

# Lacey Spring Elementary School Philosophy

## **We believe:**

- ◆ Every child is entitled to a well-planned, well-organized, and well-implemented instructional program in a warm and supportive classroom setting.
- ◆ The interest, understanding, and support of parents are essential elements in a successful school program.
- ◆ A high quality instructional program should be designed to build the self-confidence and self-esteem of students.
- ◆ A high quality instructional program should give children the opportunity to develop their unique skills and abilities.
- ◆ A high quality instructional program should give children the opportunity to develop their communication skills, their human relationship skills, and their leadership skills.
- ◆ A high quality instructional program should create in children the attitude that learning is lifelong and that the skills of "learning how to learn" should be emphasized throughout the school program.
- ◆ A high quality instructional program should prepare children for a technological future through the utilization of technology in the classroom and school.
- ◆ Cooperation and communication between the school and community are essential ingredients for school success.
- ◆ All faculty and staff members will be dedicated to providing a safe-school environment.

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**Lacey Spring Elementary School  
Faculty and Staff**

**Principal**

Donna Robinson

**Assistant Principal Intern**

Don Rhodes

**Secretary-Bookkeeper**

Faye Fox  
Gayle Joiner

**4-Year Old Program**

Molly Michael

**Kindergarten**

Janice McArdle  
Sherry Ryman

**First Grade**

Gayle Hamrick  
Melissa Moyers  
Phil Satolli

**Second Grade**

Emily Hahn  
Kimberly Price  
Wilma White

**Third Grade**

Barbara Lowe  
Mary Ryder  
Wendy Scott

**Fourth Grade**

Steve Halteman  
Laura Henry  
Mary Ellen Ortiz

**Fifth Grade**

Jessica Phillips  
Heather Smith

**Art Teacher**

Al Marcovitz

**Challenge**

Bobbie Arbogast

**Counselor**

Brenda Robey

**English/Second Language-Tutor**

Christina Crossland

**Librarian**

Carlene Lantz

**Music**

Deborah Ryder

**Physical Education**

Tom Baker  
Phillip Painter

**Special Education**

Elizabeth Fulford  
Amy Hooke  
Dave Johnson  
Tamar McCollum  
Becky Powell  
Kathy Rothgeb

**TLC-Remedial Ed**

Dana Shields

**Assistants**

Amy Baker  
Sara Clinedinst  
Leatherman  
Mike Greaver  
Kathy Keith  
Tony Killen  
Tracey Layman  
Rachel  
Donna Litchfield  
Karen See

**Bus Drivers**

Margaret Coffman  
Lori Moyers-Asst.  
Debbie Phillips  
Delmas Ratliff  
Karol Messick  
Sarah Moyers  
Tina Simmons  
Kathleen Wolfe

**Cafeteria Aides**

Patricia Clinedinst  
Jennifer Hilliards

**Cafeteria Staff**

Tina Merrick-Mgt.  
Dorothy Brown  
Debbie Dellinger  
Debra Siever

**Custodians**

Susan Miller  
Sharon Shumaker  
Dana Stover

**School Nurse**

Leelee Breeden

## INSTRUCTIONAL PROGRAM

The Lacey Spring building was opened in the fall of 1989. Lacey Spring Elementary School is a Rockingham County Public School that serves Pre-Kindergarten through Fifth grade students. Expected enrollment for 2008-2009 is approximately 310 students.

Staff members work together to provide flexibility in working with children at a variety of instructional levels and to share expertise and resources for the benefit of the child. A variety of resource and specialty teachers provide for special needs of children and for programs in specific curriculum areas. Special education programs are available for a variety of disabilities. The TLC (The Learning Connection) is remedial settings designed to provide tutorial assistance for students.

We are proud of our school, faculty, students and staff. We urge parents to support the school, and school programs. Positive attitudes and support from parents makes a significant difference.

## ROCKINGHAM COUNTY PUBLIC SCHOOLS GUIDANCE PROGRAM

Rockingham County Public Schools affirm that parents are the student's first teachers and that the public school should serve to strengthen family and parental support. No student will be required to participate in any personal/social counseling program to which the student's parents object. All students are expected to participate in academic, career, and character education guidance programs.

Guidance counselors grades K-12 provide a program in accordance with the Regulations of the Virginia Board of Education Governing Guidance and Counseling Programs, Code of Virginia, Family Educational Rights and Privacy Acts of 1974, and Rockingham County Public Schools Board policy. The four areas of emphasis are prescribed by the above regulation, laws, and policy is as follows:

- a) Academic Guidance (Academic Advising) - Advice which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities;
- b) Career Guidance (Career Advising) - Advice which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;
- c) Character Education Guidance (Character Advising)- Advice and lessons to assist students in developing strong character traits, including citizenship, responsibility, caring, respect, trustworthiness, and fairness, and which emphasize the prevention of bullying.

Grades K-5 Classroom lessons emphasize these six character traits. Grades 4 and 5 also experience a developmentally appropriate bullying prevention program.

d) Personal/Social Counseling - Counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Such counseling may be provided either (i) in groups in which generic issues of social development are addressed or (ii) through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s).  
(*RCPS Board Policy Manual-IJ*)

Review of Guidance Materials Parents may contact the school guidance office to schedule an appointment should he/she wish to review Rockingham County Public Schools guidance materials.

In accordance with Rockingham County Public School Board Policy, parents may choose to have his/her child (ren) "Opt-Out" of the personal/social component of the guidance program. Parents must notify the school that this option has been chosen and the child will not participate in personal/social counseling activities, by completing an Opt-Out Form requested from the Principal.

## **COMPUTER LAB**

The computer lab contains 22 Apple iMac computers with a networked laser printer. Students come to the lab on a regularly scheduled basis. They use the lab for computerized reading tests, review of basic computer and academic skills, research, location of Library materials, and publishing. Programs such as Cornerstone, Accelerated Reader, Kid Pix, Computer Classroom and others are available either on the computers' hard drive or through the school's main server. Internet access is routed through Rockingham County Public School's server in Harrisonburg and is governed by a security program.

The computer lab is supervised by a full-time lab assistant who is responsible for maintenance and troubleshooting of the lab and school computers, and who also assists the teachers and students with computer work. However, it is the responsibility of the classroom teacher to plan and supervise computer lab activities for the students.

We also have a wireless mobile computer lab containing 22 MacBook computers. This lab travels to the classrooms for additional computer work.

## MUSIC PROGRAM



The purpose of the music program at Lacey Spring is to provide children the opportunity to express themselves musically, to appreciate the great variety of music available and to gain basic skills and concepts which will form a basis for later music experiences.

Children in the Lacey Spring music program will have the opportunity to perform in special groups, to have experience performing before an audience and to combine musical experiences with movement and dance.

## PHYSICAL EDUCATION PROGRAM

**What is Physical Education?** The goal of physical education is to help students learn the skills necessary for performing a variety of physical activities and to understand the benefits of achieving and maintaining a physically active lifestyle. The Physical Education Program at Lacey Spring consists of many activities which promote skillful movement, movement principles and concepts, personal fitness, responsible behaviors, and a physically active lifestyle. Students will also be provided with:

- an opportunity to experience a sense of achievement and develop a positive self-image and self-concept
- an opportunity to experience the learning process of experimentation and exploration
- a learning atmosphere supplying opportunities for him/her to analyze, think, observe, discuss, create, cooperate, and share
- a wide range of knowledge and movement experience so he/she may develop ways of being both adaptable and inventive

Tennis shoes are required for physical education class. Children wearing incorrect shoes may be restricted from participating in some or all activities. Please have your child wear the proper shoes to school on PE days. Time is limited to change into the proper shoes for PE between classes.

Students are expected to participate in physical education classes unless a written excuse from the parent/guardian or other parent confirmation is received. Extended non-participation may require a doctor's excuse.

## **ART PROGRAM**

As described in the Virginia Visual Arts Standards Of Learning, the art program provides “essential content and skills required in the visual arts” consisting of a cumulative, progressive program consisting of “visual communication and production, culture context and art history judgment and criticism and aesthetics.” Working in a studio environment, the elementary school art program utilizes many activities designed to help students express themselves creatively through two- and three-dimensional projects. Students will discuss their own work, as well as that of artists, with a variety of styles and subject matter. As appropriate, the curriculum is aligned with academic subjects to encourage visual literacy.

## **LIBRARY MEDIA CENTER**

The Library Media Center is the resource center for Lacey Spring Faculty, Staff, Students, and Parents. The Library collection includes reference books, fiction and nonfiction books, picture books, book-related items (listening sets, videos, etc...), current children’s magazines and newspapers. Students and parents are encouraged to check out any of these materials during the school day using the Library’s Checkout Computer. It is important to keep these materials in a special location at home so they are not mixed in with family collection.

The Library Media Center also includes the Audio Visual Room which houses teaching materials such as computer programs, videotapes, science equipment, laser disks, study prints, cassette tapes, dvd’s, and AV equipment. The Library expects that all copyright limitations are understood and respected by those who check out any Library materials registered under the copyright law. All materials in the Library or the AV Room may be located using the Alexandria Researcher which is available on all computers in the school. Additional computers are available in the Library for research, etc.

Each student visits the Library on a weekly basis for instruction in all areas of reference and research, use of computers, book talks, and story sessions. Students are also encouraged to use the Library throughout the day for research, browsing, use of the computers, or reading.

The Library also supports the Accelerated Reader Program by providing books which are labeled according to reading levels. The librarian will provide lists of these books as requested by students, staff, or parents. A list of AR book quizzes is available on our school website, the AR list can be found under “academics.”

Trade books will be available for teachers to use with your child for reading group instruction throughout the year. If you would like to see a list of the trade books that could possibly be used, please see your child's homeroom and reading teacher.

### **PREPARING YOUR CHILD FOR SUCCESS**

A child's preparation for success in school and life is affected by many variables. Parent involvement is an important variable in the development of a child. Here are some tips that should be helpful in preparing your child for success.

1. Build on previous experiences. It is easier for a child to learn based on what he/she already knows.
2. Help develop your child's vocabulary through descriptions and discussions.
3. Encourage new activities. Ask your child to try different games.
4. Encourage your child to play with different groups of children. It is important to learn to socialize with everyone.
5. Build your child's confidence. Praise your child for success, no matter how small.
6. Take your child to the library and encourage him/her to check out books.
7. Read to your child. Include books, magazines, comics, and newspapers in the home. Demonstrate the value and enjoyment of reading. Allow your child to choose some books.
8. Talk with your child and encourage your child to talk in complete sentences.
9. Discuss a variety of topics that are of interest.
10. Supervise and guide your child for completion of home assignments.

A child learns and grows on a daily basis. Take the time to provide positive experiences for your child to help him/her prepare for success.

### **PARENT CHECKLIST**

A child's success at school depends upon activities encountered both at home and at school. The list below is a suggestion of criteria that you should look for in evaluating your child's progress at home and at school. Use this list to assist your child in his/her development.

1. Do I know what my child is learning at school?
2. Do I know the extent of my child's vocabulary knowledge?

3. Do I know when my child learns a new skill?
4. Do I ask my child questions?
5. Do I encourage my child to solve problems?
6. Do I encourage my child to play with other children and to share?
7. Do I provide my child with books to read and see my child read everyday?
8. Do I buy educational toys and games for my child?
9. Do I control what TV or computer programs my child watches?
10. Do I encourage my child to interact with adults?
11. Do I establish chores for my child to complete?
12. Do I support my child's school?
13. Does my child speak and express him/herself clearly?

You can make a difference if you show an interest in your child and his/her everyday activities.

### **BUILDING A POSITIVE RELATIONSHIP BETWEEN HOME AND SCHOOL**

A child's success in school greatly increases when there is a positive relationship between home and school. Parents can help cement a positive relationship with the school by utilizing the following suggestions:

- \* Take an active role in the school's PTA.
- \* Attend orientation, school programs, and functions.
- \* Get to know your child's teacher.
- \* Develop an open line of communication between the school and home.
- \* Volunteer to help in your child's class or on field trips.
- \* Attend parent/teacher conferences regularly.
- \* Be supportive of the school and school projects.
- \* Encourage your child to complete all homework.
- \* If a problem arises, deal with it in the appropriate manner.

Become an active participant in the school. Developing a positive relationship with the school will increase your child's awareness of the importance of school. Help your child become successful by setting the best possible example.

### **PARENT/TEACHER CONFERENCES: GETTING OFF ON THE RIGHT FOOT**

Participating in a parent/teacher conference is one of the most important school activities in which a parent will be involved. A conference is a time of sharing which

benefits the child, the parent, and the teacher. Preparing for the conference is essential

for both teacher and parent. Here are some tips that will be useful at the next parent/teacher conference.

### **BEFORE THE CONFERENCE**

- \* Decide what questions you would like to ask at the conference.
- \* Pinpoint specific questions rather than talking in general terms.
- \* Prior to the conference ask your child if there are any questions he/she would like answered.

### **DURING THE CONFERENCE**

- \* Be on time and conclude the conference on time. The teacher is on a set schedule.
- \* Relax. Teachers and parents are both striving for the same results.
- \* Take notes and ask questions.
- \* Enter the conference with an open-mind.
- \* Be a good listener.
- \* Deal with facts, not rumors.

### **AFTER THE CONFERENCE**

- \* Keep the lines of communication open so that progress can be charted.
- \* Follow up on suggestions made at the conference.
- \* Set up another conference when necessary.

Being prepared for a parent/teacher conference can make the conference a rewarding experience. Take the time to be prepared for your child's next conference.

Parents may make additional appointments for conferences after school hours with teachers by calling the school office (433-7819) or by communicating with teachers outside the instructional day.

### **Rockingham County Policy File: IKA**

#### **Homework**

The Rockingham County School Board endorses homework as an extension of a school's program. The objective of homework is to assist and improve learning and to strengthen skills and understandings gained in the classroom. Desirable homework practices bring the home and school closer together by facilitating

parent understanding of topics taught at school. Homework allows teachers and

students to cover more content, reinforces and supplements students' learning experiences, and fosters student initiative, independence, study habits, creativity, and responsibility. The types of homework should include practice to reinforce newly acquired skills, preparation to obtain background for new classroom information, and extension to apply knowledge in creative ways.

Homework is most beneficial when it is a cooperative effort among teachers, students, and parents. The responsibility lies in three areas. It is the teacher's responsibility to ensure that homework is:

- reasonable in length and directly related to classroom work
- well defined in advance by the teachers and understood by the students
- reviewed by the student and teacher daily; and positive in nature

It is the student's responsibility to complete homework neatly and correctly. It is the parents' responsibility to support this portion of the educational program by encouragement and involvement with the student and teacher. On-going communication among teacher, student, and parent is essential for the success of this important part of the school's program.

The types and length of homework assignments should vary according to the students' level and abilities. The following guidelines are adopted for Rockingham County Public Schools:



1. KINDERGARTEN (Minimal, as needed) Homework is to be minimal and based on teacher judgement of the students' needs.
2. PRIMARY GRADES 1-2 (15 to 30 minutes total, daily, as needed)
  - a. Homework is to be initiated as an expectation in the students' educational program.
  - b. Homework is assigned at the discretion of the teacher with an emphasis on reading, math, and language arts.
3. ELEMENTARY GRADES 3-5 (30 minutes to 1 hour total, daily, as needed)
  - a. Homework is to be expected as part of the students' educational program.
  - b. Long-term assignments may be given which will assist the student in learning and in developing planning skills and responsibility.

## REPORT CARDS

A graded progress report will be issued every six weeks for grades 1<sup>st</sup> through 5th. Kindergarten progress reports are issued every nine weeks. Rating scales and check lists may also be used by teachers to provide additional information on a pupil's growth.



Testing is done on an individual and group basis by school personnel to help teachers develop a program for each child based on their needs. All children new to the school are screened in the following areas to determine if formal assessment is indicated: speech, voice, and language, fine and gross motor functions and vision and hearing.

Student group testing is required by the Virginia Department of Education. Tests given to elementary students include (PALS) Phonological Awareness Literacy Screening (Grades K-3), Standards of Learning **Local** Test (1st Grade Math, 2nd Grade Math, Reading, Science and Social Studies, 4th grade Science), and the Standards of Learning **State** Tests (Grades 3, 4, and 5 in Reading, Math, Social Studies and Science with the exception of 4<sup>th</sup> grade Science). Local Writing assessment in 4<sup>th</sup> grade and State Writing assessment in 5<sup>th</sup> grade.

Children with learning, behavioral concerns or medical are referred to the Student Study Team by the teacher and/or the parent. The Student Study Team discusses the needs of each pupil with the classroom teacher, and parent. The Student Study Team will provide interventions to be used in the classroom. If interventions are not successful then permission to test is secured from a parent. When the individual testing is completed, an eligibility meeting is held with the classroom teacher and parent to discuss the results. The results will determine if the student does or does not qualify for a special program.

### **EXPECTATIONS FOR STUDENTS / EFFECTIVE SCHOOL WIDE DISCIPLINE (ESD)**

Lacey Spring Elementary Eagles: A Positive Behavior & Academic Support Team which has the following expectations that focus on students respecting self, others and school where bullying will not be tolerated. The Lacey Spring Eagles are:

- E**ager to Learn!
- A**lways Prepared!
- G**iving our Best!
- L**earning with Character!
- E**ncouraging Others!
- S**howing Respect!

The following are expectations:

#### **Classroom/ Specialty**

- Be on time.
- Have completed homework and supplies.
- Use your planner.

- Listen when teachers and peers speak.
- Wait to be recognized by the teacher before talking.
- Keep hands and feet to self.
- Keep area neat and organized.
- Follow directions.
- Take care of school property.

### Library/Computer Lab

- Be attentive and focus on assignments.
- Listen to the Librarian/Computer Lab Assistant.
- Enter quietly.
- Put chairs, materials, and supplies in appropriate places.
- Straighten rooms before leaving.
- Keep library, and lab free of food and drink.
- Keep volume at appropriate level.
- Sit in designated areas.
- Use internet for school work only.
- Follow RCPS Technology Use Guidelines.
- Adhere to Copyright Laws.

### Cafeteria

- Talk quietly to the person beside you or across from you.
- Be respectful to cafeteria staff.
- Move through the line quickly and quietly.
- Have I.D. number or money ready for manager.
- Return tray to proper location.
- Leave area clean.
- Sit in the next available seat at your table.
- Leave food and drinks in the cafeteria.
- Keep hands and feet to self.
- After returning tray, line up quietly with your class.

### Halls

- Keep hallways clean and free of litter.
- Show courtesy to your peers and staff.
- Respect school displays/property.
- Follow staff directions.
- Speak quietly.
- Walk on the right side of the hallway.
- Keep hands and feet to self.

## Assembly

- Stay quiet.
- Show courtesy to your peers, staff, and visitors.
- Follow staff directions.

## Nurses Office

- Enter with a pass.
- Knock when the nurse's door is closed.
- Be respectful of office/clinic property.
- Follow staff directions.
- If nurse is not in, see the secretary and wait in the office.

## Gym/Recess

- Follow teacher's directions.
- Use gym equipment safely and return to the appropriate place.
- Keep hands and feet to yourself.
- Keep self and others safe with appropriate actions.
- No inverted positions.
- Follow playground rules.
- Play fair.

## Bus

- Stay seated.
- Keep hands on your lap.
- Face the front.
- Talk quietly to students near you.

## After School Events

- Follow all of the above rules that apply.
- Parent/guardian must accompany children to all evening/night events (Ex. PTA programs).
- Individuals picking students up from after school activities should arrive on time.

## DISCIPLINE

When students are referred to the school administration for disciplinary action, the parents or guardian will receive a copy of the disciplinary referral. This disciplinary referral (D-slip) specifies what the student has done, comments from the student, teacher and administrator. There will also be a place for parent comments.

## ROCKINGHAM COUNTY SCHOOL CODE OF CONDUCT

**The Rockingham County School Board has adopted and displayed in all of its schools the following Code of Responsible Student Conduct:**

As a citizen of Rockingham County Public Schools, I recognize and accept my ongoing duty to strive for self-perfection, to uphold the honor of our school system, and reflect in everything I do the Six Pillars of Character by:

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

- ◆ I will be fair, tolerant, gracious, and caring in thoughts, words, and actions as to all those persons involved in my school life —other students, faculty and staff, bus drivers, administrators, and parents.
- ◆ I will behave in a manner that ensures that uninterrupted learning takes place in my school and school-related activities.
- ◆ I will promptly follow the directions of those in authority.
- ◆ I will protect and safeguard the ownership and condition of the property of others, as well as books, equipment, and other school materials, returning it in the best state possible.

Demonstrating **TRUSTWORTHINESS** towards all persons.

- ◆ I will be honest in all aspects of school-related activities.
- ◆ Without being asked to do so, I will volunteer fully accurate, reliable information to all persons at all times.
- ◆ In school-related work, I will use, accept, and give only help which is authorized and permitted by my teachers and other persons in authority.

Demonstrating **RESPONSIBILITY** in everything I do.

- ◆ I will know and follow the letter and spirit of the Code of Responsible Student Conduct and other school rules and procedures, refraining from attempting to violate or circumvent them.
- ◆ I will regularly attend and be punctual for school, for class, and for school-related activities.
- ◆ For any absence from school, class or school-related activities, I will have obtained proper authorization and will document the authorization and reason for the absence.
- ◆ For any tardiness to school, class or school-related activities, I will have obtained proper authorization and will document the authorization and reason for tardiness.

Demonstrating exemplary **CITIZENSHIP** at all times.

- ◆ I will remain drug, alcohol, and tobacco free, avoiding even the presence of any person illegally or wrongfully possessing or using alcohol, tobacco or other similar substances.
- ◆ I will present myself and dress at all times in a manner which observes, demonstrates, and promotes basic standards of safety, cleanliness, good grooming, and modesty in attire and items of fashion, endeavoring to avoid any possible disruption to the learning environment (or endeavoring to foster the most favorable learning environment).
- ◆ I will present myself and dress at all times in a manner which does not threaten or intimidate others, undermine the respect for and authority of teachers, staff, administrators, or parents, or directly or indirectly promotes the use or possession of drugs, alcohol, tobacco, weapons, or suggests lewdness or vulgarity.
- ◆ I will promptly report, verify and document to a person in authority any information which I have, which may indicate that there has been or will be a violation of this Code of Responsible Student Conduct.

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

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

- ◆ I will listen to the opinions of others recognizing that they may be different than my own.
- ◆ I will promote and participate in programs of service and act to help others.

Demonstrating **FAIRNESS** in all my activities.

- ◆ I will examine my actions and thoughts with respect to fairness toward another party.
- ◆ I will always deal with others in a fair manner.
- ◆ I will not take advantage of a situation to gain an unfair advantage over another person.

### **ROCKINGHAM COUNTY SUBSTANCE ABUSE POLICY**

The use, possession and distributing of controlled substances as described in Rockingham County School Board policy (File JFCF) are prohibited in connection with any school related function. Violation of the policy may result in suspension and/or expulsion from school.

A copy of the RCPS Parent-Student Handbook with the complete policy is sent home with each child at the beginning of the school year. Parents and students are expected to be aware of this policy and the disciplinary actions associated with it. Copies are also available in the school office.

### **SCHOOL BUS SAFETY AND DISCIPLINE**



The bus driver has the responsibility of your child's safety and the safety of all students assigned to his or her bus. The driver can only perform this responsibility with your cooperation and courtesy.

While students are on the bus, they are under the direct supervision of the driver and must obey him or her. The bus driver has the authority to assign seats to students as a disciplinary action. Any student involved in rule infractions repeatedly will be referred to the school administration for disciplinary action. The principal will send a bus discipline form home with a warning that the next infraction will result in loss of privilege of riding the bus.

Students should use the same bus stop morning and afternoon, unless the student has

permission of parent or guardian and administration to change.

All students must have written permission to go home any other way than regular way. Written permission is required from a parent of both families if students are going home with each other. Please notify the office in advance if arrangements of this nature are to be made.

Parent should supervise their child/children at the bus stop.

#### **A. Meeting the Bus**

1. Be on time. (Parents must allow for at least 5 minute change in bus time due to traffic, weather, road construction, etc.)
2. Stand off the roadway while waiting for the bus.
3. While walking along the highway, the student should walk on the left shoulder facing oncoming traffic.

#### **B. Conduct On The Bus**

1. Keep your hands to yourself.
2. Stay seated and face the front of the bus at all times.
3. Talk quietly to the person beside you.
4. Talk to the driver only when the bus is stationary except in emergency.
5. Follow all policies as covered in the Rockingham County Schools handbook, on the bus.
6. Obey driver promptly.
7. Keep the aisles in the buses clear.

#### **C. Leaving The Bus**

1. Remain in seat until the bus comes to a full stop.
2. Leave the bus in an orderly manner.
3. Leave the bus area after unloading.

### **SAFETY PATROL**

The Safety patrol is a important part of Lacey Spring Elementary School. As safety patrol members, fifth grade students learn to accept responsibility and develop leadership abilities. Patrol members become aware of their role as safety leaders and realize they can make an important contribution to the safety of other children. Safety Patrol members are selected on the basis of maturity, leadership, health, dependability and consent of parents. The duties of a patrol member are described fully at the beginning of the school year to each student.

## Rockingham County Policy File: JZK

The use of any personal radio, cassette disc player, ipod, or other electronic listening device by students will be permitted at school or school events under guidelines specified by each school principal. Earphones must be used when using any of the above devices. The school cannot, in any way, be responsible for the loss, theft, or damage of any personal electronic listening or communication device.

The use of cell phones, pagers, beepers, and other communication devices is strictly prohibited from the time the student arrives on school property until the end-of-school dismissal bell. The school bus is also school property, and the use of cell phones on school buses to and from school is prohibited. Students may have cell phones in their possession, but they must be turned off and concealed (out of sight) at all times. The student use of cell phones or other electronic devices on field/athletic trips is determined by the principal, teacher, or coach. In the event of a school crisis, the principal will determine the time and place at which students may use cell phones to communicate information with parents.

Accordingly, the use of a cell phone as a camera is strictly prohibited on school grounds at any time. The use of laser pointers by students on school property and/or at any school sponsored event is prohibited.

**Lacey Spring Elementary** has a policy that electronic devices **should not** be brought to school unless needed for school projects or other events. If needed, this must be approved by the teacher or principal.

## TOYS/TRADING CARDS

Toys, balls, and trading cards are not permitted at school. If they are needed for school projects permission must be given by the teacher or principal.

## ARRIVAL AND DISMISSAL



A complete school day begins at 8:30 a.m. and continues until 3:00 p.m. Any child arriving later than 8:30 a.m. is considered tardy and must stop at the office for a tardy slip. Children are not allowed in the school building until **8:00 a.m. and must be picked up by 3:00 p.m.** Staff members are not assigned for supervision before or after those times.

Student's without supervision cause **safety concerns**. We ask that parents not

pick up their children between 8:30 and 3:00 unless for an emergency or an appointment to ensure the instructional day is not disrupted.

**We request that all parents remain in the foyer area with a staff member on duty until your child is dismissed from class.** The last 10 minutes of the day are very busy ones for the classroom teachers. They must review homework assignments, see that everyone is packed up, pass out materials to go home, and make sure that children are reminded about who is being picked up and who may be riding a different bus. We request that parents wait to conference with teachers after all students have been dismissed. Each teacher will be happy to speak with you at that time.

### **STUDENT DROP OFF PROCEDURES**

1. Supervision for student drop off is between 8:00-8:30 a.m. **Please do not drop your child off before 8 a.m.** and escort your child in the building after 8:30.
2. When dropping off your child, please pull up to the curb directly in front of the school entrance. Let your child out on the curbside of your car. This means that you will need to wait until the cars in front of you unload. **Cars should not pass one another in the drop off lane at any time.** Please be patient for the safety of all children.
3. **If you choose to walk in with your child, you must park in the small parking lot directly in front of the school, sign in with the staff member on duty, and wear a visitor's badge while in the building.**

### **EARLY RELEASE**

If the child will be leaving school during the day definite procedures are followed to assure the safety of children.

1. Written parental permission should be sent to the teacher stating the requested time of release.
2. The parent (or named adult in the note) should come to the office and sign the child out. If it is necessary for you to go to the classroom to get your child a student release pass must be picked up at the office to be given to the teacher.
3. If any person other than parent or guardian is to pick up the child, the school must have a statement from the parent specifying the necessary information. An ID may be requested if person is unknown to the staff.

In order for a child to be successful in school he/she must attend regularly. Attendance awards will be given at the end of the year for those children with good attendance. Children who miss no more than 3 days will receive a Good Attendance Award. If a child is absent:

- Communicate with the school on days when your child is absent. Children who are sick or have a fever should not be sent to school. It is the parent's responsibility to call the school by phone (433-7819) during the morning hours between 8:00 and 9:30. If no contact is made it will result in an unexcused absence.
- Send a note from home or physician explaining the illness or chronic condition when your child returns to school.
- Parents requesting homework must notify the office between 8:00 and 9:30 in order for homework to be ready to pick up at 3:00.

Any student with excessive absences must obtain a Doctor's excuse. If a child misses an excessive amount, which is determined by the school administration, the school administrator will ask for a conference.

If attendance problems continue to increase, their name will be reported to the Rockingham County School Attendance Officer. The Attendance Officer will contact the family for a conference which will include a community service committee. If absences continue after this, the parent will be taken to Rockingham County Court and brought before the judge.

### **SNOW DAYS AND EMERGENCY SCHOOL CLOSINGS**

School closings and early dismissal due to weather conditions will be announced on local TV and radio stations. Please do not phone the school for this information as phone lines need to stay open for possible emergency needs.

Parents need to listen to the radio and /or TV for announcements about school closings. Announcements will be made over the following stations:

WSVA – Radio 550 AM / 100.7 FM  
WKCY – Radio 104.3 FM  
WTON – Radio 94.3 FM  
WBTX – Radio 1470 AM  
WLTK – Radio 103.3 FM  
WBOP – Radio 106.3  
WHSV-TV- Channel 3, 11

WZXI – Radio 95.5 FM  
WSIG – Radio 79 AM/97 FM  
WWIR- TV Channel 29, 4  
WACL – Radio 98.5 FM  
Spanish Hotline: 810-1250  
WTGD 105.1 FM Radio Latino

Please send a note to your child's teacher letting them know what your child is to do on

early release days due to bad weather. Plan ahead if bad weather is forecasted.

Parents can also check the Rockingham County Schools web page at [www.rockingham.k12.va.us](http://www.rockingham.k12.va.us). There is a link on the bottom right hand side (School Openings, Closings, and Delays) for this information. Parents who wish to be notified by e-mail should e-mail [jhill@rockingham.k12.va.us](mailto:jhill@rockingham.k12.va.us) to be added to the list. Please note that RCPS cannot guarantee that this e-mail will be delivered in severe weather due to servers being out of service.

## **CODE OF RESPONSIBLE STUDENT CONDUCT / DRESS CODE**

### **Rockingham County Policy File: AD-JFC-11/06**

Lacey Spring Elementary follows the Rockingham County School Board policy for dress and grooming. The following dress/attire are unacceptable under the terms of Rockingham County Schools' Code of Responsible Student Conduct. The listing includes:

- \*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, and strapless or spaghetti string tops. Only customary earrings worn in the ear are acceptable body piercing allowed to be worn in the schools. 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. It is clearly understood that appropriate dress within our schools enhances school climate and promotes student learning.

The interpretation of this policy must be clearly defined and strictly administered. Clearly violence has become a national issue for all schools. Clothing which has a sexual connotation or promotes violence or vulgarity in any form should not be permitted in our schools.

The issue of inflammatory or defaming clothing must be addressed. One's personal feelings and positive self-esteem should be promoted in our schools. When clothing that is worn becomes distracting, we must be in a position to explain that distraction to parents, students, and our community and take action to see that it does not repeat itself.

The following sanctions are provided to promote uniformity in the interpretation of rules to follow when students violate specific Dress Code regulations.

- |                |   |
|----------------|---|
| First Offense  | request change of clothes, alternative clothing, and notification of parent   |
| Second Offense | one (1) day BIP, notification of parents  |
| Third Offense  | 3 days out of school suspension, notification of parents  |
| Fourth Offense | 10 days out of school suspension with recommendation to the Superintendent of Schools for suspension for the remainder of the semester or school year with required notification of parents |

### **TELEPHONE**

The use of the telephones in the school must be limited to school business. Students are not allowed to make or receive calls except in cases of emergency with supervision from a staff member.

### **TRANSFERRING STUDENTS**

When students are transferring to another school, parents are expected to notify the school office. 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. All school materials, library books, and textbooks belonging to Lacey Spring Elementary must be turned in by the student's last day.

### **SCHOOL PROPERTY**

School property is owned by the patrons of our community. Therefore, students are expected to take appropriate care of books and other school property they may use.

### **EMERGENCY DRILLS**

Fire, tornado evacuation and intruder alert drills will be performed as required by law and by Rockingham County Public Schools. It is essential that when a signal is given,

everyone follows the emergency drill procedures. Teachers will be responsible for training students for each drill. Students are housed at Grace Mennonite Church during off-site evacuations.

### **EMERGENCY PROCEDURES**

Each staff member at Lacey Spring Elementary has a Safe School Plan handbook with written procedures to follow in emergencies such as fire, injury, illness, and violent or threatening behavior. A copy is available for parents to review in the office.

### **ACCIDENTS / HEALTH SERVICES**

Parents are strongly encouraged to take out accident insurance if no other coverage is available. Parents of children who are injured at school will be notified. Minor injuries will be handled in the school clinic. Our school has a full time Health Nurse, she will consult with parents when a particular health concern is expressed. Several staff members will also be trained in emergency first aid and CPR. If a student is seriously injured, an attempt will be made to contact the parent to secure medical attention. If the parent cannot be reached, we will contact the persons listed on the emergency form. We will call 911 for assistance if necessary. An administrator or designee will accompany a child to the hospital if a parent is not available.

### **MEDICATION**

Prescription drugs may be administered by school personnel only with the prior written permission of the parents and the physician (permission implicit in the original pharmaceutical package), stating the type, dosage, and duration of treatment. The medication must be delivered to the school in the original pharmaceutical package.

Non-prescription drugs in the original pharmaceutical package may be administered by school personnel with the prior written permission of the parents, stating the type, dosage, and duration of treatment, without written direction or order of a physician.

Rockingham County Public Schools have a standard form for parent authorizing for administration of medicine that must be used. This form can be downloaded from the RCPS website.

**An adult must transport all medicines to the school clinic.**

**No medication should be sent on the bus or with students to school.**

## PROCEDURE FOR PEDICULOSIS (HEAD LICE) CONTROL

1. The teacher observes that a student may be infected with pediculosis, and reports the perception to the school nurse or principal.
2. The nurse/principal examines the child to determine the presence of pediculosis.
3. If the child is infected, the parent(s)/guardian(s) or person listed on the emergency care form are called to take the child out of school. If the parent(s)/guardian(s) cannot be reached, the nurse/principal places the child in isolation immediately.
4. The nurse or school designee advises the parent(s)/guardian(s) of appropriate treatment in writing.
5. The nurse/school designee examines classmates of the child and other students who have been in close contact with the infected child.
6. The school nurse will be responsible for notifying the nurse of feeder schools where contact may have been made with the infected child.
7. Upon reentry to school, the child will be examined by the nurse/principal to determine if the child has been treated and is nit free.
8. In cases of persistent and/or recurring infection or parental noncompliance with the written instructions for treatment, the parent(s)/guardian(s) shall be required to obtain a certificate from the public health department that the child is nit free as a condition for return to school.

If you find that your child has head lice, please contact the school immediately. We will check the whole class in order to prevent the spread of head lice.

If a child is out for more than one day for treatment, one day will be allowed for the clean-up and the second day or any days following will be unexcused.

## SCHOOL PUBLICATIONS

THE LACEY LETTER is the official parent newsletter issued each month. This newsletter provides information on school activities for parents. Parents are encouraged to read each issue to keep up-to-date with school events and activities. Individual classrooms and special activity groups will also be producing a variety of publications for your interest and information.



A hardcover school Yearbook is produced by the SCA yearbook committee. These books are on sale in the spring.

## **SCHOOL PICTURES**



School pictures are taken two times during the school year. Individual head and shoulder pictures are taken in the fall. All children who have their pictures taken on this day will be in the school yearbook. Only those students who have paid will receive a package.

In the spring, portraits and class group pictures will be taken. All pictures come with a unconditional guarantee of satisfaction.

## **EAGLE'S NEST SCHOOL STORE**

Eagle's Nest is our school store. A student representative from each class from grades 3-5 makes up the committee that runs this store. We sell pencils, erasers, sharpeners, and other inexpensive school supplies. Students from all grade levels may purchase items at the Eagle's Nest from 8:20-8:30 each weekday morning.

## **2008-2009 STUDENT COUNCIL ASSOCIATION OFFICERS**

Due to redistricting we did not hold SCA elections in the Spring of 2008. We will have elections this fall, so that all students will have the opportunity to run for SCA.

ADVISORS: Laura Henry, Jessica Phillips

## **STUDENT COUNCIL ASSOCIATION**

The Student Council Association of Lacey Spring Elementary School represents all students of the school including kindergarten students. The Council is made up of five officers (president, vice president, secretary, treasurer, reporter), committee chair people, and a representative from each classroom (grades 3-5). This Council meets monthly after school to discuss any school-related business or activities which has been brought to its attention. It is the responsibility of each classroom representative to relay information between his or her class and the Council.

## **SCA Elections for 2009-2010 School Year**

The offices of SCA President, Secretary, and Treasurer are open to all rising fifth graders. The offices of SCA Reporter and Vice President are open to all rising fourth graders.

### **CANDIDACY REQUIREMENTS:**

1. The student must have the ability to maintain a grade average of a "C" or above while working on the SCA team.
2. The student must not have received any Discipline Slips in this school year (2008-2009).
3. The student must complete the application form and have his/her parent's signature indicating their knowledge of the requirements and approval to run for SCA office.
4. The student must answer all of the following questions as indicated on the SCA officer application.
  - Your name and the office you wish to run for
  - Why you would be a good choice for this office
  - What you have to offer as a leader of our school
  - What you would like to see the SCA do next school year
5. The student must have a signed recommendation from a teacher.  
If you have any questions please see Ms. Henry or Mrs. Phillips.

### **NO LATE APPLICATIONS WILL BE ACCEPTED—NO EXCEPTIONS**

--Candidates chosen by the nominating committee will be expected to have three advertising posters to be displayed in the school. One poster should have a recent photo of the candidate.

The SCA sponsors school activities to encourage school spirit, assist with fund raising, promote community awareness, and provide support for other school programs. Officers are trained to conduct meetings, solicit student involvement, and demonstrate good leadership skills.

Committees vary from year-to-year as needs are determined by faculty members and usually include candidates who run for office and are not elected. The following committees are:

WELFARE ( Mrs. Robey) - sends cards and/or presents to staff and students who have had a death in the family or have been hospitalized and recognizes staff during “appreciation” days.

LIBRARY (Mrs. Lantz)- works in the Library, helps with book fairs and maintenance of the Library.

NEWSPAPER (Mrs. Scott) - publishes the school newspaper.

YEARBOOK (Mrs. Hooke, Mrs. Moyers)- publishes the school's annual yearbook.

SAFETY PATROL (Mrs. Smith)- serves as patrolmen for the arrival and dismissal of the buses.

BOOKSTORE (Mrs. Ortiz)- orders supplies and sells to students in the mornings.

SAC (Ms. Merrick) – helps with any duties related to the cafeteria.

These committees each have a staff advisor and a chairperson and meet several times throughout the year. Students in grades 3-5 volunteer to serve on various committees at the beginning of the school year. SCA officers for 2009-2010 will be elected during the month of April and are installed in June. Classroom representatives are elected by their classmates at the beginning of the next school year.

## **VISITORS**

Visitors are always welcome at our school. We ask that you report to the office to sign in and pick up a visitor pass upon arrival. For continuity of the instructional program it is important that you make an appointment to talk with a teacher during non-instructional times.

## **PARENT-TEACHER ASSOCIATION**

Our PTA is a strong, dedicated organization working to provide a better education for children and to bring informative programs for meetings. As a member of the State and National PTA, our organization can exert considerable influence on the policies and direction of education in our country. Our PTA is also a member of the Rockingham County Council of PTA's.

The PTA meets on the second Thursday of each month unless a change needs to be made due to scheduling conflicts.

**OFFICERS FOR 2008-2009**

President .....Mike Nesselrodt 442-9807 [mikec21real@aol.com](mailto:mikec21real@aol.com)  
Vice President .....Senta Tusing  
Teacher .....Steve Halteman  
Secretary .....Dia Russell  
Treasurer ..... Crystal Mongold

**LACEY SPRING PLANNING COUNCIL/PARENT ADVISORY**

The Lacey Spring Planning Council serves as an organization which allows for the involvement of the principal, the staff and the parents in decisions which give the general direction of the school and its programs. The parents also serve as the parent advisory committee and concerns are discussed with the administration.

The Planning Council will provide input and assistance in:

- \* the development of the annual plan
- \* budget development and allocation of funds
- \* curricular, co-curricular and extra curricular programs
- \* development and implementation of policies and procedures

A representative from this group serves on the County Parent Advisory Council that meets with the Superintendent of Schools.

Typical Agenda:

- \* Call to Order
- \* Report from Superintendent’s Advisory Council
- \* Concerns for Superintendent Advisory Council
- \* Concerns for Lacey Spring Elementary
- \* Lacey Spring Elementary discussion on budget, policies or programs
- \* PTA updates
- \* Adjournment

Planning Council Meeting Dates for 2008-2009 (Second Monday)

September 8	February 9
October 20	March 9
November 10	April 13
January 12	May 11

Members on the Planning Council are:

Principal	Donna Robinson
Assistant Principal	Don Rhodes
Kindergarten Teacher	Sherry Ryman

3rd Grade Teacher	Barbara Lowe
5th Grade Teacher	Jessica Phillips
Parent	Senta Tusing
Parent	Faye Ritchie
Parent	Corey Churchill
Parent	Stuart Long

If you have any concerns for Lacey Spring Elementary as a parent, please contact one of the above parent members. All meetings will be held in the Library at 6:00.

### **FIELD TRIPS**

Chaperons are a very important part of our field trips. They help to maintain safety and good management during an educational experience. We ask that you take this job seriously so that we may continue to provide these opportunities to students. Parents chosen by teachers to be chaperons will be allowed to ride the bus as room is available. Only those children who attend Lacey Spring Elementary will be allowed to ride the buses. Chaperons will not be allowed to take pre-schoolers, as we need your attention to be given to the students you are supervising. Only parents and grandparents are allowed to go on field trips as chaperones unless otherwise approved by the principal. All adults going on field trips must follow the Rockingham County Public Schools dress code (page 22) and alcohol/tobacco regulations. (These products are not allowed on or at school events).



### **VOLUNTEERS – WAYS TO HELP**

Parent support is vital to the effectiveness of the overall school program. Volunteer programs involving parents and other community members can help strengthen existing school programs or introduce new programs.

All parents are encouraged to become involved in our volunteer programs. The primary requirement is an interest in the education of children. Confidentiality is of the upmost importance. Information obtained about or from children should be shared only with the classroom teacher and administrator. It is important to be dependable and prepared if specific skills are involved. Time spent in the classroom or school can make a difference in the quality of programs which are provided. Volunteers can serve the school in many capacities. Listed below are a few possibilities for volunteer service:

- \* Classroom assistant for special projects.

- \* Instructional tutor for students.
- \* Clerical assistant to teachers or staff.
- \* Assist with all-school projects.
- \* Instruct enrichment classes.
- \* Assist on a regular basis in the classroom.
- \* Make learning games/materials for classroom use.
- \* Library aide.
- \* Listen to student readers.
- \* Work in computer center.

Children benefit from volunteer programs. Volunteer time allows more time for the teacher and other staff members to be directly involved in student instruction. Support our school and become a volunteer! A parent volunteer form will be sent home during the first weeks of school. If you are interested, please fill out the form and return to the classroom teacher or the office. When you come to volunteer, please stop by the office and sign-in the volunteer sheet. This allows us to recognize our volunteers.

### **PARENT REQUESTS REGARDING TEACHER SELECTION**

Parent interest and involvement in their child's education is extremely important to the child's success. We certainly want to work with parents in as many ways as possible. Regarding "picking your child's teacher", we try to allow as much of this as possible in kindergarten as long as it produces a class with a wide mix of children. Children learning how to get along with a lot of different people is an important part of kindergarten.

After kindergarten parental requests will not be taken. When scheduling children in grades 1-5 we try to develop a class in which there is an appropriate balance of boys and girls, interests, as well as different academic levels. The administrator and teachers will consider the needs of each child when grouping for the following year.

Parents may request a separation from other students based on previous concerns and issues. Feel free to share particulars about your child's personality if you believe it is important for the following year's placement. This information will be needed by March of 2009.



## SCHOOL LUNCH AND BREAKFAST PROGRAM

Breakfast and lunch are served in our school's cafeteria every day. The school lunch cost for 2008-2009 will be \$1.75 and the breakfast cost will be \$1.00. You may pay daily or ahead for a week, two weeks or a month for breakfast and lunch. Applications for Free and Reduced Price Meals will be sent with students the first day of school and should be returned to the office as soon as possible. You are encouraged to apply if you fall within the guidelines accompanying the application. All information is confidential.

Our payment system is a debit system designed for parents to pre-pay. "Guardians are financially responsible for all meals and A La Carte items served to elementary students." "The guardian must notify the school manager if breakfast or A La Carte items are not to be served to a student." Students wishing to purchase A La Carte items must bring a note from their parent/guardian to the cafeteria manager at the beginning of each school year allowing these purchases.

While it is possible that a student could come to school without lunch money, recurrent charging of meals is not permitted. Unless a student is eligible to receive free meals, it is the ultimate responsibility of the guardian to pay for food served to the student. A well-balanced meal is provided and we ask you to encourage your child to try food items on his/her tray.

Our menus are sent home monthly so you will be able to know what is being served for breakfast and lunch. Occasionally these menus have to be changed because of late deliveries or snow days; however, most of them are served as listed. **Breakfast is served on a 1-hour delay but not on a 2-hour delay.**

If a child chooses to pack their lunch, please do not send food or drink in **glass** containers and **do not send carbonated drinks**. Glass containers are not allowed on the bus and soft drinks (carbonated drinks) get shaken and spill when opened, leaking in the lunch boxes and all over the table, floors, etc. We would also hope that you would choose a more nutritional drink for your child. A reminder to be careful that packed food does not need refrigeration.

When a child who receives free lunches chooses to pack their lunch, parents need to send money with the child if they need to purchase milk at school.

We expect children to eat and handle food properly. Misuse or behavior problems in the cafeteria will not be tolerated. We know that you want your child to exhibit good manners and safety habits at all times.

## 2008-2009 Lunch Schedule

10:50 - 11:15	Phillips	Tables 1,2
10:55 - 11:20	Smith	Tables 3,4
11:00 - 11:25	Henry	Tables 5,6
11:05 - 11:30	Ortiz	Tables 8,9
11:10 - 11:35	Halteman	Tables 10, 11

11:15 - 11:40	Ryder	Tables 12, 13
11:20 - 11:45	Lowe	Tables 1, 2
11:25 - 11:50	Scott	Tables 3, 4
11:30 - 11:55	White	Tables 5, 6
11:35 - 12:00	Price	Tables 8, 9
11:40 - 12:05	Hahn	Tables 10, 11

11:50	Powell	
11:55 – 12:20	Hamrick	Tables 12, 13
12:00 – 12:25	Moyers	Tables 1, 2
12:05 – 12:30	Satolli	Tables 3, 4
12:10 – 12:35	McArdle	Tables 5, 6
12:15 – 12:40	Ryman	Tables 8, 9
12:20 – 12:45	Michael	Tables 10, 11

\*Lunch schedules are subject to change.

A) **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.

**B) National School Lunch Program:**

1. Free/reduced price meal applications – Each student receives an application form. **For applications containing income information, only one application is required per family.** To qualify, a student must be directly certified (food stamps, migrant, etc.) or have an approved application on file. For continuous benefits, returning students in families with income applications **must** submit a form annually (during first 30-days of school). Applications from students entering school after the initial 30-day grace period must be approved before benefits are granted. Parents are notified about the result of the submitted application by means of a letter. **If the meal status qualifies the student for additional services, the parent must retain a copy of this approval letter for further documentation.**
2. Breakfast – Each school offers a breakfast program. **Lunch eligibility extends to breakfast.**
3. Extras – If student qualifies for free meals and packs lunch and desires to drink milk, the price of this (or other a la carte items) will be subtracted from the positive account balance or require cash.

**C) Financial Procedures:**

1. 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 and middle school students cash should be placed in an envelope and clearly marked with the student's name and account number. Once the money is deposited in the student's account, the school cannot distinguish or control how it is "spent". Unless authorized by the parent, money in the account is for the child of the student, and the student is **not** able to "purchase" items for other students. The parent and student should communicate about the selection of breakfast, ice cream, or other a la carte items.

2. Prices -	<u>School Level</u>	<u>Breakfast</u>		<u>Lunch</u>
Full-paying	High School	\$1.00		\$1.75
Full-paying	Middle School	\$1.00		\$1.75
Full-paying	Elementary	\$1.00		\$1.75
Reduced	All		\$ .30	\$0.40
Adults	All (student portions size)	\$1.25		\$2.50
2 <sup>nd</sup> Lunch	All	--		\$2.50

3. Charging – Guardians are financially responsible for all items purchased by their child(ren). Students with a negative account balance are not permitted to select a la carte items (cash or account). Students are notified at the cashier's station as the account balance begins to approach a zero balance. Every effort should be made to avoid reaching a zero balance. **In the event it reaches zero, the following procedures apply:**  
**High School** – No charging permitted.  
**Middle School** – Breakfast charging is not permitted. Student may be asked to wait at the end of the line so that the line can move swiftly. Student will receive charge slip and be individually reminded that only three charges are permitted. If a student attempts to charge a fourth time without paying for previous charges, the parent will be notified and he/she will be charged and served a bread item and milk, but will not receive a full meal.

**Elementary School** –A student in 2<sup>nd</sup> through 5<sup>th</sup> grade who does not have sufficient money to pay for lunch would be required 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 kindergarten and 1<sup>st</sup> grade 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. Parents are expected to pay lunch charges immediately.

- D) **Offer versus Serve:** To be served and counted as a meal: Any student may refuse one menu item at breakfast. Middle and High school students must select three of the five lunch menu items. Like older students, elementary students in 2<sup>nd</sup> through 5<sup>th</sup> grade may refuse two of the five lunch menu items. Students are encouraged to select fruits and vegetables. Individual servings (without a meal) of entrees and potato products are not available to students.
- E) **Delayed School:** One hour, breakfast served. -- Two hour, breakfast not served.
- F) **Allergies:** Students with special dietary needs or allergies require annual physician statement.
- G) **Guests:** Welcome anytime! Please call/contact school in advance if planning to eat meal.

# NOTES

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.”

### NOTICE TO PARENTS

As a parent of a student at Lacey Spring Elementary School, you have the right to be informed of the professional qualifications of the classroom teachers who instruct your child. The No Child Left Behind Act allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction;

Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;

The teacher’s college degree major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

Whether the child is provided services by paraprofessionals and if so, their qualifications.

Also, parents may request under Title I, Section 1111 (6) subparagraph A, the following information:

Information on the level of achievement of the parent’s child in each of the state academic assessments as required under this law;

Timely notice if the parent’s child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

If you would like to receive any of this information, please call the Executive Director for Human Resources at 564-3220.

Please sign form and return to school.

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I have read and understand the Lacey Spring Parent handbook. If you have any questions please contact the school.

Child’s Name: \_\_\_\_\_  
Grade: \_\_\_\_\_

Parent/Guardian’s

Name: \_\_\_\_\_

Date: \_\_\_\_\_







