, coordinating and conducting classroom activities.

With the adoption of the Character Counts program by the School Board, counselors focus on respect, trustworthiness, fairness, caring, responsibility, and citizenship pillars during classroom instruction.

The counselor coordinates the conflict mediation program at Linville-Edom Elementary School. The mediation program, with its emphasis on responsible decision-making, problem solving, anger management, effective communication, tolerance and respect for individual differences, reinforces the development of social skills, self-esteem and well-being. Mediation, along with counseling and classroom guidance activities, promotes alternatives to verbal or physical violence and encourages students to assume responsibility for their behavior.

### **Homebound Instruction**

A homebound teacher may be provided for students who are required to be absent from school for extended, temporary, periods of time because of a medical problem. Contact the school principal if you believe you have a need and/or qualify for homebound instruction. A medical doctor must indicate the need.

### **Library & Media Services**

The school library and media center is an integral part of the total school program. It serves as an extension of the classroom. Books and instructional materials are selected to answer requests, to encourage the interests of the students, and to enrich and supplement the teaching curriculum.

Preschool through 2<sup>nd</sup> grades are assigned a class period each week for a lesson and book exchange. Grades 3<sup>rd</sup> through 5<sup>th</sup> are assigned a classroom lesson every other week. The library also has a flexible schedule which allows teachers to sign up for a period of time in the library based on the need for information resources on a particular topic or unit of study. The classroom teacher and librarian will work cooperatively to design lessons that incorporate inquiry, use of technology, information literacy skills and content SOLs. Daily opportunities will also be provided to return and exchange books. Access to the books and materials in the library provides students with the opportunity to practice reading skills taught in the classroom as well as develop a lifetime love of reading.

### **School Nurse**

The School Nurse will be at Linville-Edom on a daily basis. When a health problem exists, the nurse will contact parents at home or work to alleviate the situation. County Health Department Nurses may also be used if needed. All medications need to be provided to the nurse in the original bottle. Students that have been ill also need to be fever-free and /or vomiting-free for 24 hours. Please see section, "Sickness, Injury, and Medicine" for more information.

## **School Psychologist**

Child Psychologists are part of the Student Study Team and are available as needed for students referred for a psychological evaluation. The school psychologist is part of the Student Study Team and the special education identification/placement process.

## **School Social Worker**

The School Social Worker is part of the Student Study Team and is available as needed. Besides being a part of the formal special education identification/placement process, the School Social Worker also is frequently involved with school attendance cases.

## **Speech Therapy Program**

An important part of this program is student screening for speech, language skills, and hearing proficiency. All kindergarten students and new students receive a speech and hearing screening within the first sixty days of school attendance. All third graders are screened for hearing difficulties. If, after the formal special services identification/placement process, a student is placed in a speech/language program, therapy for that student is provided by the speech therapist assigned to Linville-Edom. Therapy can be provided in articulation, fluency, language and voice.

## **The Learning Connection (TLC) Reading Program**

The TLC Reading Program provides supplemental reading instruction for identified students in grades K-5. The focus is on early intervention, focused instruction, alternative strategies, supplemental materials, and small group instruction.

Students are identified for extra instruction in reading through state tests such as the PALS or Standards of Learning tests. Teachers can also refer students based on classroom achievement. The supplemental reading instruction may be delivered by the reading specialist, classroom teacher, special education teacher or teacher assistant.





## **Student Achievement and Recognition**

1. Perfect Attendance- A student may receive a Perfect Attendance Certificate if he or she is in attendance and receives instruction for 180 days of school (or all days that school was in session.)
2. Good Attendance- To receive a Good Attendance Certificate a student must be in attendance for 177 days of the school year (or not miss more than 3 days of the school year.)
3. Physical Fitness Awards- Presented to students who have met the established criteria set by the Focused Fitness Standards. (Grades 4th and 5th)
4. Presidential Academic Award - Presented to fifth grade students who maintain a B+ or better grade point average during their 4<sup>th</sup> grade & first half of 5<sup>th</sup> grade year.
5. Citizenship Award - Presented to two students in each class, grades Pre-K-5, who shows a positive attitude toward classmates, school, community, and also promotes citizenship within their school or community through other activities.
6. Honor Roll Awards- Recognition for students who have maintained an average of B or above in academic subject areas. (Grades 2-5)
7. Character Counts Awards –Students from each class will be recognized for the Character Counts program. [K-2 are recognized monthly and 3-5 are quarterly.] These students will have their pictures displayed in the main hallway and will be recognized on the morning news program.

## **Student Evaluation and Assessment**

We believe that realistic evaluation of a learner's achievement and communication between home and school are essential components of the learning process.

1. Regular formal progress reports will be made on a nine-week basis for all students in grades K-5.
2. In addition to this formal evaluation procedure, teachers may use folders, narratives, rating scales, portfolios, or checklists to provide additional information on a student's progress.
3. Phonological Awareness and Literacy Screening (PALS) is given up to three times a year to students in kindergarten thru 5th grade.
4. Throughout the year, 3<sup>rd</sup> – 5<sup>th</sup> grade students will be assessed in reading and math with a locally created benchmark test.

5. Parent-teacher conferences are scheduled twice each year, but are also encouraged at the parent's or teacher's request. Parents are encouraged to attend parent teacher conferences to review their child's progress.
6. Third, fourth and fifth grade students will be assessed by the Virginia Standards of Learning (SOL) tests in the spring. Third, fourth and fifth grade students are also assessed in writing in early March. Other grade level students may be assessed by the Rockingham County local SOL tests in the spring.
7. 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.
8. Grade-specific grading symbols will be used to report student progress on standards of learning objectives and explained on each grade level's report card.

**For further information regarding State of Virginia and Rockingham County student assessment, please refer to the 2018 - 2019 Rockingham County Handbook of Selected Policies.**

### **Student Placement and Promotion**

It is the purpose of the schools of Rockingham County to meet the educational needs of all students in the county. It is recognized that each child is unique and that all students in a class will progress at a different rate.

Teachers and administrators recognize the detrimental effect failure has on the future success of students; and, therefore, every effort must be made to prevent retention.

Children should be retained in a grade when it is determined by the teacher, principal and parent that retention is in the BEST INTEREST OF THE CHILD. Since the placement of students is a function of administration, the Principal shall make the final decision about promotion/retention of students.

## **PARENT / STUDENT / COMMUNITY INVOLVEMENT**

### A MESSAGE FROM OUR PARENT TEACHER ASSOCIATION (PTO)

Dear Parents:

The Linville-Edom PTO welcomes you and your children to the 2018 – 2019 school year. Our purpose is to support the faculty and staff as they work to provide the best educational experience possible to our children. We meet our goals by providing volunteer help for a variety of activities and programs during the year, and by fundraising to help purchase classroom supplies, computers, library books, and recreational equipment that benefit all children at the school. We also support educational, music, and arts programs as well as various other activities that help to make your child's experience at Linville-Edom both challenging and fun. In order to accomplish our goals, we need parents to become involved by joining the PTO, and by volunteering to serve on one of our various committees during the school year.

The Linville-Edom PTO is living proof that a strong school is built, in part, out of strong participation among the parents of its students. Attend any activity at LEES, from the Auction to a PTO Program, and you will see a true community of parents, grandparents, teachers, children, and staff all contributing to the education and character development of our children. Becoming a member of the PTO is simple. We will have a membership table set up during Fee day. Membership dues are \$5.00 for an individual and \$9.00 for a couple. There are no duties associated with becoming a member. Your dues are what helps pay for our programs.

Welcome to a new school year, and please join us in supporting the quality of your child's learning experience at LEES.

Sincerely,  
The PTO Board

### **PTO OFFICERS FOR 2018 - 2019**

President

Jane Blackburn

Vice President

Alyssa Haarer

Secretary

Bethany Fairfield

Treasurer

Kelly Gingerich

If you need to get in touch with the PTO, please call the office for a contact number or email [linvillePTO@gmail.com](mailto:linvillePTO@gmail.com).

PTO meetings are usually held the 2<sup>nd</sup> Monday of each month. Meetings begin at 5:30p.m. in the library. The PTO also sponsors fundraisers and programs throughout the school year. These will be listed in the weekly LEES Link newsletter.

## Parent Volunteers

Parent involvement and help is a tremendous part of a successful school program. Parents can support the school in a number of ways: helping in the library, assisting teachers, preparing materials and supplies, assisting with publishing, helping in the TLC program, copying papers, lending a helping hand with a special program, assisting in the office, field trips, field day, etc. If you are interested in helping, please call your child's teacher, the Principal, or the school office at 833-6916. School Board Policy does not allow a parent to bring other children when volunteering during the school day. Please also be aware there is to be NO CELL PHONE use when volunteering. We ask that parents stop by the office to sign in before visiting a classroom or teacher. Volunteering benefits all students.

## School Business Partners

Linville-Edom Elementary School recognizes the support & contributions of various businesses & organizations.

- Linville-Edom Ruritan Club
- Linville-Edom Elementary School PTO
- Linville-Edom High School Alumni Association
- Dairy Queen at Harmony Heights, Harrisonburg
- JMU
- Buffalo Wild Wings
- Cici's Pizza
- Texas Roadhouse
- Applebees
- Country Cookin'
- Chick-fil-A
- Excel Heating & Cooling
- Mountain Valley Home Comfort
- Flowers Galore
- Park View Mennonite Church
- Timberville Church of the Nazarene

We are always searching for other businesses that are willing to share in the educational development of our students.

## Watch D.O.G.S.

Watch DOGS stands for Dads of Great Students. The PTO sponsors this highly effective program that encourages dads to get involved in their child's school for a day. Two program orientations are held during the year for dads and kids to attend. Watch DOGS aren't always dads. Uncles, big brothers and granddads are also invited to participate in the program. For more information, call the school and ask for the School Counselor or the Principal.

## School Council

The Linville-Edom Elementary School Council is composed of one parent from each grade level, teachers, support staff, community/business partners, PTO representative, students and administrator. The shared decision making philosophy will be used by the group in the implementation of the Annual School Plan.

The School Council meets periodically to provide input and assist with making decisions that affect the school program for students. This group also discusses concerns or questions with the Principal that are of interest to parents. Council meetings are open to all parents. A representative from this Council serves on the Superintendent's Parent Advisory Council. An invitation to share comments, concerns, and/or questions will be sent to parents prior to each meeting.

Meeting dates/times are listed below:

Monday, Nov. 5<sup>th</sup> at 6:00pm

Thursday, Feb. 7<sup>th</sup> at 6:00pm

\*\*\*Other correspondence may take place in the form of electronic communication between meeting dates.

School Council members for 2018-2019 are:

### PARENT GRADE LEVEL REP'S

(PreK/K)	Kristin Quesenberry
(1)	Jason Gerlach
(2)	Kristin Quesenberry
(3)	Peggy Brubaker
(4)	Lorie Petrie
(5)	Stephanie May

### SUPERINTENDENT'S ADVISORY REPRESENTATIVE

Peggy Brubaker

### COMMUNITY REPRESENTATIVE

Shannon Good

### PTO REPRESENTATIVE

Kelly Gingerich

### STUDENTS

1. 4th Grader – Rylie Petrie
2. 5th Graders - Caroline May

### SCHOOL ADMINISTRATOR

Dr. Amy Painter

## Safety Patrol

The Safety Patrol is a vital component in any Linville-Edom school day. Students are selected to the Safety Patrol based on their maturity, leadership, attendance, dependability, and parent consent. The duties of Safety Patrol members are detailed during training sessions at the beginning of the school year. Recognition of the Patrol is also provided during the Awards Assembly at the end of the school year.

## Student Council Association

The Student Council Association gives children in grades 3, 4, and 5 the opportunity to learn about democratic processes as well as provide leadership to their school. Elections are held in the spring of each school year for the following year.

### Student Council Association Officers

President	Caroline May
Vice President	Branagan Egger
Secretary	Leah Borntrager
Reporter	Layla Nelson

The Student Council Association at Linville-Edom plans many worthwhile and fun activities for the students throughout the school year.

## SCHOOL PROCEDURES

### Absences

Regular attendance is essential to success in school. Virginia law requires that we check on every child the same day he/she is absent from school. This will ensure that parents know where their children are if they are not in school. You can help by calling or emailing the school (833-6916; LEESnotes@rockingham.k12.va.us) when you know that your child will be absent for any reason. **If your child becomes ill overnight, please call or email the school before 8:30 A.M.** If you do not contact the school, we are required to make every effort to contact you or someone you have designated. **UPON RETURNING TO SCHOOL, YOU MUST SEND A NOTE WITH YOUR CHILD TO EXCUSE THE ABSENCE. [IF YOU EMAIL, NO NOTE IS NECESSARY.]** In addition, family vacation dates are requested to be presented in writing to the Principal at least a week prior to the trip. Family vacations and appointments are discouraged from being scheduled during SOL testing (mid-May until June).

Please refer to the RCPS 2018-2019 Handbook Student Attendance Policy. Good attendance is necessary for a child to benefit from the school program and every effort should be made to keep the child in school.

- Upon an absence from school, the student must provide a note or email to the school office upon their return to school. (However, please continue communicating with the school secretary via phone call if your child is absent.)
- Students having either **five (5) unexcused absences or a total of 15 absences of any type (excused, unexcused, or a combination of both) will be considered as having excessive absences.** Students having excessive absences, and their parents, will meet with the school principal for an Attendance Improvement Plan (AIP). Depending on the student's attendance history, this number may be less than 15.
- If the student is absent an additional day after the AIP is written, an Interdisciplinary Team Meeting (ITM) will be scheduled to include the student, parent, R.C.P.S. staff and community service providers.
- Tardiness to school is considered when reviewing a student's attendance. When a student is tardy to school they must report to the main office with their parent or a written note signed by the parent or guardian explaining the reason for tardiness. Sanctions may be imposed by individual schools in response to excessive tardiness. At Linville-Edom Elementary, an AIP may be written upon the 5<sup>th</sup> unexcused tardy to school.

### ***Animals in the School***

Parents or students who wish to bring an animal into the school must receive permission from the teacher and principal in advance. Students may not transport animals on the school bus. Parents must transport animals to and from school. This includes insects in bug houses or in other containers.

### ***Arrival and Dismissal***

1. Students may begin arriving at school at 8:00a.m. The first morning bell rings at 8:15a.m. The tardy bell rings at 8:20a.m. All students are expected to be in their classroom ready to begin instruction at 8:20a.m.
2. Children who are transported to school by car should not arrive before 8:00a.m. **Please do not drop off your child before 8:00a.m.** When exiting the car at the student drop-off area, students should exit out of the right side (passenger side) of the car only. This prevents students crossing between cars at the drop-off area. A staff member supervises this area each morning. After arriving at school, students should go directly to their classroom or the cafeteria if they are eating breakfast.
3. **Any student arriving to school after 8:20a.m. is tardy. Parents are required to walk their child to the office. Parents who transport children are urged to have them to**

school on time. The day's work begins immediately and a child who is tardy will miss directions and explanations given by the teacher. Once a student reaches 5 unexcused tardies, the Principal will consider holding an attendance meeting with the parent(s).

4. If your child comes to school late, please sign him/her in at the office before he/she goes to the classroom. If your child is tardy, you may or may not be allowed to walk them to class. This will be at the discretion of office staff.
5. The first dismissal bell rings at 2:57p.m. **Students who are transported by parents may be picked up after 3:00p.m. in the gym.** Parents arriving before 3:00p.m. will wait in the lobby until they are released. Parents will sign their child out with the staff on duty in the hallway leading into the gym.

### **Asbestos Hazard Emergency Response Act**

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	McGaheysville
Elkton Middle School	Elementary School
J. Frank Hillyard Middle School	John C. Myers Elementary School
Montevideo Middle School	Ottobine Elementary School
Wilbur S. Pence Middle School	Plains Elementary School
Elkton Elementary School	Pleasant Valley Elementary School
Fulks Run Elementary School	John Wayland Elementary School
Linville-Edom Elementary School	Dayton Learning Center



## ***Change of Address/Phone Number***

If you have a change of address or telephone number during the school year, **please notify your child's teacher or the office in writing** so that we may keep our records up to date in case of emergency.

## **Dress Code**

Students should come to school dressed appropriately for the school learning environment. Students have recess and/or physical education class daily and should always wear shoes that will allow them to run and be safe during active play. Students are discouraged from wearing sandals but if they do, the sandals must have a back or top strap to keep the shoe securely on the foot. **FLIP FLOPS AND SANDALS SIMILAR TO FLIP FLOPS ARE NOT ALLOWED FOR SAFETY REASONS. Students must wear sneakers to participate in PE and/or recess. If sneakers are not worn, the student will be given an alternate activity or assignment.**

Clothing should also fit appropriately so that undergarments do not show, the midriff area is covered, and clothing does not fall off or down. Clothing may not promote or depict drugs, alcohol, violence, gang activity or have profane or inflammatory statements.

For more information regarding RCPS Policy on the Dress Code please see the RCPS Parent Student Handbook on our website.

## ***Early Release and Dismissals***

1. Children are not allowed to leave the school grounds early without permission of a parent or guardian. A written request or a call by the parent is required. All children must be signed out in the office. If your child has an appointment and needs to leave early, a member of the office staff will call your child to the office to meet you. This is essential to avoid having children picked up by unauthorized persons and to reduce classroom interruptions. The instructional day lasts until 2:57. It is very important for your child to remain in the classroom until the bell rings so he or she does not miss important instruction at the end of the day. **We appreciate your efforts to schedule appointments after school.**
2. A note from home is required when a child is to leave school in any manner other than his/her normal method. The note should be given to your child's teacher first thing in the morning. The note is then forwarded to the office by the teacher. **AFTERNOON TRANSPORTATION CHANGE REQUESTS MAY NOT BE ACCEPTED AFTER 2:30PM ON THE DAY OF THE REQUESTED CHANGE.**

3. If any person other than the parent/guardian or listed Emergency Contact is to pick up your child, the school must have a statement from the parent giving the other person permission to transport the child.

### **Cell Phones, Electronics, and Toys**

Electronic devices including but not limited to cell phones, iPads, iPods, hand-held video game systems, and tablets are not permitted in elementary schools **or school buses** without the direct permission of the teacher, bus driver, and/or principal. Rockingham County Public Schools assumes no liability for the loss, theft, or damage of any student-owned electronic device or the information stored on the device. Students will have access to RCPS-owned iPads and Chromebooks while at school, alleviating the need to bring student-owned devices to school.

Toys and trend items are not to be brought on the school bus or to school. These items will be confiscated by school staff and only returned to parents. The only exception is for "classroom cash incentives" and classroom share times that parents are made aware of prior to the event.

### **Field Trips**

Field trips are planned so that students may have first-hand "learn-by-doing" experiences. When a trip is planned, a note will be sent to each parent along with a permission slip. This permission slip should be signed and returned to the teacher the next day. Parents are often asked to accompany a class as a chaperone. **Any parent who wishes to be a chaperone on a field trip must first read and sign a Chaperone Guidelines form. Only parents and guardians are allowed to be chaperones on school field trips unless prior approval is given by the principal.**

STUDENTS ARE REQUIRED TO RIDE TO AND FROM ALL FIELD TRIPS ON THE SCHOOL BUS.  
PARENTS WISHING TO PICK UP THEIR CHILD FROM A FIELD TRIP  
MUST HAVE PRIOR APPROVAL FROM THE PRINCIPAL.

According to Rockingham County School policy and insurance regulations, younger siblings are not allowed to go on field trips with parents who are chaperoning.

### **Fire Drills & Other School Safety Drills**

Fire drills, lockdowns, tornado, earthquake, evacuation drills, etc. are conducted throughout the school year. These drills are practiced at regular intervals, are required by law, and are an important safety precaution. It is essential that when the first signal is given, everyone follows procedures quickly and accurately. The teacher in each room will give the students instructions.

## 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 (NOTE INCREASE)

Full-paying student lunch	\$2.30
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	\$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](http://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.

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 at the beginning of the school year. 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.**

**FREE & REDUCED LUNCHES** - Parents/guardians may apply at any time during the school year for assistance through the free or reduced price lunch program. Applications are approved or denied by the Director of Food Services, and the information is kept confidential. **STUDENTS WHO QUALIFY FOR FREE OR REDUCED LUNCH AUTOMATICALLY RECEIVE A FREE OR REDUCED BREAKFAST AS WELL.**

**Breakfast Served Daily 8:00 – 8:15**

**Lunch Schedule 2018-2019**

<b>Grade</b>	<b>Teacher</b>	<b>Beginning Time</b>	<b>Ending Time</b>
5	Swartzentruber	10:50	11:15
5	Markham	10:50	11:15
4	Harper	11:00	11:25
4	R. Miller	11:05	11:30
Pre-K	Rodeffer	11:20	11:50
3	McCoy	11:35	12:00
3	Messick	11:40	12:05
2	Showalter	11:45	12:10
2	B. Miller	11:50	12:15
1	Fike	12:20	12:45
1	Porter	12:25	12:50
K	Bazan	12:30	12:55
K	Akers	12:35	1:00

## Homework Expectations

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 following guidelines are adopted for Rockingham County Public Schools:

1. KINDERGARTEN - Students should read or be read to at home daily.
2. ELEMENTARY GRADES 1-5 - Homework should be connected to the student's educational program and be purposeful. Long-term assignments may be given which will assist the student in learning and in developing planning skills and responsibility. A large part of homework should be reading text of student's choice.

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

## ***Inclement Weather***

Parents will be notified via email, text, and/or phone call (whichever you provided when registering your child for school) when we have a delay or closing related to inclement weather. We encourage you to have a plan for your child in the event that schools close early. You can also tune in to local radio stations and the local television station, WHSV-TV3 for announcements regarding school closings, delays and/or early dismissals.

## ***School Newsletter: LEES Link***

Want to know how to stay involved and know what is going on at LEES? Read the weekly newsletter. Each Friday, the office will send a newsletter home with your oldest child. This newsletter highlights school events and important dates. You can also find the LEES Link on our website at <http://lees.rockingham.k12.va.us/> and will be emailed to parents/guardians each Friday.

## ***Parent Teacher Conferences***

Individual conferences are welcome at any time. Teachers will be calling at various times to arrange meetings to talk about your child's progress. Parents are urged to call the school anytime to make an appointment to meet with a teacher. This year, **November 5<sup>th</sup> and February 7<sup>th</sup>** have been set aside in the Rockingham County School calendar as parent-teacher conference days.

## ***Party Invitations***

The school office and/or teachers are not permitted to give out student names and addresses for the purpose of birthday and/or party invitations. **STUDENTS ARE NOT PERMITTED TO GIVE OUT ANY PARTY INVITATIONS AT SCHOOL UNLESS EVERYONE IN THE CLASS IS RECEIVING ONE.**

## ***Permission to Go Home With Another Student***

If a child is to go home with another student, written permission is required from the parent / guardian of **both** children. Please notify the office in advance by note, phone call, or email if arrangements of this nature are to be made. Remember: our #1 priority is to ensure the safety of every child entrusted to us by each family. **Students will not be allowed to call home to receive permission.**

## ***Pictures and Yearbook***

Linville-Edom Elementary School offers a pre-paid fall school picture program. Your child will bring home an announcement of the date when pictures will be taken. In

the fall, children pay for pictures on the day the pictures are taken. In the spring, individual pictures are taken and proofs are sent home for review and purchase. Class pictures are also taken in spring. A yearbook will be available for pre-purchase for \$16 and delivered at the end of the year. The company is TreeRing.com and they provide 2 free personalized pages in your yearbook! Go to our website to order online or call the office to get yours.

### ***P.R.I.D.E. Celebrations***

Each month, students who have followed the school rules will be invited to join in the monthly P.R.I.D.E. celebration. Please see the Student Code of Conduct section to review P.R.I.D.E. expectations. The celebration will be announced at the beginning of the month so students know ahead of time what event they are working to earn. Students who do not earn the celebration will attend a “booster session” with the purpose to help the student understand the behavior that needs to be changed and make a plan for how to change it.

### ***Programs/Assemblies***

Daytime assemblies are scheduled throughout the year to enhance curriculum in the classroom. Parents are welcome to attend assemblies as well. Programs are selected on the basis of quality and enhancement of the school curriculum. There are also night programs, such as the Talent Show, music programs and literacy nights. Please check the LINK for any upcoming events.

### ***Recess***

All classes have a daily recess period. Every effort is made to have recess outdoors with opportunities for gross motor activity. Weather conditions are monitored closely to determine if it is appropriate for students to be outside. Temperature, wind speed, and humidity are all taken into consideration in deciding if outside play is safe. Students should come dressed appropriately to play outdoors on most days. Tennis shoes are required for recess.

### ***Safe School***

Below is a guideline for parents and students in case of an emergency. Our goal is to put the safety of students, faculty and parents first.

#### **Emergency Procedures**

When Conditions Inside the School are Unsafe (Fire, Bomb Threat, etc.).

1. Students will be evacuated to an off-site facility.
2. No one will be allowed to enter the school until emergency personnel have determined the site to be safe.



3. Information regarding the emergency will be released via the school superintendent.

#### When Conditions Outside the School or Classrooms are Unsafe (Chemical Contamination, Tornado, Intruder, etc.)

In an emergency that produces an unsafe situation outside of the classrooms or building, **NO ONE** will be allowed to enter or leave the building until emergency personnel or school officials have determined that the area is safe. This is for the safety of all students, faculty and parents.

When the area is determined safe, the school day will resume.

#### Bus Accident

1. In the event of a bus accident, school and county personnel will assist with rescue efforts.
2. If you arrive at the accident, be advised you will not be allowed to board the bus.
3. If the students need to evacuate the bus, another bus will be provided. Parents may only remove a child from the scene who has been:
  - a. **Checked and released** by emergency personnel
  - b. **Signed out** with school personnel

Linville-Edom Elementary School is dedicated to the protection and safety of its students, faculty, staff and parents. Emergency procedures are continuously reviewed and updated with the faculty and staff of LEES.

### **School Buses**

Strict adherence to safe conduct on the school bus is essential. Guidelines adopted by the Rockingham County School Board shall be followed. They include guidelines for meeting the bus in an orderly manner, and for good behavior while riding the bus. Violations will be reported by the bus driver who will present a discipline form to the principal where the student is enrolled. One copy is kept at the school, one is kept by the driver, and one is sent to the home. After sufficient warning, a rider who continues to misbehave will lose bus privileges for as long as necessary.

- Students who wish to ride a bus other than their own must bring written permission from their parents to their classroom teacher when first arriving in the morning. If the child is going home with a friend, **both students must bring notes from home**.
- PreK – 2<sup>nd</sup> grade students need to have a responsible adult at the bus stop. Students in these grades will not be released from the bus without the presence or visual confirmation of a parent or guardian. Students will be returned to the school if not met at the bus stop. If someone other than the parent or guardian is to meet your child at the bus stop, please note this on the Emergency Care Contact Form in the office.

- LIVE ANIMALS/INSECT, GLASS ITEMS, and/or BALLOONS ARE NOT ALLOWED ON THE BUS.
- Any object too large to be held in the pupils lap should not be brought to school on the bus.

On registration day, each student is given a copy of the rules and regulations governing proper behavior on the school bus. Students are to have their parents read and discuss the rules and regulations with them and then return a signed form verifying that the student understands all the rules of riding a school bus.

### **School Store**

A school store will be open each Monday, Wednesday and Friday morning for the benefit of those students needing paper, pencils, erasers, notebooks, etc. Fifth grade students will work in the school store.

### **School-Wide Discipline**

Classroom teachers are directly responsible for monitoring students' behavior so that learning is not disrupted. Teachers will make every effort to handle minor behavior problems on their own. Should a student's behavior require the principal's attention, an office referral form will be sent to the office explaining the problem. Parents will be notified by phone and in writing if their child receives an office referral. Parents are expected to read and sign the office referral and return all but the top white copy which may be kept at home.

### **Sickness, Injury & Medication**

All parents/guardians are required to fill out an Emergency Care Permission form when a child enters school each year. This form gives the school permission to act on behalf of the child's safety and well-being in the event he/she becomes ill or injured and parents cannot be contacted. We request that parents' home phone be listed as well as the number of another person(s) we may contact if parents cannot be reached. If a child becomes ill at school and it is determined that the child should not remain in the classroom, the school nurse will contact that parent or designee and ask that the child be taken home.

Occasionally, because of illness or injury a child needs to stay inside the school building or refrain from physical activity. **If this is the case, parents are to notify the child's teacher with a written note. If a child has a prolonged injury or condition that necessitates being excluded from physical activity, parents should have the doctor send a statement to the school.**

Our school nurse, by law, is not allowed to administer any internal medicine unless a parent or physician prescribes it. **If your child has a prescription medication which**

**must be taken during school hours, the medicine must be brought to school by a parent/guardian along with specific instructions for its use and a medication authorization form filled out. Medication must be in the original bottle. All medication is kept in the clinic and will be administered by approved personnel only.**

Parents are required to fill out an "AUTHORIZATION FOR MEDICATION" form before the school can administer any medication for their child. These forms may be obtained from the office or school nurse.

We have a number of staff members who are trained in emergency procedures including CPR (Cardiopulmonary Resuscitation,) the Heimlich maneuver, emergency first aid, AED (Automated External Defibrillator,) and Epi-Pens.

## **Social Media**

**Posting of school information and pictures on social networking sites is a violation of our students' and families' privacy.** We respectfully ask that you be mindful about sharing photographs of other students from school events, field trips, etc. on social media websites to protect the privacy of our students and families. We have some families who choose not to have their child's pictures in publications.

## ***Student Code of Conduct***

At Linville-Edom Elementary School we strive to maintain good discipline with all our students. Our goal as a staff is to create an atmosphere where each student can learn to his/her full potential without distraction. There are three school rules that students are expected to follow:

**BE RESPECTFUL**  
**BE RESPONSIBLE**  
**BE SAFE**

Posters throughout the building help students understand the expected behaviors. Teachers help students rehearse the proper behavior at the beginning of the year and throughout the year as needed. Students are also taught to demonstrate their Panther P.R.I.D.E. by demonstrating the following:

**Positive Attitude,**  
**Responsible For My Actions,**  
**Involved In My Learning,**  
**Doing My Best,**  
**Encouraging Others**

Teachers recognize students regularly for their good behavior with PRIDE Reports. A copy of the PRIDE report is sent home with the student. Teachers of students in grades Pre-K- 2<sup>nd</sup> use a color system to communicate with students and parents regarding student behavior. Teachers in grades 3-5 use a monetary system to recognize appropriate behavior and a "Scratch ticket" to remind students and inform parents of behavior violations. At all times we encourage you as parents to reinforce our three school rules with your child(ren).

**The Code of Student Conduct may be found in its entirety in the RCPS Parent/Student handbook. All parents should familiarize themselves and talk with their children about the Student Code of Conduct.**

**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.**

### ***Student Materials Fee***

Students will be assessed a materials fee in Grades K - 5 to help with the cost of consumable materials used during the year. The fee structure is as follows:

Pre K	No Fee
Kindergarten	\$25.00
Grades 1, 2, 3, 4, 5	\$15.00

### ***Textbooks***

Textbooks are FREE and NO fees for books are required of parents for their child to attend Rockingham County Public Schools in Grades K - 5. If a textbook is lost or damaged, the school reserves the right to charge a fee for replacement.

### ***Transferring Students***

Students TRANSFERRING to another school are expected to have their parents notify the office in advance so the proper paperwork can be completed. Cumulative records will not be sent with the pupil or parents to the next school. The receiving school will request the records. Your child's records are available to you for review at any time.

## **Visitors**

Visitors are welcome at Linville-Edom Elementary School. **All visitors need to use the front door and report to the office. You will be asked to sign in as soon as you arrive at school and check out when leaving.** Visitors will be given a visitor or volunteer sticker to wear while they are in the building. Young children visiting the school must be accompanied by their parents. This policy is for the safety of all children.

## **Website**

**We invite you to visit our school webpage regularly to obtain up to date information on school events and to visit teacher/class websites and blogs.**

**Visit us online:** <http://lees.rockingham.k12.va.us/>

## **ROCKINGHAM COUNTY PROGRAMS & SERVICES FOR DISABLED**

All residents of Rockingham County from the ages of two to twenty-one, inclusive, who have a disability and are in need of special education services shall receive a free and appropriate public education (FAPE) within the least restrictive environment. Students otherwise eligible must have attained age two and not have exceeded age twenty-one by September 30. FAPE is provided to all identified persons with disabilities who live in Rockingham County or who have been placed by their parents in a private school located within the Rockingham County jurisdiction.

Programs and services are provided to persons identified as having autism, deaf-blindness, developmental delay, hearing impairment, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairment, emotional disabilities, specific learning disabilities, speech or language impairment, traumatic brain injury, or a visual impairment.

Because special education services attempt to prepare students with disabilities to live and work in society, such students are educated with their peers to the maximum extent appropriate. Effort is made to place the student in the least restrictive environment. In determining the most appropriate setting, each student is considered on an individual basis. The Rockingham County Public School system provides a continuum of alternative placement options and services to meet the varying needs of disabled students.

A Special Education Advisory Committee (SEAC) advises the county schools on the needs of special education in Rockingham County. Members of the Special Education Advisory Committee are available to assist those seeking information concerning special education.

The Special Education Advisory Committee meetings for the 2018-2019 school year will be held at 1:00 p.m. in the Andes Conference Room at the Rockingham County Public Schools Central Office:

October 10, 2018  
November 7, 2018  
March 6, 2019  
April 10, 2019

Persons interested in more information about special education or in making referrals should contact the Director of Pupil Personnel Services, Rockingham County Public Schools, at 564-3228. Public comment is welcomed and encouraged.

### *ENROLLMENT/SCREENINGS*

First time enrollees must present a birth certificate, social security number, residence address and highway number of the home in addition to post office box address when applicable, physical examination (when applicable) and required immunizations. Kindergarten serves only those children who will reach their fifth birthday on or before September 30 of the school year.

All students, within 60 (sixty) administrative working days of initial enrollment in a public school in Virginia, shall be screened in the following areas to determine if formal assessment is indicated; speech, voice and language; vision and hearing. All students through grade 3 shall also be screened in the area of fine and gross motor functions. Vision and hearing screenings are conducted for all students in grades 3, 7, and 10.

Parents of a student in grades 5-10 may request a scoliosis screening by the school nurse at any time. The purpose of scoliosis screenings is to detect signs of spinal curvature so that the need for treatment may be determined. Scoliosis, the most common spinal abnormality, is a side-to-side curve of the spine. It is usually detected in childhood or early adolescence. Most cases of spinal curvatures are mild and require only ongoing observation by a physician after the diagnosis has been made. Mild curvatures are often noticeable only to those trained in detecting spinal abnormalities. Others may become progressively more severe as the child continues to grow. Early treatment may prevent the development of a severe deformity which can later affect the health and appearance of the child.

It is the policy of the Rockingham County School Board to  
comply with  
all applicable state and federal laws regarding  
nondiscrimination in employment and educational  
programs and services. The Rockingham County Public  
Schools will not discriminate illegally on the basis of sex,  
race, religion, national origin, disability, or age as to  
employment or educational programs and activities.

“The policies and procedures outlined in this handbook are representative but not totally inclusive of the policies at Linville-Edom Elementary School and Rockingham County Public Schools.”