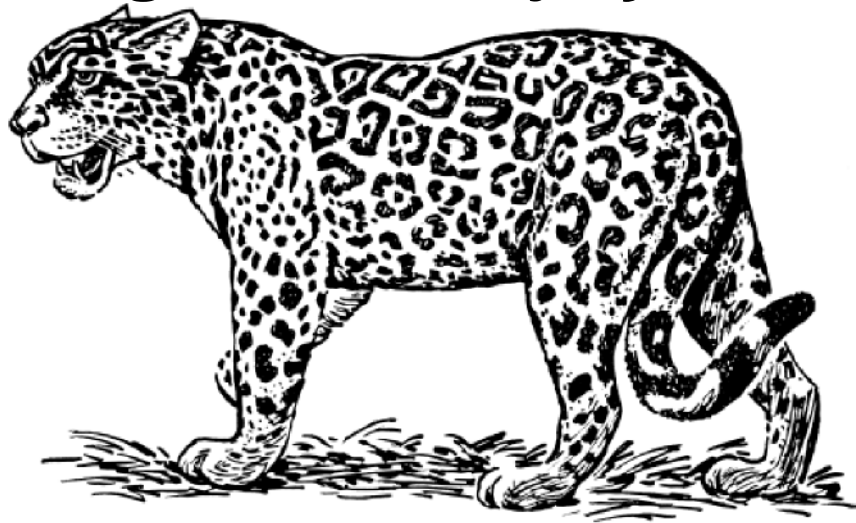


**John Wayland**  
**Elementary School**  
*A Caring Community of Learners*



**Parent / Student Handbook**

**2018-2019**

**John Wayland Elementary School**  
**801 N. Main St., Bridgewater, VA 22812**  
**Phone: 540-828-6081 Fax: 540-828-4439**

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## WELCOME TO OUR SCHOOL

Dear Students and Parents,

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

Please take time to read our school Mission Statement on page 3 – what we strive to do for each individual child. We embrace this challenge, and we must try to achieve our mission in cooperation with you – the parent. You are your child’s first and most important teacher.

This student handbook is being made available 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 the appropriate sections together as a family. Please do not hesitate to contact one of us if you have any questions or concerns (828-6081). A paper copy of this JWES handbook is available upon request (for those who prefer paper rather than electronic copies).

This local school parent-student handbook should be referred to along with the Rockingham County Public Schools 2018-2019 Parent-Student Handbook, the newsprint booklet which is available online and in paper copy if you request one (and which we ask that you take time to review). Please sign and return the form in your packet that indicates that you have received the handbooks.

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

Sincerely,

*Karen Ridder*

Karen Ridder  
Principal

*Alexandra Johnston*

Alexandra Johnston  
Assistant Principal

## HISTORY OF JOHN WAYLAND ELEMENTARY

In 1989 Bridgewater Elementary School and Dayton Elementary Schools 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. A renovation of the school was completed for the opening of the 2018-2019 school year.

Our school consists of numerous classrooms, administrative offices, a library, a guidance suite, gymnasium, music and art rooms, K-2 computer lab, an outdoor classroom, cafeteria and kitchen, and a Children's Engineering lab.

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

John Wayland Elementary School is comprised of about 580 students enrolled in Pre-Kindergarten through Fifth Grade. We are proud to be recognized as a Virginia Naturally School for the past 19 years!

### Administrators of John Wayland Elementary School

Karen Ridder, Principal	2016 to present
David Burchfield, Principal	2004 to 2016
Nancy Lantz, Principal	2000 to 2004
Edmund P. Price, Principal	1989 to 2000
Alexandra Johnston, Asst. Principal	2013 to present
Adam Knicely, Assistant Principal	2012 to 2013
Pam Dowrey, Assistant Principal	2005 to 2012
Johna McFarland, Asst. Principal	1997 to 2005
Charles Wright, Assistant Principal	1989 to 1997

**MISSION STATEMENT**  
**OF**  
**JOHN WAYLAND ELEMENTARY SCHOOL**  
*A Caring Community of Learners*

**“We will strive to prepare our students to become character-filled lifelong learners, and responsible, productive citizens who will experience success and contribute to an ever-changing, diverse, and technological world.”**

In order to achieve this mission, we believe that:

- \*All children can learn, and that each child is a unique individual learner.
- \*We must build trust and cooperate closely with parents, community members, as well as business and education partners.
- \*We must provide a caring, friendly, and supportive school community that promotes learning, teamwork, problem-solving skills, and the development of intellectual, social-emotional, and physical growth.
- \*Our instructional program must meet individual needs while offering a creative, challenging, and engaging curriculum.
- \*At John Wayland Elementary School, we place special emphasis on environmental education, children’s engineering, and the arts.

## ORGANIZATION AND ADMINISTRATION

### Administration

Principal	Karen Ridder
Asst. Principal	Alexandra Johnston
Secretary/Bookkeeper	Karen Hedrick
Secretary	Julie Burkholder
Secretary	Debbie McNett

### Pre-Kindergarten

Rachel Moyer (VPI PreK)  
Nuala Hedrick – Assistant  
Tammy Lewellen (SPED)  
Pamela Will – Assistant

### Kindergarten

Melanie Bair  
Mindy Berry  
Lori Pillichody  
Cassidy Wylie

### First Grade

Paula Bennet  
Cantrell Carnes  
Erin Eye  
Libi Herr  
Tracy Mason

### Second Grade

Sue Haley  
Laura Logan  
Stephanie Rohrer  
Julie Propst  
Derrick Walling

### Third Grade

Beth Docev  
Kim Mizell  
Mike Rice  
Lauren Strawderman

### Fourth Grade

Josh Eye  
Katie Long  
Miranda Luna  
Alison Snider

### Fifth Grade

Ashley Bowman  
Ellie Jansen  
Jonathan Lapp  
Charlotte Mitchell

### MAINTENANCE

Head Custodian	Bill Fincham
Custodian	Carla Joseph
Custodian	Sandra Yancey
Custodian	TBA

### CAFETERIA STAFF

Manager	Hope Harmon
Worker	Denise Calhoon
Worker	Vickie Kauffman
Worker	Sandra Scheermesser

### CAFETERIA MONITORS

Mary Hanlon	TBA
Linda Thompson	Linda Cox

### Specialty Teachers and Assistants

Library	Amy Harris
Library Clerk	Alison McElroy
Reading Specialist	Dewie Arey
Reading Specialist	Cindy Moyers
TLC Assistant	Kim Shomo
ELL Teacher	Rachel Rivers
ELL Tutor	Betty McAlister
Assistant	Pam Bailey
Assistant	Joan Gardner
Assistant	Wanda Higgs
Assistant	Gail Hoilman
Assistant	TBA
Assistant	Betty McAlister
Assistant	Julia Settle
Assistant	Jennifer Thompson
Assistant	John Woodrum
SPED Teacher	Lucinda Furry
SPED Teacher	Anita Early
SPED Teacher	Beth Davis
SPED Assistant	Rosemary Louk
SPED Assistant	Liz Gillenwater
SPED Assistant	Hayley McGraw
SPED Assistant	Sherry Swecker
Art	Zachary Dishman
P.E.	Chris Eby
P.E.	Sheldon Rice
Challenge	Charlotte Holter
Music	Marianne Houff
Guidance	Cindy Phillips
Guidance	Maria Rodriguez
Computer Lab Asst.	Ryan Callan
School Nurse	Barbara Ritchie
Speech	Nell Oakes
TDT Specialist	Melissa Hobson
TDT Specialist	Angelina Pardini
TDT Specialist	Chuck Richards

### BUS DRIVERS

John Doughty  
Mary Gerald  
Bonnie Loan  
Kenneth Rhodes  
Lauren Rhodes  
Larry Wittig

## 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 1-5. 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.

**Special Education Resource Program** - The LD Resource, Autism Regional, and Pre-School SPED programs are to provide specialized instruction with identified children whose needs indicate a modification of the regular classroom program. The resource teacher should provide 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 disability 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 2018-2019 school year will be held in the Andes Conference Room located in the RCPS Administrative Building (see RCPS webpage for directions). The dates of the meetings are listed in the RCPS Parent-Student Handbook.

**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 specialists also work to diagnose reading problems of those students who have been referred for testing. They also provide prescriptive options to teachers for supporting students who struggle with reading.

**Library Center** - The library is the resource center for the school. The librarian is responsible for sharing the library to the faculty, students and community. She also operates 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 and Counseling Program** - The school counselor 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 their self-esteem, 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 becomes part of the existing guidance curriculum.

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

- 1<sup>st</sup> nine wks – Citizenship and Responsibility
- 2<sup>nd</sup> nine wks – Caring
- 3<sup>rd</sup> nine wks – Respect
- 4<sup>th</sup> nine wks – Trustworthiness and Fairness

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

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



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

For more information, please contact the Challenge teacher at JWES, Mrs. Charlotte Holter.

**Computers/Technology** - John Wayland Elementary houses a K- 2 computer lab, equipped with 25 iMac computers and a printer. Students will have computer lab instruction weekly with the classroom teacher and computer lab assistant. In addition to the computer lab, there is at least one iMac computer in every classroom, as well as a Smart Projector/ Interactive Board, iPads or Chromebooks for every student in grades 1-5, and a document camera. JWES also has two mobile computer carts with 30 MacBook Air computers on each cart. Instruction is guided by technology objectives in grades kindergarten through fifth. This may include AR, internet accessibility, and other programs used for SOL practice.

## **SUPPORT SERVICES**

Our individual efforts will not meet our objectives if our services stand to function in isolation. 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 for teaching and learning. Master scheduling is employed to provide the most beneficial use of personnel, space, and equipment. The following is a list of committees and services formed to ensure a coordinated effort:

**Student Study Committee** - This committee receives referrals from teachers for children who may need special assistance. The function of this committee is to problem-solve and 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, a guidance counselor, and a school psychologist and social worker.

**Eligibility Committee** - This committee makes decisions about eligibility for special education or 504 services 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, and a school psychologist and social worker.

**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 and parents to interact 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 2018-2019 school year will be held in Sept, Nov, Feb, and April. Meetings will start at 6:30 p.m. in the school library. Child care is provided for school aged children. 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 works with health and medical information, sick or injured children, and students referred for health or medical concerns. The nurse also serves 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 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 **8:20 am** and concludes at **3:00 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 medical/dental appointments sometimes may have to be scheduled during the school day and that emergencies may arise. **If a student is not at school on a given day due to an unplanned absence (illness, etc.), please call the school, and the parent/guardian is required by policy to send a note to school regarding the absence on the day the child returns.** 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 of 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.

In May of 2015, the Rockingham County School Board adopted policy JED – “Student Absences, Excuses, Dismissals,” which gives clear direction to parents and schools about expectations, responsibilities of all involved, and procedures for dealing with excessive and/or unexcused absences and tardies. This policy can be found in the newsprint RCPS Parent-Student Handbook. Please keep in mind that a new requirement of this policy is that when a student reaches 5 unexcused absences or 15 total absences (excused, unexcused, or a combination of both), the parent/guardian will meet with school administration for an Attendance Improvement Plan meeting.

John Wayland Elementary will notify parents by letter in regard to excessive absenteeism or tardies. We define this to be absences or tardies which total over 10% of the total days enrolled or patterns of absences and/or tardies 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 or when the number of unexcused tardies is greater than ten, the case will be referred to the County Attendance Officer. Doctor’s notes may be required for excessive absences.

It is important for students to arrive at school by 8:20 am each morning. It is also our policy to discuss excessive tardies with parents.

## **ATTENDANCE PROCEDURES**

1. Tardy students must report to the office with their parent to get an office pass. Children who enter without their parent must present a note signed by the parent regarding why they are tardy.
2. All persons entering the school grounds **must** stop by the office. Appropriate passes will be given by a member of the office staff.
3. Any student wishing to be dismissed early must have a note from home and permission from the office.
4. The day a child returns to school after being absent, a note should be sent to the teacher listing the reason for the absence and any necessary information regarding limited physical activity.
5. 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.
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. Exceptions to this policy must be approved by the principal.

**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** – **General Dress Code Expectations**

In general, student dress is considered appropriate as long as it does not, or foreseeably could not, interfere with the educational process, cause disruption, including by undermining or distracting from the curriculum, threaten or cause harm, or jeopardize or damage school property. In support of these expectations, a student is prohibited from attending school in dress or presentation that is contrary to the dress code reflected in this policy.

### **Inclusions in Dress Code Expectations**

For purposes of this policy and the code reflected in it, the term “dress” includes, for example: clothing; hats; shoes; jewelry; and, any emblem, badge, depiction, symbol, sign, comment, or other items worn or displayed or presented by a student as related to bodily-related attire or accessory. “Dress” does not include any religious symbol or expressive activity by a student which otherwise would not be subject to prohibition or restriction.

In furtherance of the considerations and purpose of this policy, the following dress or attire is prohibited:

- 1) Clothing which exposes undergarments;
- 2) See-through apparel;
- 3) Clothing that exposes the midriff, lower back, cleavage, or bare chest;
- 4) Strapless tops or tops with spaghetti straps;
- 5) Dresses, skirts, pants, or shorts that are shorter than the student's mid-thigh;
- 6) Hats, hoods, or head coverings inside the school building, unless they are required for religious or medical reasons;
- 7) Sunglasses or other obscuring glasses inside the school building, unless they are required for medical reasons;
- 8) Spiked accessories or wallet chains;
- 9) Extremely tight pants worn without clothing which covers the student to mid- thigh, including, but not limited to: yoga pants, leggings, spandex shorts, compression shorts, "jeggings," or tights.
- 10) Jewelry, including facial or body piercings, that is actually or likely to be disruptive, distracting, or hazardous to the student or other students in the student's presence;
- 11) Dress that promotes, depicts, or in any way affirms, explicitly or implicitly, drugs, tobacco, alcohol, or illegal activity, including gang activity;
- 12) Dress that promotes, depicts, threatens, or in any way affirms, explicitly or implicitly, violence, profanity, vulgarity, or sexually implicit or explicit messages; and,
- 13) Dress that promotes or depicts discriminatory messages or practices or that denigrates a particular group of people.

See RCPS School Board policy JFCJ (adopted May, 2014) for more detail. 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 learning that takes place in the classroom. County guidelines emphasize that we must have chaperones for these fieldtrips. Grades K-2 requires 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.

**Parent Volunteers/Visits**—We welcome parent volunteers at JWES! Please arrange with your child’s teacher prior to visiting/ volunteering in the classroom so the teacher is prepared with activities for you to do.

**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 that they have read the bus rules as outlined in the RCPS parent-student handbook, 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 bus 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 to three cars can let children out at a time – the one stopped just before the crosswalk and the car second and even third in line.
- \* If you arrive by 8:15 you have plenty of time to get in the school before the 8:20 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 GLADLY BE DELIVERED.** Teachers and students will be called to the telephone **only if absolutely necessary.** 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.

All accidents will be reported to the parent by the school nurse and/or office staff.

**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 drugs can be administered to a child. It is important to note that written authorization stating medical condition, duration of medical condition and dosage needed must be turned in to the office before medicine can be administered. A copy of the policy, as well as a 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 is 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 the parents, using the Emergency Care Form. If a parent cannot be contacted, the child's physician shall be contacted and 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.

**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.

### **Unnecessary Items at School** -

Students should not bring to school any dangerous items (examples: a knife, firearm or facsimile, explosive device – see School Board policy in RCPS handbook for more information) or unnecessary items which may interfere with students' study habit, or the orderliness of the school and classroom (examples: toys, trading cards, trinkets, electronic games, radios, ipods, etc.).

The use of personal electronic devices will be permitted at school or school events following the guidelines specified by each school principal. John Wayland's policy is that personal electronic devices (with earbuds) are allowed on the school bus and fieldtrip bus rides. They are not allowed in the classroom or bus room/line and must be kept in the student's backpack in his or her locker during the day. Earbuds must be used so as not to disturb other students or the bus driver. The school cannot, in any way, be responsible for the loss, theft or damage of an electronic device.

The use of cell phones and other communication devices are strictly prohibited during school hours in the school building, without prior approval of the principal. The use of laser lights on school property and any school-sponsored event is prohibited.

## **SCHOOL SAFETY**

**Evacuation/Fire Drills** - State law requires that evacuation/fire drills be held once weekly during the first 20 days of each school session, and then once a month for the rest 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 should 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 the students and staff of the school.

**Preventive Measures:** All staff members must always be alert 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 two times per year 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 or stand on the slide.
3. One person at a time on slide.

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

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 promotes the safety of our students, employees and vendors. You may examine the O & M plans located in the school office and division maintenance office during normal hours, or you may contact the division Asbestos Coordinator at (540) 434 – 4434.

**Schools containing ACM's:**

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

## SCHOOL INFORMATION

**Lost and Found** - A lost and found storage area is maintained at the school. Items of greater value that have been found (glasses, watches, etc.) 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 for learning and enjoyment for all in the JWE community; it is 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.
- \*Volunteers are welcome! Please contact Mrs. Ridder if interested.

**John Wayland Elementary PTA** – The John Wayland PTA was formed in the spring of 1989.

Membership is open to anyone who has a desire to support our children.

PTA Board meetings are held on the first Thursday of each month at 6:30 p.m. unless noted otherwise.

(All parents are welcome!) The PTA also sponsors a monthly school events. Everyone is invited to attend!

Read your PTA newsletter for additional dates or changes.

Aug. 9	PTA Board 6:30 pm (All are welcome!)
Aug. 16	Back to School Night – 4:00-5:00 pm PK/Kdg 6:00-7:30 pm Grades 1-5
Sept. 6	PTA Board 6:30 pm
Oct. 5	PTA Fall Fitness Fun Run (Fundraiser) Rain date is Oct. 19
Oct. 4	PTA Board 6:30 pm
Nov. 1	PTA Board 6:30 pm
Nov. 8	PTA Program / 4 <sup>th</sup> Grade Music Program 6:30 pm
Dec. 6	PTA Board 6:30 pm
Dec. 13	PTA Program / Holiday Fun Evening 6:30 – 8:00 pm
Jan. 10	PTA Board 6:30 pm
Jan. 17	PTA Meeting / STEAM Night 6:30-8:00 pm
Feb. 11	PTA Program / Book Fair 5:00 – 9:00 pm
Feb. 6	PTA Board 6:30 pm
March 6	PTA Board 6:30 pm
March 7	PTA Program / 2 <sup>nd</sup> Grade Music Program 6:30 pm
March 15	PTA Family Fun Day 10:00a.m.-2:00 pm
April 4	PTA Board 6:30 pm
April 11	School Talent Show 6:30-8:00 pm
May 2	PTA Board 6:30 pm
June 3	Awards Assembly 10:00 am Fifth Grade Farewell 7:00 pm
June 6	PTA Board 6:30 pm

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



**PTO Officers for 2018-2019:**

President	Kelly Scott
President Elect	Katie Baker
Secretary	Beckie Aderholz
Treasurer	Bill Balint

**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

**FOOD & NUTRITION SERVICE**

The cafeteria is pleased to offer nutritious meals, served in compliance with National School Lunch and Breakfast guidelines. Each student receives a free/reduced price household application form. To be considered for eligibility, one form per household must be completed each year (unless notified that student is directly certified). If a student qualifies for a free or reduced price lunch, this also extends to breakfast. Once an application form is submitted, a response letter is sent to the household. **If the meal status qualifies the student for additional services, the parent must retain a copy of this approval letter for further documentation.** Applications from students entering school after the initial 30 day grace period must be approved before benefits are granted.

**MISSION**

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

**MEAL PRICES**

Full-paying student lunch	\$2.30
Reduced student lunch	\$ .40
Adult lunch	\$3.00
Full-paying student breakfast	\$1.25
Reduced student breakfast	\$ .30
Adult breakfast	\$1.75
A la carte entrée (3 <sup>rd</sup> - 5 <sup>th</sup> only)	\$1.75
Milk, Juice	\$ .35
Bottled Water	\$ .50

Additional a la carte items may be available. All a la carte sales (including milk) require a positive account balance. Regardless of meal status, if student packs lunch and desires to drink milk, cash or money in account is required. Students may not charge a la carte items.

**FINANCIAL PROCEDURES**

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

### **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 will apply:**

Meals will continue to be served, while students receive reminder slips to be taken home. Weekly email/ letters are sent to parents. Parents are expected to pay lunch charges immediately.

When a student withdraws or graduates, an effort must be initiated by the parent to dispense with any positive account balance. In order to receive account refund, parent must communicate this desire. Failure to do so will result in the inactive account balance to be sent to Virginia Department of Treasury, Unclaimed Property.

### **OFFER VS SERVE**

This term refers to the ability of all students to refuse items that are offered at lunch in order to minimize food waste. To be considered a lunch meal, the student must select at least three out of the five menu components and one of these must be a ½ cup serving of fruit or vegetable. If an item(s) is not desired, students are encouraged to make this clear when coming through the cafeteria line. Individual servings (without a meal) of entrees and potato products are not available to students. At breakfast, all grade levels are able to refuse one of the menu items, but one fruit must be selected.

### **ENTRÉE CHOICES**

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

### **FOOD FROM HOME**

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

### **DELAYED SCHOOL**

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

### **ALLERGIES**

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

### **INVOLVEMENT**

Parents and grandparents are invited to lunch or breakfast at any time. Please let us know you are coming. Call the school office in the morning by 9:30 so we can plan for your meal (828-6081).

## **CAFETERIA RULES**

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 PIN 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.

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

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

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

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

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

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

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

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

**LUNCH SCHEDULE  
2018-2019**

<u>TIME</u>	<u>TEACHER</u>
11:15-11:40	Strawderman
11:18-11:43	Mizell
11:22-11:47	Docev
11:25-11:50	Rice
11:30-11:55	J. Eye
11:33-11:58	Long
11:36-12:01	Luna
11:39-12:04	Snider
11:42-12:07	Herr
11:46-12:11	Mason
11:50-12:15	E.Eye
11:54-12:19	Carnes
11:58-12:23	Bennet
12:01-12:26	Jansen
12:04-12:29	Bowman
12:07-12:32	Nash
12:10-12:35	Lapp
12:13-12:38	Propst
12:15-12:40	Logan
12:18-12:43	Haley
12:21-12:46	Walling
12:24-12:49	Rohrer
12:30-12:55	Moyer
12:34-12:59	Pillichody
12:38-1:03	Bair
12:42-1:07	Berry
12:46-1:11	Wylie

### Tone Schedule

#### Morning:

7:45 a.m. Students may be dropped off beginning at this time. Buses begin arriving at 7:50.

8:00 a.m. Homeroom tone; Children in bus rooms 7:50-8:00 and then report to homeroom.

8:15 a.m. Warning tone.

8:20 a.m. Tardy tone.

#### Afternoon:

2:55 p.m. Tone sounds. Children (Pre-K-2) dismiss 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.

3:15 p.m. Tone sounds. All remaining students move to hall by second grade classrooms to load buses.

3:25 p.m. Students board "second load" buses.

### NON-DISCRIMINATION

"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. Rockingham County School Board is an equal opportunity employer and education agency.

The Rockingham County School Board will not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment or in educational programs and services on the basis of race, color, national origin, religion, sex (including pregnancy), gender, marital or economic status, age, disability, genetics, or veteran status and prohibits retaliation against anyone who files a complaint of discrimination, participates in such a proceeding, or otherwise opposes discrimination. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.