

Stanley Elementary School



Teacher Handbook 2020-2021

Bus Transportation

The Page County Public Schools Student Code of Conduct and Attendance Handbook describes guidelines for Student Transportation: school bus safety, loading and exiting the school bus, consequences for bus misconduct, and discipline as well as the PBIS matrix for buses.

All teachers are asked to discuss and teach these expectations with their classes during the first few weeks of school and to periodically review them throughout the year.

Cafeteria Rules

In order to maintain a safe and orderly environment during lunchtime, the following rules will be in effect:

1. Every student will eat a school-prepared lunch or a packed lunch. However, if a student brings a packed lunch, no sodas are to be included.
2. AT NO TIME SHOULD A CHILD BE DENIED LUNCH DUE TO LACK OF FUNDS.
3. Students should be taught the PBIS matrix for Cafeteria rules and should be re-taught when students fail to meet the required standard.
4. Each class **MUST** arrive and leave the cafeteria on time. Teachers need to allow sufficient time to transition to and from the cafeteria.
5. Each teacher is responsible for monitoring and ensuring his/her class is quiet and orderly while going to and from the cafeteria. Please remind students to be courteous while moving through the building.
6. Money may **NEVER** be collected from students and used to buy lunch from an outside source.
7. All students present must participate in the lunch program. Special snacks or parties may not interfere with students receiving lunch.
8. Teachers must notify the cafeteria 10 school days in advance if their class will not be participating in the school lunch program. (Field Trips, etc.)

Clinic Procedures

Medications can be administered only by the school nurse or designee. Students who need to take medication at school must have written permission from a parent/guardian stating the name of the medication, proper dosage, and the instructions for administration. The medication must also be in a proper container labeled with the student's name and the name of the prescribing physician.

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All medications are to be taken to the clinic when the student arrives at school and will be administered there. This policy applies to all types of medication, both prescribed and over-the-counter varieties. If medication is not properly marked, it will not be administered at school. Teachers are never to administer medications to students at school.

Teachers should send students to the clinic with a written pass and a brief description of the concern for seeing the nurse. In the event of an emergency, follow the CRISIS handbook.

All accidents are to be reported and an accident report must be filed with the nurse.

Crisis Emergency Folders

All classroom teachers will have a Crisis Emergency Folder to be kept in an easily accessible area in the classroom. It will be equipped with: Crisis Action Plan, basic first aid kit, flashlight, and surgical gloves. You will need to include an up-to-date list of classroom roster and a copy of each student's Emergency Form in your homeroom.

All teachers should have their emergency folders labeled and easily accessible during an emergency. You should include this information in your substitute plans. This emergency folder should go with you each time you leave the building (ie. recess, drills, and field trips).

Cumulative Folders/Student Records

Student cumulative records are kept in fireproof filing cabinets in file room 101. You must come to the office to get the code to the door. Cumulative folders contain confidential information.

Teachers may check out student records by logging the sign-out sheet adjacent to the file cabinets.

1. You must sign the access sheet in the front of the cumulative folder each time you review or open the file.
2. When filling out the folders, use complete proper names on all official school reports. Category I and II files have been merged so that all information on a student is in one location.

The Family Educational Rights and Privacy Act of 1974 restrict educators' control over student records. Students over 18 years of age or parents of students under 18 have the right to inspect the student's entire educational record. The content of the cumulative folder shall be limited to data needed by the school to assist the students in their personal, social, educational, and vocational development and their education and vocational placement.

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Components of Cumulative Records Include:

Access to Student Records form	Registration form (s)
Registration form (s)	Court documents
Cumulative Health Record	Physical fitness card
SOL Test Data Card	Student Intervention Forms (Remedial Forms)
Copies of report cards	Literacy Folder with writing samples
Transfer records if applicable	Entry/Withdrawal Forms
Special Education or Gifted Folders	

Records are to be closely monitored and returned promptly to the file cabinets in the proper order. Again, these records contain confidential information and are to be handled carefully.

At the back of the cumulative folder there may be additional folders indicating if the student is eligible for additional services. Please review these folders carefully for Individual Education Plans (IEPs). These are legally binding documents and we are responsible for the contents and fulfilling all of the requirements therein. Any questions can be addressed to the Special Education Teacher, the Gifted Coordinator, or an Administrator

Completing Student Records:

1. Student information is to be completed by the child's teacher at registration.
2. Letter grades need to be accurately recorded for each student in all subject areas. Grades 3-5 are to record letter grades only—no pluses, minuses or number grades.
3. Categories for days present, days absent (etc.) must be completed by the teacher at the end of the year. Teachers must use the school's official attendance report.
4. Grade level status for the next school year must be marked.
5. The school secretary is responsible for filling out the Transfer/Withdraw record.
6. Students in Grades 4-5 must have Physical Fitness results recorded.
7. All immunization records and physician reports should be filed in the Health Record.
8. Students with serious medical conditions will have a red dot attached to the cumulative folder. Please review the medical information carefully, and see the nurse if you have questions.

Positive Behavioral Intervention and Supports

Positive Behavioral Intervention and Supports (PBIS) is based on our philosophy of recognizing positive contributions of students to increase positive behavior and interaction between students and adults. Our goal is to help each child develop self-discipline. Together the home and the school share the responsibility for developing students into good citizens. Parents, teachers, and students must work together to maintain a safe learning environment in the school setting.

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The purpose of the Stanley Elementary School-Wide Positive Intervention and Supports program is to establish and maintain a safe and effective school environment that maximizes academic achievement and behavioral competence of all students. The classroom color card system will range from GOLD (the highest level) to GREEN (the lowest level). Students will begin each day on green. Throughout the day, students will assess to see if they have followed the TIGER code in order to advance to gold. Weekly and quarterly incentives will be provided for following the TIGER code. Note upper grades will have an additional color due to class changes and scheduling.

Discipline

The Page County Public Schools Code of Student Conduct and Attendance state expectations for student behavior on school property, on school buses, at bus stops, and at school-sponsored events. Stanley Elementary School will follow the PCPS Code.

Teachers and staff who provide meaningful and challenging experiences that relate to student needs have fewer discipline problems. Be Proactive! Please remember disciplinary actions are confidential and are part of the permanent school record and can be subpoenaed for court. Please keep referrals professional and do not include personal comments.

The Student-Parent Handbook outlines specific rules and consequences at SES. All classroom teachers are to develop rules for their classes. Teachers are to post their rules in a visible place and refer to the rules throughout the year. If it would become necessary to send a student to the office, a disciplinary referral must be completed and sent with him/her to communicate the issues.

Dress Guidelines

Faculty and staff are to dress professionally and/or suitable for appropriate educational environment related circumstances. All rules that apply to students apply to staff. No shorts, flip flops or jeans unless it is appropriate for a class activity or field trip.

Emergency Drills

Virginia State law requires one fire drill within the first 10 days of school and a second prior to the 20th day of school followed by at least one fire drill monthly. The fire drill signal will either be the warning sounded when one of the emergency alarms is pulled, or an announcement will be made over the intercom. The signal for returning to the building will be given by an Administrator.

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All teachers are to assign several students sitting in seats nearest the windows and farthest from the door to make sure that all lights are off, windows are closed, and door is closed.

Evacuation routes must be posted in each classroom by the door. Notify the office if your room does not have one posted. Upon exiting the building, all students will move to designated areas orderly and safely. Teachers will accompany their students and remain with their group. Teachers are required to take their Emergency Folders on each drill.

Once you have reached a safe area, take attendance and notify the Administrator(s) present if a student is missing **immediately**. In drills, or an actual emergency, no one will be permitted to return to the building for personal property.

Two Lock Down drills must occur within the first 20 days of school. Two additional Lock Down drills will occur throughout the remainder of the school year.

Bus Evacuation drills will occur within the first 30 days of each semester. These drills will be scheduled by administrations and announced once scheduled with the transportation department.

Emergency Lesson Plans

Emergency Lesson Plans are to be drafted and given to the school secretary, preferably during the first week of school. These plans should include:

- Class Rolls
- Teacher's Schedule
- Student's Schedules
- Classroom Rules/Procedures
- Special instructions for any class/student (medical or behavior needs)
- Classroom work for 3 days
- Helpful and concise directions for the substitute
- Emergency Information

Emergency lesson plans are designed for the unexpected absences. Teachers are to update and make revisions throughout the school year. Similar lessons plans are to be left for substitutes during teacher absences.

Field Trips

Field trips have been suspended for the 2020-2021 school year.

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Fundraising

All fundraising by the school must comply with school accreditation standards. Teachers wishing to have a fundraiser must request permission prior to the sale. All funds collected must be deposited with the school secretary, before noon. **No monies are to be kept overnight in the classroom or by the teacher.** Students are not permitted to sell door to door. A sponsor for the fundraiser must fill out the proper form in the office for approval before the sale.

Grade Book

Grade books are the sole responsibility of the classroom teacher and are confidential. Grade books will be stored electronically in Powerschool. Please remember grade books are part of a permanent record. Students should have at least 2 grades per content area per week with a final grade no lower than a 50.

Hall Passes

Occasions for students to leave class are to be kept to a minimum, in order to protect student learning time. If a child needs to leave class, a sign-in/sign-out sheet will be used as well as issuance of a hall pass. Students who may need to use a telephone are to be sent to the office for assistance.

Homework Policy

Homework should be given its proper place in a student's life and should be assigned in such a manner that it:

- Promotes student's ability to research information.
- Is a review of work previously introduced, or supplementary work, instead of new work.
- May be evaluated properly and consistently with proper recognition being given for a student's effort.
- Will contribute to students' on-going learning.
- Is REASONABLE---considering a student's available time and ability.

Listed below are average time ranges for grade level homework assignments per school day:

- Grades K-3: 10-30 minutes
- Grades 4-5: 45-60 minutes

Long-term assignments, such as research papers, major projects, book reports, etc., may vary the amount of time suggested. Completed projects, newsletters, and other pertinent information will be sent home.

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In School Suspension (ISS)

In-School Suspension (ISS) is one of several recommended dispositions in the *Page County Code of Student Conduct and Attendance* for disciplinary infractions. ISS keeps the student within the school environment, allowing him or her to keep up with the assigned class work and/or to practice skills without disturbing or disrupting others. When a student is assigned to ISS, he or she should report first to the regular classroom to be marked present and to collect all books needed for the day. Then the student should report to the office by **8:30 A.M.**

Please give students assignments that can be completed in ISS. The assignments should be for the entire duration the student will be out of the classroom. If there are additional materials required for the student to complete the assignments, those materials must be sent with the assignments for that day.

Mentors

We are very lucky to have several new teachers to the county and the building. Each new teacher will be provided a mentor teacher to help with various aspects of the teaching profession.

Cindy Hardesty - Taylor Erickson
Erica Unroe - Kim Painter
Emily Duncan - Crystal Brown
Andrea Comer - Laura Yates

MTSS Leadership Team

MTSS Leadership Team members play a key role in disseminating information from the school Administrative team. MTSS Leadership Team members will: engage in professional dialogue inside and outside of the school; help coordinate schedules and special events; provide feedback and support to their colleagues; analyze data in order to keep school wide plan current and up to date; and support SES in establishing cooperative partnerships within the community. MTSS Leadership Team members are selected by the Administration.

MTSS Leadership Team members for the 2020-2021 SY:

- Carol Morris
- Crystal Brown
- Ann Van Wyck
- Taylor Erickson
- Lauren Deavers
- Ariel Knowles
- Laura Yates
- Erica Lucas
- Corey Harlow
- Elizabeth Kite

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➤ Valerie Ferrell

Parent Involvement and Communication

Schools have the responsibility to involve parents, and parents have the responsibility to become involved in the school. Opportunities to include parents in the daily routine are very important. The more parents become involved in a positive way in the classroom, the more support you will have if ever an issue arises. In an effort to build positive parental involvement at Stanley Elementary, all teachers are required to individually communicate with their students' parents. This can be accomplished through the positive communication tool provided to teachers.

Frequent and consistent communication between home and school is a goal at SES. In grades K-1, teachers use a weekly folder system and in grades 2-5 student agendas are used as well as other forms of communication such as: weekly newsletters, progress reports and phone calls home. The expectation for teachers is to build frequent, positive, professional communication exchanges with students' parents.

We are very fortunate to have a PTO who supports our school in a number of ways. If you have any needs, please contact one of the officers or a member of our liaison committee. There is an expectation that each staff member will belong to the PTO and participate in the events they sponsor.

Professional Responsibilities of Staff Members

Accident Reports

- Student and staff accident reports must be completed and turned in the same day as the accident occurred.
- If an employee needs medical attention, he/she must notify the Administration and select a physician from the lists supplied by the PCPS School Board. Please see someone in the office to get the Worker's Compensation claim.

Teacher Attendance

- Notify the office as soon as possible in the event of an absence. Only Stanley Elementary Office Staff are to contact substitutes.
- Contact Mrs. Annetta Martz before 10:00 p.m. or after 6:00 a.m. Call or text **540-843-4008**. If you leave a message or text, make sure you get a reply from Annetta. If you do not, please contact her again. Do not leave a message on the school phone for substitutes. (They are not checked until after 8 a.m.)

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- In the event of an emergency, please contact Ms. Suzanne Dupuis (540-478-3417).
- Requests to leave early or arrive late due to appointments must be made to the school Administrators as soon as possible. A form must be completed for each request.
 - With the understanding that this privilege is a professional courtesy, personnel will be allowed a maximum of 4 requests per semester to arrive late (9:30 a.m.) or leave early (2:00 p.m.) if there is appropriate coverage and the request has been approved. **(Do not abuse this privilege.)**
- Students will arrive at your classroom at 8:05 am. The expectation is that teachers are at their door to meet, greet and supervise students.

Student Attendance

- The school day at SES is from 8:15 a.m. until 3:15 p.m. daily. Any student arriving after 8:15 a.m. will need to stop by the office and get a pass before going to class. Students arriving after 8:15 a.m. will be counted tardy.
- Teachers should submit attendance and lunch counts after 8:25 a.m., but before 8:35 a.m. Teachers will mark all students absent as unexcused. The office will verify excused absences.
- Daily attendance is very important. Please verify and mark students correctly.
- Notes from parents regarding absences will be sent to the office.

Confidentiality

- At all times, please be aware of the right of confidentiality of both students and colleagues. Specific information about individuals or individual actions should be considered private and should not be discussed freely or openly. Please watch conversations held in the hallway.

Crisis Management

- All teachers must have a Crisis Management Flip Chart posted in an easily accessible place in their classrooms. Please contact school Administration if a replacement copy of the CRISIS Management Flip Chart is needed.
- An evacuation plan with a main and alternate route must be posted in each classroom by the door.
- Each classroom is to have an emergency folder.
- Unoccupied room doors should be closed and locked.

Teachers' Resource/Duplicating Room

- The duplicating room and the conference room is open to all staff members and volunteers. Keep these rooms clean and neat.
- The die cut machine is located in the duplicating room. Please use this carefully.
- Laminating requests are completed by assistants.

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Videos and other Media

- Video requests must be submitted to school Administration one week in advance. The use of videos for non-instructional purposes is a violation of copyright laws.

WRE and CBM

- WRE and CBM have been suspended for the 2020-2021 school year.

Custodial

- The custodians have done a lot of work during the summer months to have our building clean for the opening of school. In as much as our building is a source of community pride, let us all cooperate in keeping it clean. Ensure the students wipe their feet, keep hands off walls, do not write on desktops, and use waste cans, etc.
- Please be sure to check the restrooms before and after your class has used them.
- Teachers are asked to contact custodians directly with immediate custodial needs only; otherwise, a note should be placed in their mailbox. Do not ask maintenance personnel to perform any maintenance tasks. All of these requests must go through the office and require written documentation.

Duplication

- Teachers will be responsible for their own copies this year. Each teacher will have a code for the copier. Laminating will be done by 1 staff member. Place requests in the duplicating room and it will be done as soon as possible.

Duties

- Concerns about schedules need to be shared with school Administration.
- Schedules and routines are established to assist the overall welfare and safety of the students and for staff to work together effectively.
- Teaching assistants are to notify the affected teacher(s) whenever there are schedule changes.
- During morning and afternoon bus duty, and at lunch, close supervision is needed to ensure safety.

E-mail

- All faculty and staff will be given a PCPS email address this school year. Each faculty and staff member is required to check their email account daily. Emails should not include specific student names, etc. *PCPS emails are property of the school system and are open to FOIA. The use of personal email is highly discouraged when communicating with a*

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parent/guardian regarding any student, because then your personal accounts can be FOIAed for all information.

Family Life

- Family Life Instruction, for grades 4 and 5 is provided by the school nurse, is taught in the regular classroom and the classroom teacher must remain in the class.

Halls and Class Changes/Locker Breaks

- Teachers and Assistants must monitor students during class changes and locker breaks. Transition times are opportunities for discipline issues to develop. **PLEASE BE VIGILANT** during these times and emphasize student safety.

Keys

- Classroom keys are the responsibility of the teacher or staff member assigned to a specific room. These keys are to be kept with you at all times, while school is in session, in case your door needs to be locked or unlocked. This is a security concern.
- Keys will be signed out at the beginning of the year by the school secretary and collected at the end of the year.

Lesson Plans

- Lesson plans are due on Monday in the Google Drive a week in advance. Lesson plans serve as an instructional guide and record instruction.

Meetings

- Teachers and instructional assistants are expected to attend all scheduled faculty meetings. Dates will be given prior to the meeting. In the event of an absence, you are responsible for all information presented.

Money

- All purchases or reimbursements must be approved in advance. Tax cannot be reimbursed.
- Purchase orders are required before orders are placed.
- All students must be given a receipt for any money turned into the classroom teacher. Receipt books may be obtained in the office.
- All collected money must be turned in daily to the bookkeeper, as early in the day as possible. (It is a violation of county policy to keep money in classrooms or in your possession overnight)

Name Tags

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- It is required that name tags be worn at all times during school operating hours.

Parking

- No assigned parking.
- Area closest to the school is for visitors only - employees may not park in these spots.

Permanent Records

- Permanent records for each child are in the file room 101.
- These records contain pertinent information which may help you to understand the composition of your class.
- These records should never leave the school and information contained within is confidential. There will be no written comments made on cumulative folders.
- The blue form, in the front of the permanent record, must be signed each time you view or add any records to the permanent record of a student.
- Permanent records must be signed out, if leaving the File Room.

Phone Calls/Cell Phones

- Please return parent phone calls promptly. Do not use your personal cell phone, please use a school phone.
- To make long distance calls you must have a code (see Principal or school secretary) and must be logged.
- School phones cannot be used when making *personal* long distance calls.
- Please do not use office phones for extended personal calls.
- Cell phones (to make or receive calls or text messages) **should not** be used while students are in the classrooms. Cell phones should not be visible to visitors, at any time.
- Anytime you contact a parent, it can become a legally binding communication that is open to FOIA and subject to review (including personal email, cell phone calls or text messages).
- It is strongly recommended that teachers/staff use written communication, school email or school telephone for parent communication.

Professional Development Portfolios/Eduphoria

- Must be completed yearly.
- Teachers are responsible for documenting all activities and monitoring progress.
- All guidelines for earning points must be followed as outlined by the division.

Professional Dress

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- All faculty and staff will dress in a professional manner.
- No flip-flops
- No shorts (even walking shorts)
- NICE jeans only on school approved "jean days"
- No gum chewing (at any time)

Progress Reports/Report Cards

- Progress reports are issued at mid nine-weeks.
- Individual teachers may use appropriate progress report formats, but must be sent in accordance with the county calendar.
- Report cards and cumulative records must be filled out completely and carefully.

Recertification

- Teachers need 180 points every five years for recertification.
- Be proactive and know what you need.
- Teachers are responsible for documenting all points.
- Please check with the Administration regarding concerns.

Restrooms

- Please check restrooms before and after class usage. Report any problems to the office.
- Monitor students carefully. Many behavior issues arise from incidents in the restrooms.
- Monitor students in the hallway to ensure safety and engage in some meaningful educational activity as they wait.
- Teach and review the behaviors listed on the PBIS matrix.

Classrooms

- Classrooms should be kept neat, clean, and orderly. To assist custodians, stack chairs and pick up small objects from the floor(s) on a daily basis. If teachers have concerns about the quality of custodial services received, contact school Administration.

Schedules

- Schedules are designed to be consistently followed. Share any concerns with Administration. **Post all schedules on the wall outside of your classroom.**
- Any changes that are made must have administrative approval and a new schedule must be made.

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Supervision

- NEVER LEAVE STUDENTS UNATTENDED.
- In an emergency, notify a nearby teacher, or page the office to provide coverage.
- If you are scheduled for a meeting and will need coverage for your classroom, **YOU** must notify the office in writing prior to the meeting to arrange coverage.

Report Cards

1. Every student who is enrolled must receive a report card every nine weeks in Grades K-5.
2. An incomplete (I) may be recorded on report cards due to a student's prolonged illness. When the student completes make-up work, the "I" should be converted to a grade.
3. Students who are suspended must be given an opportunity to make-up work within a reasonable time.
4. The subject area teacher, with input from special education staff, will be responsible for awarding and recording grades for all mainstreamed students.
5. Music, Library, Art, and Physical Education will give students grades each nine weeks. (O, S, N, U)
6. The grade notations which appear on the report card for grades 1-5 include:

A = 100-90	Outstanding
	B = 89-80 Very Good
C = 79-70	Satisfactory
D = 69-60	Minimum Passing
F = Below 60	Failing (Unsatisfactory)

School Committees

Awards

Coordinate and implement student recognition programs and awards for academics including Honor Roll for grades 3-5. Provide certificates, newspaper articles and award picnics.

Activities for Faculty

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Promote a positive, warm and inviting working environment for all faculty and staff by planning and implementing socials inside and outside of school. The Flower Fund is also a part of this committee. Each staff member is asked to donate \$10.00 to this fund. Money can be paid to the office staff.

Activities for Students

Plan all school assemblies. Find educational and social programs all students will enjoy and arrange for the assemblies during the school year.

Attendance

Help recognize students for perfect and excellent attendance monthly and yearly. Plan events to promote attendance for staff and students.

MTSS Leadership

Collect and share faculty input on key instructional issues, including staffing, allocation of resources, and instructional initiatives; study data from school-wide testing, state reports, staff and parent surveys, and lead discussions at grade levels in both long and short term planning efforts.

PTO Liaison

Act as a liaison between the staff and the PTO. Attend PTO meetings and report back to the staff. Bring ideas from the staff to the PTO.

School-Wide Plan

Please follow the detailed schedule that is included in the opening day materials that provides the dates, norms and expectations for meetings.

SOL Testing Guidelines

The Virginia Standards of Learning Assessments (SOL Tests) are administered in the second semester of third, fourth, and fifth grades. These tests measure a student's mastery of skills and content prescribed in Virginia's Standards of Learning. Student performances on these tests are used to determine which students are in need of further instruction, as well as the awarding of our school's accreditation status with the state of Virginia and with the United States Federal Government's *No Child Left Behind Act* of 2001.

Teachers at the testing grade levels who administer the tests are given specific information in the tests' administration through staff development and the Administrator's Testing Manuals for each grade level.

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Special Education/Related Services

A free appropriate public education is provided to all identified students with disabilities ages two through twenty-one, inclusive, who live in Page County. Questions concerning special education and related services may be directed to the school's principal or the Director of Special Education at (540) 843-2818.

Child Study Team

Our school has a Child Study Committee and a MTSS team which were established to review information on any student who is experiencing difficulty in school. The MTSS team is a group of teachers who work with the classroom teacher to identify and recommend strategies to address individual student learning, behavior, communication, and/or development concerns. The purpose of the Child Study Committee is to consider whether or not a referral for evaluation for special education and related services is needed. Parents and/or teachers can refer a child for review to the Child Study Committee by contacting the building principals or the child's classroom teacher.

Section 504 Services and Accommodations

Any student, employee or parent who has a mental or physical impairment which substantially limits one or more of a person's major life activities is eligible for services and accommodations under Section 504 of the Rehabilitation Act of 1973. Section 504 states that no otherwise qualified individual with a disability can be excluded from or denied benefits of any program receiving federal financial assistance. Services and accommodations to provide access include but are not limited to ramps, elevators, interpreting services for the hearing impaired and special accommodations in the classroom in order to allow a disabled student to benefit from his or her education. If you should have Section 504 questions, the contact listed below will respond or direct you to the appropriate person.

Compliance Officer of Section 504, PCPS
Director of Special Education Services
735 West Main Street
Luray, VA 22835
(540) 843-2818

Student Transfers

New students are welcome at SES. Please contact the office for any necessary materials upon receiving new students. Teachers are to review the student's past school history as soon as records are received.

When a student leaves SES, the classroom teacher needs to update all student records. The office will send requested information to the new school.

Tobacco

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The Page County School Board prohibits the use of tobacco products in any school buildings or on any school grounds at all times by anyone, minor or adult. ALL staff members are expected to comply with this directive. Additionally, state law prohibits anyone under the age of 18 from purchasing or possessing any tobacco product. Tobacco products will be confiscated and the proper authorities notified.

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