

JOHN WAYLAND ELEMENTARY SCHOOL  
 801 N. Main St., Bridgewater, VA 22812  
 Phone: 540-828-6081 Fax: 540-828-4439

## WELCOME TO OUR SCHOOL

### TABLE OF CONTENTS

Welcome to Our School	1
History of John Wayland School	2
School Mission Statement	3
Organization & Administration	4-5
Curriculum	6-9
Core Curriculum	
Learning Disabilities	
Speech Therapy	
Student Screenings	
The Learning Connection (TLC)	
Library/Media Center	
Music Program	
Art Program	
Physical Education	
Guidance & Counseling Program	
Challenge Program	
Computers/Technology	
Supportive Services	10-11
Student Policies	12-19
Attendance	
Behavior	
Bike Riding Policy	
Dress Code	
Fieldtrip	
Outdoor Play Policy	
School Bus Riding	
School Telephones	
Sickness/Accidents/Emergencies	
Social Security Numbers	
Student Birthdays	
Unnecessary Items at School	
School Safety	20-22
School Information	23-29
Lost and Found	
Landscaping and Quilt Garden Reminders	
Food and Nutrition Services (and Lunch Schedule)	
P.T.A.	
Tone Schedule	29
Calendar	30

Dear Students and Families,

Welcome to John Wayland Elementary School. We are so pleased that you will be a part of our school community. This school year will be filled with many exciting opportunities for learning.

This student handbook is being provided to make you aware of the local policies and procedures for our school. Although we will go over many of the policies in the classroom, we recommend that you take time to read through the handbook and review it together as a family. Please do not hesitate to contact one of us if you have any questions or concerns (828-6081).

This local school parent-student handbook should be kept together with the Rockingham County Public Schools 2009-2010 Parent-Student Handbook, which you are also receiving (and which we ask that you take time to review). **After reviewing the documents, remove pages 94,95, and 96 from the RCPS handbook, sign them, and return them to your child's teacher.**

If there is anything we can do to assist you during this school year, please contact us.

Sincerely,

David Burchfield  
Principal

Pam Dowrey  
Assistant Principal

"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 of educational programs and activities."

## HISTORY OF JOHN WAYLAND ELEMENTARY SCHOOL

In 1989, Bridgewater Elementary School and Dayton Elementary School joined to become John Wayland Elementary. In that same year, the new Turner Ashby High School opened in Bridgewater, and the old TA building in Dayton became Wilbur Pence Middle School. The original building for JWES was built in 1966. An addition was built in 1985.

Our school consists of numerous classrooms, administrative offices, a library, a guidance suite, gymnasium, multipurpose room, music room, two computer labs, an Art and Science Learning Center, cafeteria and kitchen, two mobile units, and a Children's Engineering lab.

The playground area was constructed in the summer of 1989. A new primary play structure, a boat play structure and additional paving, all funded by the school's PTA, have been added to complement the existing play area. Primary swings were also recently built with the help of the PTA.

John Wayland Elementary School is comprised of about 550 students enrolled in Pre-Kindergarten through Fifth Grade.

### Administrators of John Wayland Elementary School:

David Burchfield, Principal	2004 to present
Nancy J. Lantz, Principal	2000-2004
Edmund P. Price, Principal	1989-2000
Pam Dowrey, Asst. Principal	2005 to present
Johna H. McFarland, Asst. Principal	1997-2005
Charles Wright, Assistant Principal	1989 - 1997

## JWES MISSION STATEMENT

The staff of John Wayland Elementary School is excited about education and is constantly learning and growing. We believe in a positive and nurturing environment. We accept the responsibility to teach our students so that they may obtain their maximum educational potential. We encourage learning through independent thinking, personal expression and respect for each other. In order to carry out our educational mission, we need the commitment of our parents and community.

### **Students:**

We believe that all students are individuals of worth and recognize that all students can be successful learners while learning at different rates of time. We will work to provide a caring and safe environment for all students.

### **Employees:**

We believe that all employees are a valuable resource to the school division and are essential to its effective operation. John Wayland Elementary is committed to meeting or exceeding Virginia's Standards of Quality for Public Schools and Standards of Accreditation of Public Schools in Virginia.

### **Parents:**

We believe that parents' input is essential for our success as we strive to provide quality educational services to our students, thereby gaining and holding parental respect and support.

### **Community:**

We will strive to maintain high standards of ethics and community responsibility as we work to improve our schools.

# ORGANIZATION AND ADMINISTRATION

## Administration

Principal  
Assistant Principal  
Secretary/Bookkeeper  
Secretary  
Secretary

David Burchfield  
Pam Dowrey  
Karen Hedrick  
Alison McElroy  
Debbie McNett

## Kindergarten:

Melanie Bair  
Elizabeth Herr  
Cindy Moyers  
Candy Rodeffer  
Chris Simmons

## First Grade:

Mindy Berry  
Laura Jaynes  
Barb Johnson  
Julie Propst

## Second Grade:

Donna Barber  
Susan Eckenrode  
Dawn Flory  
Tamyra Rosen

## Third Grade:

Martha Canada  
Yvonne Flory  
Lucinda Furry  
Phyllis King  
Lauren Strawderman

## Fourth Grade:

Teresa Cooper  
Christy Curry  
Louise Pierson  
Vicki Richard

## Fifth Grade:

Mary Etta Cornett  
Beverly Jones  
Jonathan Lapp  
Laura Logan  
Jennifer Miller

## Pre-School

Pre-K(4 year olds)  
Pre-K Assistant  
Pre-School  
Pre-School Asst.  
Pre-School Asst.

Jackie Bagwell  
Nancy Lickey  
Judy Coffman  
Susan Davis  
Mary Ann Huffman

## Specialty Teachers:

Librarian  
Librarian Clerk  
Speech  
TLC/Reading Specialist  
TLC Assistant  
TLC Assistant  
TLC/Assistant  
P.E.  
P.E.  
Challenge  
LD Resource  
LD Assistant  
Music  
Art  
ESL  
ESL Tutor  
Guidance  
Guidance  
Computer Lab Asst.  
School Nurse

Amy Harris  
Amie O'Dell  
Christine Reeves  
Dewie Arey  
Eileen Campbell  
Beth Phillips  
Sharon Shenk  
Tammy Moore  
Sheldon Rice  
Charlotte Holter  
Anita Rohrer  
Vicky Hensley  
Beth Harter  
Robin Goble  
Thuy Venuto  
Olga Dovel  
Cindy Phillips  
Jackie Dunsmore  
Ann Radloff  
Barbara Ritchie

## Custodians:

Michael Comer  
Dania Ingram  
Ashby Jackson  
Linda Thompson

## Cafeteria Staff:

Hope Harmon  
Allison Calhoun  
Judith Hill  
Sandy Liptrap  
Sandy Scheermesser

## Bus Drivers:

Sue Cave  
Mary Gerald  
Bonnie Glick  
Tammy Moore  
Kenneth Rhodes  
Donna Trobaugh

## Cafeteria Monitors:

Phyllis Arey  
Tammy Armstrong  
Thelma Michael  
Kim Shomo

# CURRICULUM

John Wayland Elementary School includes grades Pre-K-5. The kindergarten program stresses the development of the individual child. Planned activities are designed to provide the Pre-kindergarten and kindergarten children with skills to meet the academic work in grades K-5. The core curriculum at John Wayland consists of reading and language arts, math, science and social studies. Instruction is guided by the Rockingham County Public Schools curriculum and the Virginia Department of Education Standards of Learning.

**Learning Disabilities Program** - The LD Program and Early Childhood Special Education Program provide specialized instruction to identified children whose needs indicate a modification of the regular classroom program. The resource teacher provides evaluative program recommendations to the staff and principal when disabilities have been identified. The Pre-School program provides several options for services depending on the type and severity of the handicap or delay.

A free and appropriate public education is provided for disabled persons ages 2-21, who live in Rockingham County. A Special Education Advisory Committee 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 2009-2010 school year will be held at 7:00 p.m. in the Andes Conference Room located in the RCPS Administrative Building (see RCPS webpage for directions):

October 21  
November 18

March 17  
April 21

**Speech Therapy** - The speech therapist is a resource person whose job is to diagnose and treat communication disorders. Any person may make a referral to the speech therapist if they suspect that a child is having difficulty saying words or using words correctly when speaking.

**Student Screenings** - Students in grades K, 3, 7 and 10, as well as students new to Rockingham County Schools, will receive vision and hearing screenings within 60 days of their entrance to school. Kindergarten students and those new to RCPS will also receive a speech/language screening. Parents will be notified only if a child does not pass a screening.

**The Learning Connection (TLC)** - Instruction of students with reading difficulties is the primary duty of the reading teachers. These students are part of The Learning Connection (TLC). The reading specialist also works to diagnose reading problems of those students who have been referred for testing. She provides prescriptive options to teachers for dealing with particular reading problems.

**Library Center** - The Library is the resource center for the school. The librarian is responsible for interpreting the library to faculty, students, and community, operating as materials specialist, managing library surroundings and funds, selecting materials to maintain a proper collection of educational aids and providing library skills instruction to the students.

**Music Program** - Music is important, practical and basic to the school curriculum. Music instruction develops specific skills, attitudes and values and encourages divergent thinking. As students create, perform and reflect, they develop problem solving skills and higher order thinking skills which expand the learner's capacity to know, to value, to appreciate and to make educated judgments. Instruction in music provides students with the ability to more clearly appreciate and interpret the world around them. Music enables students to express their thoughts and feelings and to assert their individuality through creative opportunities. Through participation in the study of music, every student has the opportunity to acquire an integrated education, aesthetic values and techniques that will enable the student to be a life-long learner. In addition to teaching music, the teacher is a resource for classroom teachers. The music teacher is responsible for school musical programs during which the students can perform for their parents and the community.

**Art Program** - The mission of the visual arts program in Rockingham County is to provide a high quality, balanced, sequential program of instruction in art. The intent is to emphasize the integration of art as a specialized area of instruction; visual arts are an inseparable part of our students' education. As students imagine, create and reflect, they develop problem-solving and critical thinking skills which expand the learners' capacities to know, to value, to appreciate and to make educated judgments about works of art. Rockingham County employs several art teachers who rotate through the elementary schools.

**Physical Education** - The Pre-K-5 physical education program at John Wayland Elementary School is comprised of a wide variety of movement and social experiences. These are presented on a continuum progressing from simple to complex. As the skills are acquired, they are applied in individual, partner, small group and large group activities and games. The Pre-K-5 program includes experiences in the following areas: movement exploration, game skills, rhythms, physical fitness, wellness and lifetime activities.

**Guidance & Counseling Program** - The school counselors work with students, parents, and school personnel to aid students in becoming responsible and good citizens of our school and of the community. Through classroom, small group and individual guidance students learn more about themselves and others. The goal of the guidance program is to help students grow in acceptance of themselves and others, decision making ability and interpersonal skills. The services provided by the guidance counselors are complementary and supportive of the efforts of parents, teachers, administrators and other school support personnel. The Rockingham County School Board has endorsed the "Character Counts" curriculum. The purpose of the curriculum is to provide a solid foundation for character development. The curriculum includes six pillars of character development: trustworthiness, respect, responsibility, fairness, caring and citizenship. The program is integrated into the existing guidance curriculum.

The county has selected the following schedule for the introduction of the six Character Counts pillars:

1 <sup>st</sup> six wks - Citizenship	4 <sup>th</sup> six wks - Respect
2 <sup>nd</sup> six wks - Responsibility	5 <sup>th</sup> six wks - Trustworthiness
3 <sup>rd</sup> six wks - Caring	6 <sup>th</sup> six wks - Fairness

**Challenge Program** - Challenge is the program for gifted students in Rockingham County schools. It serves students identified as having significantly high intellectual ability. Identification can be made any time from second semester kindergarten through twelfth grade. Decisions regarding eligibility rest with a county-wide selection committee. In the elementary program, the school coordinator works with grade-level teams and individual teachers to determine strategies for appropriately differentiated curriculum/instruction for identified students in the regular classroom. Identified students will be involved in some pull-out experiences, differentiated instruction in the classroom, and an after-school program. Emphasis is on higher level thinking skills of analysis, synthesis, and evaluation.

**Computer/Technology** - John Wayland Elementary School houses 2 computer labs, each equipped with 25 Mac computers and a printer. Students will have computer lab instruction time weekly with the classroom teacher and computer lab assistant. In addition to the computer labs, there is at least one Mac computer in every classroom. Instruction is guided by technology objectives in grades kindergarten through fifth. This may include AR, STAR, internet accessibility and other programs used for SOL practices.

## SUPPORTIVE SERVICES

Our individual efforts will not meet our objectives if our services stand to function as isolated units. Consequently, we have coordinated our services so that each complements the other, striving to provide a unified effort in attaining the goal of educating all of our students in the best manner.

Attempts have been made to schedule large blocks of time to allow individual teachers flexibility in adapting to varying situations. Master scheduling is employed to provide the most beneficial use of personnel, space and equipment. Following are a list of committees and services formed to ensure a coordinated effort:

**Student Study Committee** - This committee receives referrals for children who may need special assistance. The function of this committee is to suggest materials and methods of teaching to the classroom teachers as well as recommend further screening. The committee consists of an administrator, selected teachers, the reading specialist, the referring classroom teacher, a special education teacher and guidance counselor.

**Eligibility Committee** - This committee makes recommendations concerning materials and programs after reviewing the input from the Student Study Committee and additional information gathered by the Eligibility Committee members. The committee consists of an administrator, the child's parents, the classroom teacher, school psychologist and visiting teacher/social worker.

The **Parent Advisory Committee** is an opportunity for parents to become better informed about topics of interest, and to have an opportunity to dialogue with the principal about school-wide issues. The meetings are also an opportunity for the principal to seek input about school-related and county issues when the Superintendent and School Board seek input. All parents are encouraged to become members of this committee and attend regularly.

Parents are also welcome to attend meetings of particular interest to them. Meeting dates for the 2009-2010 school year will be Sept. 17, Oct. 15, Nov. 19, Feb. 18, and March 18. Meetings will start at 7:00 p.m. in the school library. Child care is provided. Notice about meeting topics will be advertised in advance of the meeting. Please join us!

**School Nurse** - John Wayland Elementary School has a full time school nurse. She will work with health and medical information, sick or injured children and students referred for health or medical concerns. The nurse will also serve as a resource person to school personnel, students and their families. Emphasis is on helping students to maintain or improve their physical and emotional well being, thereby preventing health problems. The clinic suite is located in the school office.

## STUDENT POLICIES

**Attendance** - Regular school attendance is necessary for each student's academic and social success. The school day at John Wayland begins at 8:30 am and concludes at 2:55 pm. During that time, teachers are providing important instruction and supporting activities for student understanding. Frequent absences and/or tardies interrupt the continuity needed to help students master important concepts.

Children are expected to attend school unless they are ill. We understand that appointments sometimes may have to be scheduled during the school day and that emergencies may arise. If a student must be absent from school, a parent must notify the school by a phone call or note. If a student must be absent for a few days, the teacher should be contacted ahead of time so that homework can be planned.

Whenever a student fails to report to school on a regularly scheduled day and no indication has been received that the parent is aware of and supports the absence, the school will make a reasonable effort to contact the parent by phone to verify the absence. This may mean calling the child's home, the parents' places of work or other numbers on the students' emergency care card. We must document reasons for absences.

Each school in Rockingham County addresses the issue of absenteeism in accordance with the Code of Virginia and Rockingham County School Board Policy. Individual cases of what may appear to be excessive absenteeism due to illness, a death in the family, pre-approved absence or other incidents which have been discussed with school administration may be excused and result in no further action.

John Wayland Elementary will notify parents by letter in regard to excessive absenteeism. We define this to be absences or tardies which total over 10% of the total days

enrolled or patterns of absences which approach a student missing more than 15 days in a school year. We are required to work together with parents to create an Attendance Improvement Plan whenever a student reaches five unverified or unexcused absences. Additional absences will then require us to seek assistance from the County Attendance Officer.

It is important for students to arrive at school by 8:30 am each morning. It is also our policy to discuss excessive tardies with parents.

### *ATTENDANCE PROCEDURES*

1. Tardy students are to report to the office to get an office pass.
2. All persons entering school grounds **must** stop by the office. You will be given a visitor tag to wear while in the building.
3. Any student wishing to be dismissed early must have permission from the office.
4. Parents must sign out at the office before taking children out of school early.

**Behavior** - We all have the responsibility and duty to display and enforce appropriate behavior to make our school a safe and pleasant place in which to learn.

1. Everyone at John Wayland shares in the responsibility of keeping our school clean, attractive and in good repair.
2. Appropriate behavior is encouraged and expected in the hallways, cafeteria, library, classrooms, playground and on the bus.
3. For the individuals' safety, everyone **must** walk within the school building and on walkways when entering and leaving the building.
4. Throwing objects, pushing and physical roughness are dangerous and unacceptable.
5. Weapons of any kind are not permitted at school.
6. Toys/athletic equipment are **not** to be brought to school unless specifically requested by the teacher.

7. Chewing gum is **not** permitted at school.
8. Selling or soliciting to students and teachers is forbidden at school without permission from the principal.

**Bike Riding Policy** - Students are not allowed to ride bikes to John Wayland Elementary School for safety reasons.

**Change of Address** - If you have a change of address or telephone number during the school year, please notify the office so that we may keep our records up to date.

**Dress Code** - The following dress/attire are unacceptable under the terms of Rockingham County Schools' Code of Responsible Student Conduct:

- Clothing which exposes undergarments or is worn in an unconventional manner.
- Dog collars and chains.
- Dress that inflames or defames.
- Dress promoting or depicting a drug, tobacco, alcohol, violence, or sexually explicit message.
- Dress with profane statements or meanings.
- Dress which promotes or proclaims gang activities.
- Hats or caps shall not be worn inside schools during regular school hours.

Further specific examples include see-through apparel, tops exposing the midriff, cleavage and strapless or spaghetti string tops. Only customary earrings worn in the ear are acceptable body piercing allowed in school. There should be no visible stud fillers. Skirts worn should be mid-thigh length or longer. Shorts should be sufficiently long to enable the fingertips to reach the end of the leg length when standing in a relaxed manner. Tank tops should not have arm openings that expose the chest or undergarments. Grills on teeth are prohibited as well as heel wheels.

The Superintendent may issue Administrative directives and regulations as deemed necessary or appropriate for the implementation of this policy.

At JWES, the wearing of flip flops is strongly discouraged in order to promote student safety.

**Emergency Care Information** - The information on the school emergency care cards is very important for the school to have. Please make sure the information is current and correct. We need to have a contact phone number in case of an emergency and a parent or guardian must be reached. Please let the office know immediately if there is a change in any emergency care information.

**Fieldtrips** - Each year grade levels plan fieldtrips to support and extend the learning in our students' classrooms. These trips are an extension of the teaching units for our youngsters. The trips taken are SOL supported. County guidelines emphasize that we must have chaperones for these fieldtrips. Grades K-2 require one adult chaperone for every five children. Grades 3-5 require one adult for every ten children. Chaperoning is a very serious responsibility. Teachers depend on parents who come on the fieldtrips to be responsible for their group's attention and behavior. We appreciate our parents' interest in and help with fieldtrips. However, since the fieldtrips are planned for John Wayland students to supplement instruction, it is our school policy that parent chaperones do not bring siblings along on fieldtrips. The responsibility of the chaperone is to the group of students they are supervising. Younger children require a lot of care and attention that may take away from the chaperone's primary job - watching the group of school students they have been assigned.

**Outdoor Play Policy** - If the temperature or the wind chill temperature is below 32 degrees, students will not go outside for recess breaks or physical education classes. It is permissible for teachers to take students out for a short break (5 minutes or less) on those days that the temperature is too cold for outdoor play. Students should be dressed appropriately at all times for outdoor play. Teachers will not take students outside if it is thundering.

Students will be brought in immediately if thunder is heard while playing outside.

**School Bus Riding** - At the beginning of the year, parents will be required to sign a form stating they have read the bus rules and that their student will abide by them. School bus riding is a privilege, not a right. Should your child not follow the County's rules regarding the bus, the privilege can be taken away. We do encourage students to ride the buses to and from school.

Anyone wishing to get off at another bus stop, other than their regularly scheduled stop, must have written permission from their parents and approval from the office. This would apply to children who are going home with friends. The school needs written permission from both sets of parents. Students will get off the bus at the assigned stop in the afternoon unless written permission has been received from parents.

**Parent Drop-off** - Please observe the following procedures to make the loop run efficiently:

- Have your child ready to get out of the car when you approach the crosswalk.
- Drop your child at the stop near the crosswalk - not in the upper lot. Children crossing from the upper lot slow down the traffic.
- Two cars can let children out at a time - the one stopped just before the crosswalk and the car second in line.
- If you arrive by 8:20-8:25 you have plenty of time to get in the school before the 8:30 tardy bell.
- Consider letting your child ride the school bus. Children who arrive on school buses are never counted tardy.

**School Telephone** - The school telephone number is 828-6081. **ANY IMPORTANT MESSAGE WILL BE GLADLY DELIVERED.** Teachers and students will be called to the telephone only in an emergency. If you wish to speak to

your child's teacher, please leave a message. They will call you back at their earliest convenience.

**Sickness/ Accidents / Emergencies** - All student sickness, emergencies and injuries should be reported to the office immediately by the teacher. Teachers will be responsible for filling out an accident report.

1. All accidents will be reported to the parent by the school nurse and/or office staff.
2. If your child brings medicine to school, it must be brought to the office along with a permission to give medicine form. The Rockingham County School Board has a policy regarding the administration of medicine to children in the schools. The policy states the conditions under which both prescription and non-prescription medication can be administered to a child. It is important to note that written authorization stating medical condition, duration of medical condition and the dosage needed must be turned in to the office before medicine can be administered. A copy of the policy as well as copy of the permission form is found in the Rockingham County Handbook of Selected Policies for all schools. If you have any questions regarding this policy, please feel free to call the school. We are happy to help give medication to students, as needed. It is appreciated if regular, daily medication doses can be given before and after school, if possible.

### **Serious Illness and Injuries at School** -

If a student becomes seriously ill or injured at school the following procedures shall be followed:

The school nurse or a staff member trained in basic first-aid and/or CPR will be summoned immediately. If the condition is serious enough (life threatening) emergency personnel (911) shall be notified immediately. Trained staff members should administer first-aid as required until emergency personnel arrive. The nurse or secretary shall call parents using the Emergency Care Form. If a parent cannot be contacted, the child's physician shall be contacted

and be advised of the situation. If a parent still cannot be contacted, the secretary shall try to contact other individuals listed on the Emergency Care Form and advise them of the situation. If emergency personnel and/or the physician recommend that the student be taken to the hospital emergency room, it shall be done immediately. The principal or designee shall accompany the child to the emergency room and remain with him/her until parents can arrive. If emergency room treatment is not required, the student shall be made as comfortable as possible at school until a parent or designated adult can come to get him/her. Trained staff shall continue to monitor the child's condition.

**Social Security Numbers** - All students in public schools should provide the school with a social security number. If you have not provided the school with social security numbers, please do so as soon as possible.

**Student Birthdays** - Teachers are not allowed to give out students' names and addresses for birthday invitations. In addition, we ask parents not to send birthday invitations to school to be passed out. The PTA will provide a student directory to all PTA members.

**Unnecessary Items at School** -

Students should not bring to school any dangerous items (examples: a knife, firearm or facsimile, explosive device) or unnecessary items which may interfere with the students' study habits, or the orderliness of the school and classroom (examples: toys, Pokeman and other trading cards, trinkets, electronic games, radios, tape players, CD players, etc.).

The use of personal radios/cassettes or disc players by students will be permitted at school or school events under guidelines specified by each school principal. John Wayland's policy is that portable CD players are allowed on the bus and on fieldtrip bus rides. They are not allowed in the classroom or bus room/line and must be kept in the student's backpack

in their locker during the day. Earphones must be used if using any radio/cassette or disc player. The school cannot, in any way, be responsible for the loss, theft or damage of a radio/cassette or other electronic device.

The use of pagers, beepers, cell phones, and other communications devices is strictly prohibited during school hours in the school building by students. The use of video cameras in the school building, without prior approval of the principal, is prohibited. The use of laser lights on school property and any school-sponsored event is prohibited.

## SCHOOL SAFETY

**Fire Drills:** State law requires that fire drills be held once a week during the first 20 days of each school session, and then once a month for the remainder of the school session.

**Bomb Threat Policy:** (Same plan as for fire drills) Students must be quickly removed to a safe distance from the building. An accounting for all students will be made by each teacher as the building is cleared, as in a fire drill. Extremes of weather may require shelter. A procedure is in place and is practiced to ensure student safety.

**Hazardous Disturbances:** A hazardous disturbance is any situation/condition caused by one or more individuals which threatens the safety and well-being of students and staff of the school.

**Preventive Measures:** All staff members must always be alert (but not paranoid) to the presence of strangers and/or suspicious activity on or near the school grounds or in the building. The staff is trained in school disturbance procedure and is committed to the safety of all students. An intruder drill is held annually involving students and staff to prepare for potential threatening situations.

### **Playground Rules:**

#### **GYM/PLAYGROUND RULES -**

- |                    |                         |
|--------------------|-------------------------|
| Be a good sport.   | Take turns.             |
| Respect others.    | Follow directions.      |
| Wear tennis shoes. | No rough play.          |
| No gum or candy.   | Use equipment properly. |

#### **PLAYGROUND RULES -**

- SWINGS -
1. Children should not jump from swings.
  2. Children should not stand and swing.
  3. One person on a swing at a time.
  4. Be careful not to swing too high.

- MONKEY BARS -
1. Do not hang upside down on bars.
  2. Do not sit on top of bars.

- SLIDES -
1. Always go down slide on bottom facing forward.
  2. Do not run up or stand on the slide.
  3. One person at a time on slide.

- BOAT -
1. Students must walk up and down the ramp, while holding on to the ropes.
  2. Students' feet must be on the floor of the boat when at the windows. Students should not hang out of the windows.
  3. The pole is for sliding down only. Students must have two hands and their feet wrapped around the pole.
  4. There is no climbing up the pole.
  5. Only one person at a time should be on the pole.
  6. Students in the bottom of the boat must stay away from the pole. There should be no touching or leaning on the pole.
  7. Only one student at a time should play with the steering wheel.
  8. Students should not touch the canvas top of the boat.
  9. There is no climbing on or hanging over the rails of the boat.

10. There is no jumping from the top deck of the boat.  
Only one student at a time should climb the ladders, tummy facing the ladder.
11. Only one person at a time should be on the slide.  
Students should be on their bottom when sliding.
12. There is no jumping from the slide.
13. Phones need to stay on the boat.

PLAYHOUSE - Children should stay off roof.

KICK BALL AREA - lower field or on upper field

BLACK TOP AREA- for 4-square, jump rope, etc., -not soccer or kickball  
DO NOT HANG UPSIDE DOWN ON ANY EQUIPMENT.

PLAY TAG IN GRASSY AREAS, NOT ON THE PLAYGROUND.

BLUE SWINGS ARE FOR PRESCHOOL USE.

DO NOT CLIMB ON RAILING AROUND PLAYGROUND STRUCTURES.

USE ONLY SCHOOL EQUIPMENT - Personal equipment not allowed.

### **Asbestos Disclaimer:**

In accordance with AHERA (Asbestos Hazard Emergency Act) in conjunction with the EPA (Environmental Protecting 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 eases 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, and John Wayland Elementary School

## **SCHOOL INFORMATION**

**Lost and Found** - A lost and found display is maintained in the front entrance area. Items of greater value that have been found are often kept in the office. Please be sure to check one or both of these places if you or your child has lost an item while at John Wayland.

### **Landscaping Reminders**

- Please refrain from walking and/or playing in stone landscaped areas.
- Please walk on sidewalks and use stairways appropriately.

### **Quilt Garden Reminders**

- The Quilt Garden area is a learning area for the students, not a play area.
- Please talk quietly; we have classrooms near.
- Students should walk on pathways.
- Please do not pick the flowers.
- Please do not stand on benches.

### **Food and Nutrition Services**

**Mission** - The Food and Nutrition staff believe that each student is a most valued customer. Each customer will be offered a variety of appetizing, high quality nutritious food, served promptly, at the proper temperature, and at a reasonable cost. Students, parents, and school personnel will be served by friendly, caring, food service staff in a clean, pleasant, and safe environment. Students will be encouraged to learn about the importance of proper nutrition and will be active participants in the meal program.

### **National School Lunch Program -**

- Each student receives a Free/Reduced price meal application form (only one application per family needs to be completed). To qualify, a completed and approved application form must be on file. Returning students must submit a form annually. Applications from new

students entering school must be approved before benefits are granted.

- Lunch eligibility extends to the breakfast program.
- If a student qualifies for free meals and packs lunch but still desires to drink milk, the price of this (or any other a la carte items) will be subtracted from the positive account balance or require cash.

### **Financial Procedures -**

- **Pre-payment system** - Each student is assigned a cafeteria number. This number is used at the point of service and is never to be shared. It is preferred that pre-payment money be paid by check (identified with account number). For elementary students, cash should be placed in an envelope and clearly marked with the student's name and account number. Students may pay by the week or by the month. In the event that your child is absent in the cafeteria on a particular day, his lunch money will be credited for another day. Parents may send in one check for both breakfast and lunch costs and for all children. Once the money is deposited in the student's account, the school cannot distinguish or control how it is "spent". The parent and student must communicate about the selection of breakfast, a la carte items, etc.

• <b>Lunchroom costs:</b>	Lunch, including milk	1.75
	Extra Milk	.25
	Weekly Lunches	7.50
	Adult Lunches	2.50
	Breakfast	1.00
	Adult Breakfast	1.25

- **Charging** - Guardians are financially responsible for all items purchased by their child(ren). Students are notified in the serving line as the account begins to approach a zero balance. Every effort should be made to avoid reaching a zero balance. In the event a zero balance is reached, the following procedure will apply. No a la carte purchases permitted without cash. A student in grades 2-5 will be asked to go to complete a charge slip

(breakfast and/or lunch) located in the general area of the serving line. The cashier will complete the charge slip for grades PK-1 students, but the student will be delayed. A negative balance notification (charge slip) will be sent home with the student on the day it occurs.

**Allergies** - Students with special dietary needs or allergies require a statement annually from their physician.

**Guests** - Welcome anytime! Please call or contact the school in advance if planning to eat a meal at school.

A well-balanced "Type A" lunch and breakfast is provided for all students, faculty and staff who wish to participate in the program. Breakfast is served each day from 8:00-8:30 A.M. **On days when school is delayed one hour because of the weather, etc., breakfast will be served. However, on two hour delays, breakfast will not be served.** Menus will be sent to parents every month.

Students in grades 2-5 participate in offer vs. serve. Students in grades 2-5 may refuse an item at lunch and thereby receive four of the five meal components. Any student may refuse one menu item at breakfast. The cost of the breakfast is still \$1.00 and lunch is \$1.75.

Students in grades 4-5 only (with written parental consent) are allowed to purchase extra a la carte items. \*Any student may purchase a la carte milk. Extras are not allowed for purchase during breakfast.

**Sale of Competitive Food Items** - The sale of competitive food items on school grounds is prohibited prior to the last lunch period. The sale of candy and other food items that would interfere with students purchasing a nutritious school lunch is not allowed. Students are not to take orders for candy or other fundraising activities on school grounds.

### *Cafeteria Guidelines for Students -*

1. Talk quietly to the person beside you or across from you.
2. Walk at all times.
3. Be respectful to cafeteria staff.
4. Move through line quickly and quietly.
5. Have ID number or money ready for purchase.
6. Return tray to proper location.
7. Leave area clean.
8. Sit and keep hands and feet to self.
9. Leave food and drinks in the cafeteria.
10. After returning tray, line up quietly with your class.

### Lunch Schedule

11:00-11:25	Bagwell
11:05-11:30	Coffman
11:10-11:35	Canada
11:13-11:38	King
11:16-11:41	Strawderman
11:19-11:44	Y. Flory
11:22-11:47	Furry
11:27-11:52	Barber
11:31-11:56	Eckenrode
11:35-12:00	D. Flory
11:39-12:04	Rosen
11:44-12:09	Jaynes
11:48-12:13	Herr
11:52-12:17	Johnson
11:56-12:21	Propst
12:01-12:26	Cooper
12:04-12:29	Pierson
12:07-12:32	Curry
12:10-12:35	Richard
12:15-12:40	Jones
12:18-12:43	Logan
12:21-12:46	Cornett
12:24-12:49	Miller
12:27-12:52	Lapp
12:32-12:57	Bair
12:36-1:01	Berry
12:40-1:05	Simmons
12:44-1:09	Rodeffer
12:48-1:13	Moyers

**School Store** - The SCA sponsors a small school store at John Wayland Elementary. Pencils, crayons, paper, folders,

erasers and pens are available for purchase at reasonable prices. More information concerning store schedule and prices will be sent home at a later date.

**John Wayland Elementary PTA** - The John Wayland Elementary P.T.A. was formed in the spring of 1989. Membership is open to anyone who has a desire to support children.

PTA membership meetings are held on the second Thursday of each month at 7:00 p.m. unless noted. The Executive Committee meets on the first Thursday of each month. Read your PTA newsletter for additional dates or changes.

Aug. 20	Kindergarten Orientation 5:00 - 6:45 p.m. Executive Board 7:00 p.m.
Sept. 3	Back to School Night 6:30 - 8:00 p.m.
Sept. 11	Welcome Back Picnic 5:30 - 7:30 p.m.
Oct. 1	Executive Board 7:00 p.m.
Oct. 8	PTA Meeting / Art and Engineering Night 6:30 - 8:00 p.m.
Nov. 5	Executive Board 7:00 p.m.
Nov. 12	PTA Meeting / 5th Grade Music Program
Dec. 3	Executive Board 7:00 p.m.
Dec. 10	PTA Meeting / Holiday Hop
Jan. 7	Executive Board 7:00 p.m.
Jan. 14	PTA Meeting / 3 <sup>rd</sup> Grade Family Fitness Night
Feb. 4	Executive Board 7:00 p.m.
Feb. 11	PTA Meeting / Literacy Night / Bookfair
March 4	Executive Board 7:00 p.m.
March 11	PTA Meeting / 2 <sup>nd</sup> Grade Music Program
April 8	Executive Board 7:00 p.m.
April 15	PTA Meeting / International Fair 6:30 - 8:00 p.m.
May 6	Executive Board 7:00 p.m.
May 27	PTA Meeting / Movie Night 6:30 - 8:00 p.m.
June 3	Executive Board 7:00 p.m.
June 9	Fifth Grade Farewell 7:00 p.m.

## Family Fun Day Date/Time TBA

\*\*\* These dates and activities are subject to change.

### PTA Officers for 2009/2010:

President	DeEtte Fulk	828-0249
President Elect	Tammy Armstrong	828-0404
Recording Secretary	Mary King	432-9482
Corresponding Secretary	Katrina Spickler	828-1038
Treasurer	Michelle Rheault	828-0229
Historian	Kristi Carter	434-5785

**Smoke Free Environment** - Since county schools are smoke-free work sites, parents who help supervise and chaperone school activities are asked to not smoke in the presence of students, even on fieldtrips. Please help the school establish good role models for our children.

### Tone Schedule

#### Morning

- 8:00 a.m. First tone sounds;  
Children in bus rooms 8:00-8:20 a.m.
- 8:20 a.m. Homeroom tone  
All students report to classes.
- 8:30 a.m. Tardy tone & instruction begins.

#### Afternoon

- 2:55 p.m. Tone sounds. Children (K-2) get ready to load first buses. Hall duty teachers watch children load buses.
- 3:00 p.m. Tone sounds. Students in grades 3-5 load first buses. Students on middle wave buses move to 2<sup>nd</sup> grade hallway
- 3:15 pm. K-5 students load middle wave buses.
- 3:20 p.m. Tone sounds. All remaining students move to hall by second grades to load buses.
- 3:30 p.m. Bus duty over.

Notes:

# John Wayland Elementary School

*A Caring Community of Learners*

Parent/Student Handbook  
**2009 - 2010**