

Shenandoah Elementary

Student-Parent Handbook

2021-2022



Revised: 08.05.2021 by MH and CHH



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SHENANDOAH ELEMENTARY SCHOOL FACULTY AND STAFF:

Administration

Monica Hinegardner, Principal
Corey H. Harlow, Assistant Principal
Jodi Foltz, Administrative Designee

Secretary/Bookkeeper

Tiffany F. Kite

Preschool

Tara Beach

Kindergarten

Ruth Lee Jenkins
Lori Morris
Lori Trent

First Grade

Katherine Bailey
Taylor Erickson
Wanda Plum

Second Grade

Stephanie Dean
Coleen Manzano
Sarah McAnulty

Third Grade

Amber Olson
Laura Short
Cristy Wheelbarger

Fourth Grade

April Cubbage
Lauren Sherman
Kallyn Yankey

Fifth Grade

Joanna Foltz
Danielle Gochenour
Andrew Selby

Encore

Brian Benson, PE
Molly Baldoni, Music
Cindy Bush, Library
Katie Curcio, Art
Adrian Greber, Adaptive PE

Special Education

Ashley Ayers, BCBA
Gay Cabral, SpEd Speech
Tierra Cid, Interpreter
Brittany Gill, School Psych
Winn Jennings, PT
Patti King, OT
Jordan Levinson, SpEd D/HH
Kim Matteson, SpEd
Makayla Parker, SpEd
Evette Whetzel, SpEd Aut

Gifted Education

Erin Knoll, GT

Specialists

Valerie Ferrell, Instructional Coach
Tara Fox, School Nurse
Melissa Meadows, Title I Reading
Lindsey Smoot, School Counselor

Technology

Tracy Shifflett, ITRC
Bryan Vandanna, IT Tech

Custodians

Felicia Alger
Phyllis Andrews
Tammy Cave

Cafeteria

Terry Housden, Manager
Nancy Butler
Kellie Dearing
Billy Ash

Instructional Assistants

Chalsea Atkinson, SpEd AUT
Valerie Bennett
Jamie Comer, Title I
Kay Crawford
Lacey Dean
Lisa Dinges
Debra Foltz, Title I
Meghan Foltz, SpEd
Shari Hughes
Tammy Mowry, Title I
Stephanie Southers, SpEd Aut
Samantha Umberger, PK
Brittany Young

Long Term Substitutes

Ana Jermstad
Carolyn Knighton

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

Student arrival time begins at 7:45 AM each morning. There is no adult supervision prior to 7:45 AM. Students are not permitted to ride bicycles or skateboards to school because of safety reasons. Students who arrive between 8:00 AM and 8:15 AM report directly to their classrooms. Parents who wish to enter the building must do so through the front doors and sign-in at the main office.

Students are expected to report to their homerooms by 8:15 AM. Any student arriving at school later than 8:15 AM must stop in the office for a tardy pass before going to their classroom. All school access will be locked by 8:15 AM. Classes begin at 8:15 AM. Please consult the *PCPS Code of Conduct* for information about student tardiness as well as consequences. Only the front door at the portico will remain unlocked during the day.

*****All parents/visitors must enter through the front doors and report to the office window where the secretary will identify the parent(s)/visitor(s) and buzz him/her/them into the office to sign in. Parents/Visitors who need the handicap accessible entrance will report to the north side of the building (triple doors) and use the intercom system to be identified and buzzed into the school. You will then be escorted by one of our school personnel to the office in order to sign in.**

Dismissal

Regular dismissal time for students begins at 3:15 PM.

- Walkers are dismissed at the cafeteria doors to the blacktop area beginning at 3:10 PM.
- Car riders are dismissed at 3:15 PM out the triple doors to the side of the building.
- Bus riders are dismissed at 3:20 PM out the triple doors to the side of the building.
- Students will not be allowed to leave school by any means other than their normal routine without written verification from a parent.
- Parents must sign out their children in the office, if they are to be released from class prior to regular dismissal time.
- Students will not be released to persons other than a parent or person listed on the student's *Emergency Form*, unless the parent sends a verifiable, written request to school. *Parents should make sure that emergency forms are kept up-to-date, with correct addresses, phone numbers, and emergency contact persons.*
- Persons who pick up students from school early must check out via computer in the office and list the reason for leaving early. Students who leave early are marked as unexcused unless they leave due to an illness, emergency, or for an appointment. If the student has a medical appointment, they are expected to attend school for a portion of the school day.
- Students may not ride home on another bus, or go home with a friend or relative, without a note from home that is also signed by the main office staff.
- The phones in the office are *very busy* most of the day. It is the responsibility of both parent and student to *know before leaving home in the morning how the student will get*

home in the afternoon. Students may not use the phone to call home for this purpose unless it is an emergency.

- Parents are requested to send a note or contact the office before 2:00 PM in the event there is a schedule change in the child's afternoon dismissal routine.

Please contact school administration with questions concerning any of these procedures.

ATTENDANCE

School Attendance (Please refer to the *Page County Student Code of Conduct and Attendance* Section 3.0)

The elementary schools, middle schools, and high schools record all student absences. This record is part of each student's permanent school record. Absences are recorded for students absent for the entire school day as well as for students who are absent for any specific class period. In this regard, if a student must be absent from school, a parent or guardian needs to notify their child's school prior to 9:30 AM on the day of the absence and state the reason for the child's absence.

If word has not been received from the home concerning the absence, the school will make every attempt to contact the parent or guardian of each student by phone at their home and/or their place of employment. **Whether or not contact with a parent or guardian is able to be made by the school in order to verify the absence, the student must present a note to the school secretary upon his or her return to school.** Failure to provide a note, even for an excused absence communicated over the phone from the parent or guardian, within 3 days of an absence will result in the absence being coded as "unexcused."

3.1 Excessive Excused And Unexcused Absences

After a student has 5 unexcused absences or a total of 15 absences of any type (excused, unexcused, or a combination of both) for an entire day or from a specific block or class, school administration shall require that the parent/guardian of the student meet with the assistant principal for an Attendance Improvement Plan Meeting.

As part of the development of this plan, after discussing the reasons for the student's excessive absences, school administration may require the parent(s) and student to use the PCPS MEDICAL EXCUSE FORM for all future absences. This form will document the date of any future doctor visits, the exact dates that it was *medically necessary* for the student to be out of school, and this form will be signed by the doctor. In addition, the parent will be asked to sign a *Release of Information Form* so that the student, family, physician, and school staff can work together to create a successful plan for attendance improvement. In this regard, if required by school administration, the parent must have the student's doctor complete the *PCPS MEDICAL EXCUSE FORM* for each "all day" absence or each absence from a "specific block or class" from that point on. In addition, the parent will be responsible for submitting this form to the student's school within three days of the student's return to school in order for staff to be able to code the absence as excused.

Additional absences that are not excused by a physician using the PCPS MEDICAL EXCUSE FORM will be coded as unexcused and will result in additional school level meetings and/or court interventions being initiated by the school system against the parent and/or student as described in Section 3.3 of this document. Students with excessive excused and unexcused absences may also receive sanctions within each individual school's positive attendance reward program.

3.2 Excessive Unexcused Absences - Parental Cooperation

It is expected that parents will cooperate with the attendance coordinator and other school officials to remedy the student attendance problems. Where direct contact with a parent cannot

be made, despite reasonable efforts, or where parents otherwise fail to cooperate regarding the student's attendance problem (including not sending notes to the school explaining the reason for each absence), the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance coordinator, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the attendance coordinator shall document the school division's compliance with this Code section.

3.3 Chapter 730 Virginia Administrative Code. Regulations Governing the Collection and Reporting of Truancy-Related Data and Student Attendance Policies

8VAC20-730-20 - Unexcused Absences Intervention Process and Responsibilities.

A. Each local school board shall provide guidance regarding what would constitute an excused absence in order to address when the explanation provided by the parent will be determined to be reasonable and acceptable.

B. Each local school board shall develop procedures to ensure that appropriate interventions will be implemented when a student engages in a pattern of absences less than a full day, the explanation for which, if it were a full-day absence, would not be deemed an excused absence.

C. The following intervention steps shall be implemented to respond to unexcused absences from school and to engage students in regular school attendance.

1. Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal or designee, attendance officer, or other school personnel or volunteer will notify the parent by phone or email or any other electronic means to obtain an explanation. The school staff shall record the student's absence for each day as "excused" or "unexcused." Early intervention with the student and parent or parents shall take place for repeated unexcused absences.

2. When a student has received five unexcused absences, the assistant principal or the attendance officer shall make a reasonable effort to ensure that direct contact is made

with the parent. The parent shall be contacted in a face-to-face conference, by telephone, or through the use of other communication devices. During the direct contact with the parent and the student (if appropriate), reasons for nonattendance shall be documented and the consequences of nonattendance explained. An attendance plan shall be made with the student and parent or parents to resolve the nonattendance issues. The student and parent may be referred to a school-based multi-disciplinary team for assistance implementing the attendance plan and case management.

3. The assistant principal or the attendance officer shall schedule a face-to-face attendance conference, or an interaction that is conducted through the use of communication technology, within 10 school days from the date of the student's sixth unexcused absence for the school year. The attendance conference must be held within 15 school days from the date of the sixth unexcused absence. The conference shall include the parent, student, and school personnel (which may be a representative or representatives from the multidisciplinary team) and may include community service providers.

4. The assistant principal shall notify the attendance officer or division superintendent of the student's seventh unexcused absence for the school year. The division superintendent or designee shall contact the Juvenile and Domestic Relations Court intake to file a complaint alleging the student is a child in need of supervision (CHINSup) or to institute proceedings against the parent. In addition to documentation of compliance with the notice provisions of § 22.1-258 of the Code of Virginia, all records of intervention regarding the student's unexcused absences, such as copies of the conference meeting notes, attendance plan, and supports shall be presented to the intake worker.

D. A record shall be maintained of each meeting that includes the attendance plan, the name of individuals in attendance at each conference meeting (including via telephone or electronic devices), the location and date of the conference, a summary of what occurred, and follow-up steps.

8VAC20-730-30 - Data Collection and Reporting

Data collection shall begin on the first day students attend for the school year. Each school division shall provide student level attendance data for each student that includes the number of unexcused absences in a manner prescribed by the Virginia Department of Education. A student's attendance is cumulative and begins on the first official day of the school year or the first day the student is officially enrolled. All nonattendance days are cumulative and begin with the first absence. For purposes of this data collection, truancy shall start with the first unexcused absence and will be cumulative.

Excused and unexcused absences shall be counted for each individual student and shall be reported to the Virginia Department of Education as follows:

1. All excused and unexcused absences as defined in this chapter for each individual student shall be collected.

2. For each student with five unexcused absences, whether an attendance plan was developed, and if not, the reason.
3. For each student with six unexcused absences, whether an attendance conference was scheduled, and if not, the reason.
4. For each student with six unexcused absences, whether an attendance conference was actually held, and if not, the reason.
5. For each student with seven unexcused absences, whether a court referral was made or if proceedings against the parent or parents were initiated and, if not, the reason.

8VAC20-730-10 - Definitions

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Attendance conference" means a face-to-face meeting, or an interaction that is conducted through the use of communication technology, at a minimum, after the sixth unexcused absence among school staff, parents, and the student. The conference may include community representatives to participate in resolving issues related to nonattendance and revisions to the current attendance plan if necessary.

"Attendance plan" means a plan developed jointly by a school representative, such as an assistant principal or attendance officer; parent; and student to resolve the student's nonattendance and engage the student in regular school attendance. The plan shall identify reasons for nonattendance and academic, social, emotional, and familial barriers that impede daily attendance along with positive strategies to address such reasons and impedances and support regular attendance. This plan may include school-based activities or suggested referrals to community supports, or both.

"Court referral" means filing a complaint to the Juvenile and Domestic Relations Court after the student's seventh unexcused absence. Documentation of interventions regarding the student's unexcused absences, such as copies of the attendance plan and documentation of conference meetings, and compliance with § 22.1-258 of the Code of Virginia will be provided to the intake worker.

"Excused absence" means an absence of an entire assigned instructional school day with a reason acceptable to the school administration that is provided by the parent. If circumstances permit, the parent should provide the school administration with the reason for the nonattendance prior to the absence. Examples of an excused absence may include, but are not limited to, the following reasons: funeral, illness (including mental health and substance abuse illnesses), injury, legal obligations, medical procedures, suspensions, religious observances, and military obligation. Expelled and suspended students continue to remain under the provisions of compulsory school attendance as described in § 22.1-254 of the Code of Virginia. An absence from school attendance resulting from a suspension or expulsion may be considered excused for the period of the suspension or expulsion.

"Instructional school day" means the length of a regularly scheduled school day for an individual student.

"Multi-disciplinary team" means a school-based team that may be convened to review student records and to participate in prevention, early intervention, and provision of support services to address unexcused absences, including school-based case management. These services should address academic, social, emotional, and familial issues in order to improve regular school attendance. Team members may include, but are not limited to, the following: an administrator, school counselor, social worker or psychologist, student assistance specialist, special education and regular education teacher, and attendance officer.

"Parent" means the parent or parents, guardian or guardians, legal custodian or legal custodians, or other person or persons having legal control or charge of the student.

"Truancy" means the act of accruing one or more unexcused absences.

"Unexcused absence" means an absence where (i) the student misses his scheduled instructional school day in its entirety and (ii) no indication has been received by school personnel within three days of the absence that the student's parent is aware and supports the absence, or the parent provides a reason for the absence that is unacceptable to the school administration. The school administration may change an unexcused absence to an excused absence when it determines that the parent has provided an acceptable reason meeting criteria for the student's absence or there are extenuating circumstances.

In addition to court interventions, students who are found to be in violation of Virginia's Compulsory Attendance Law may also receive one or more of the following school-based disciplinary actions:

- Suspension of driving privileges
- After school detention
- Alternative Suspension Center
- Suspension of extra-curricular activities
- Poor school standing
- In-school suspension
- Hallway program
- Referral to the attendance officer for second meeting with parent
- Return of an out of district student to their home school

Lastly, the Code of Virginia (HB 1826) provides for the suspension of the driver's license of any student who has 10 or more unexcused absences from public school on consecutive days.

3.4 Students Arriving Tardy to School or to Specific Classes

Any student tardy to school must report to the office with their parent or with a written note signed by a parent or guardian explaining the reason for being late to school. If a note at the time is not possible, the tardy will be coded as unexcused. However, if the note is presented to

the office the following day the tardy will be changed to “excused” in the school’s database if the explanation in the note meets the “excused” criteria discussed in section 2.1 of this document.

Recommended Dispositions:

- 3 unexcused tardies to school: letter to parent from school
- 5 unexcused tardies to school: letter and phone call to parent from school
- 10 unexcused tardies to school: 1 lunch detention, meeting with parent, poor school standing
- 13 unexcused tardies to school:
 - suspension of driving privileges for 3 days (exception of middle schools)
 - 3 days of lunch detention
- 16 unexcused tardies to school:
 - 5 days of lunch detention
 - Poor school standing
 - Suspension of driving privileges for 5 days
 - poor school standing
- 20 or more unexcused tardies to school:
 - 1 day of ISS
 - 2 week suspension of driving privileges (exception of middle schools)
 - Meeting with parent, assistant principal, and PCPS Attendance Coordinator to resolve problem (possibly with court intervention)
 - poor school standing

At the elementary school level, the following steps will be taken with regard to student tardiness:

- 5 unexcused tardies to school: letter and phone call to parent
- 10 unexcused tardies to school: meeting with assistant principal to resolve the difficulty
- More than 10 unexcused tardies to school: referral to Page County Attendance Coordinator

If a parent chooses to provide transportation to and from school for their child who attends elementary, middle, or high school, the parent is legally responsible for getting the student to school on time each day. If the student is chronically late to school, Page County Public Schools may be required to institute legal proceedings against the parent pursuant to VA Code § 18.2-371 or § 22.1-262.

***** All students must have a written note to be considered excused from school. Phone contact will not be able to be accepted. You must send a note with your child for any absences or tardies.*****

AWARDS AND RECOGNITION

Appropriate praise and positive recognition play an important part in building healthy self-esteem. Positive self-esteem is crucial to academic success. Each 9 weeks and at the end of

the year, students are recognized for academics, attendance, and citizenship. ***Please note: Awards are given according to the guidelines set forth below and sometimes means students may not receive an award for the quarter or at the end of the year.***

Honor Roll

The Honor Roll is published in the *Page News and Courier* at the end of each nine weeks grading period. Students in grades 3-5 may be recognized. Requirements for the Honor Roll include: having no grade lower than a "B" in the areas of Reading, Math, Writing, Social Studies, or Science, and no grade lower than an "S" in Health, Physical Education, Art, and Music classes. Honor Roll certificates will be presented to students who achieve the Honor Roll at least 3 out of 4 times during the school year. Honor Roll students in Grades 3-5 will be given honor roll awards during each grade level awards assembly.

Principal's Award

The Principal's Award will be given for students receiving straight A's. Students who accomplish this award 4 out of 4 times during the school year will be presented with an award at the end of the year.

Attendance

Perfect Attendance incentives will be used for weekly classroom/homeroom perfect attendance, monthly individual perfect attendance, and for perfect attendance at the end of each nine weeks period. At the May Awards Assemblies, students with perfect attendance and excellent attendance will be recognized. Students with no absences will receive a Perfect Attendance Certificate. Students missing three days or less will receive Excellent Attendance Certificates.

Outstanding Citizens

Each month all classroom teachers select a student from their class for recognition as a "Star Citizen of the Month." Selection is based on, but not limited to, effort in school work, cooperation with other students and teachers, attitude, level of responsibility, attendance, etc.. Activities are planned each month to reward students who were selected that month. Awards include a signed certificate, a celebration honoring the students, and a picture posted on the school's Facebook page.

BREAKFAST AND LUNCH PROGRAMS

The school breakfast program offers a nutritional start to the school day. Breakfast is served daily from 7:45 AM to 8:15 AM and is available to all students. Upon arriving at school, a student should go directly to the gym and will receive a bagged breakfast as they depart to their homeroom at 8:00 AM. All students should finish breakfast by 8:15 AM. Breakfast menus are included with the regular lunch menus.

A well-balanced meal is provided at lunch for all students. If students wish to pack lunch **NO SODAS** should be packed since they are not allowed in the cafeteria. Also, **no food purchased from another food service (i.e. Burger King) is permitted in the cafeteria. Visitors who bring in food purchased from another food service will be given an alternative location to eat.**

Free meals are available to all families. If there are problems or concerns, please contact the cafeteria manager or the school principal.

BUILDING EMERGENCY EVACUATION PROCEDURES

Fire drills will occur within the first ten days of in-person learning and another within the first 20 days of in-person learning and every month thereafter. A lock down drill will occur within the first 10 days of in-person learning. PreK and Kindergarten students do not participate. Another lock down drill will occur after 60 days of instruction. A total of four lock down drills will occur over the course of the school year. In addition, students will participate in one move-in drill and one earthquake drill.

Classes will always evacuate the building at their identified exit listed on a diagram and/or in writing near the classroom door. Otherwise, students will evacuate to the closest exit available.

General Evacuation Procedures

1. The fire alarm, or an announcement from a school administrator, is the signal for evacuation.
2. Students should know which exit to use from where they are in the building.
3. Students should keep quiet, orderly, and walk quickly moving in a line.
4. All room windows and the door must be closed, unless directed otherwise by the teacher.
5. The first student to arrive at an exit should hold the door open until the last student leaves and then join his/her class so the teacher may take roll.
6. Classes will be notified when to return to the building OR where to seek shelter.

BUS TRANSPORTATION

Specific rules concerning bus transportation can be found in the *Page County Code of Student Conduct and Attendance*. In addition, students will be given the *PCPS Bus Rules* at the beginning of the year. Parents should discuss bus rules and regulations with their children. Both student and parent should sign the bus transportation form and return the form to school during the first week.

All students and their parents need to be aware that bus transportation is a privilege, not a guarantee. Parents are asked to impress upon their children that bus rules are to be followed for the safety of all. Students are still under the school's supervision on the bus, and inappropriate behavior will have consequences, including the possible loss of bus riding privileges.

Changes in Student Transportation Needs

A parent must notify the school in writing whenever a student plans to ride a different bus than usual. The note will be approved by the office staff and given to the student's homeroom teacher. The teacher will return the note to the student, who will give the signed note to the bus driver.

CELL PHONES

All communication devices and electronics will be turned off (including "vibrate mode") and out of sight throughout the entire school day. Students may NOT text from bathrooms, cafeteria, etc.. Stolen or misplaced items are not the responsibility of Shenandoah Elementary School. For infractions, the staff member asks the student for the cell phone and turns it into the office along with a referral.

- The first offense is a warning and the phone is returned to the student at the end of the day.
- The second offense, the parent is called and must pick up the cell phone.
- The third offense, the parent must pick up the cell phone and the student may receive a behavior consequence.

COMPUTER SEARCHES

School computers, software, and Internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software, and Internet access records at any time for any reason and without student consent.

CORPORAL PUNISHMENT

No teacher, principal or other person employed by the School Board shall subject a student to corporal punishment.

For the purposes of this section, "corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. This definition shall not include physical pain or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity.

In addition, this definition shall not include physical pain, injury or discomfort caused by the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control or the use of reasonable and necessary force as permitted by section 22.1-279.1 of the Code of Virginia, 1950, as amended.

COUNSELING

Shenandoah Elementary School offers a developmental counseling program for all students in grades K-5. Classroom guidance focuses on career awareness, study skills, conflict resolution, as well as communication and social skills. Guidance lessons, for groups or individuals, are designed to address the social and emotional needs of children as they relate to the school setting. Parental involvement in the counseling program is encouraged, and school counselors work cooperatively with parents in providing services. Parents may opt their child out of any or all parts of the counseling program by completing the appropriate forms.

DRESS CODE

The ***Page County Public Schools Code of Student Conduct and Attendance*** addresses appropriate student dress to help foster a safe learning environment as well as develop “respect, pride, cohesiveness, [and a]...positive regard for discipline and authority.” Please refer to the ***Code*** for a general description of unacceptable dress.

At Shenandoah Elementary School, the following rules apply to ALL students:

- Students should be neat and clean.
- Casual dress is acceptable.
- Clothing items that advertise inappropriate products, violate safety or health practices, or are disruptive to the learning environment are restricted.
- Clothing that exposes the stomach or other parts of the body are restricted.
- Hats or caps or any other headgear are not to be worn in the building by male or female students.
- Proper fitting shoes are required to provide safety and relative ease while walking.
- Flip flops can sometimes be a hazard when walking up/down stairs. We would like to recommend students refrain from wearing flip flops.

In Grades 4-5 these additional rules apply to student dress:

- Clothing such as halter tops or spaghetti straps is prohibited.
- Revealing, tight, or loose clothing which exposes undergarments is also inappropriate and prohibited.
- Shorts may be worn if they are of a reasonable length and provide freedom of movement without embarrassment. This also applies to skirts and dresses. However, short-shorts, sloppy, and/or cut-off jeans are not acceptable in the classroom.

If a student at Shenandoah Elementary School is attired in an unacceptable manner, or is restricted in physical activities or recess due to inappropriate dress, his/her parents will be called to bring a change of clothing for the student.

EMERGENCY FORMS

It is extremely important that parents fill out the Emergency Form carefully and completely. Please make sure that we have a working phone number and correct address. We must know how to get in touch with you or another authorized person in case of an emergency. If any information changes during the school year, please notify the school immediately.

FAMILY LIFE EDUCATION

A copy of the Family Life curriculum is located in the library. The school nurse will instruct the fourth and fifth grade students in the sensitive areas of the curriculum.

FIELD TRIPS

Field Trips are recognized as an integral part and privilege of the school educational program. Each grade level will be given the opportunity to participate in field trips related to their studies as designated in the *PCPS county policy on field trips*. Students are expected to ride the bus to and from the field trip. Poor school behavior could prevent any student from participation in these privileges, depending upon the requirements at each grade level.

Parents/Guardians who wish to chaperone a field trip must complete chaperone training provided by the school. Training must be completed at least **forty-eight (48) hours prior to the field trip**. This training is only required one time during your child's academic time at Shenandoah Elementary School.

FUNDRAISING ACTIVITIES

State regulations *prohibit* elementary students from participating in any type of door-to-door solicitation. This includes any and all fundraising activities that are in any way connected with a public school. Students, teachers, and parents must remain aware of this regulation.

GIFTED AND TALENTED SERVICES

In Grades K-5, the gifted resource teacher and the classroom teachers work cooperatively to plan appropriate differentiated curriculum to meet the needs of students who are identified as gifted. The program is designed to serve individual student needs. The Gifted Education Plan is available for review at each school. Student referrals may be accepted at any time and at any grade level. Referral forms can be obtained from the principal or the Gifted Resource Teacher.

GIFTS GIVEN AT SCHOOL

Gifts for special occasions like birthdays and holidays would be best exchanged outside of school to limit possible class distractions. Please remember that glass vases and balloons are

not allowed on school buses. The office staff will use discretion when distributing gifts to avoid class distractions.

HEALTH SERVICES

Health services are provided to students by a school nurse. These services are provided by other school staff when the school nurse is unavailable. If a student becomes ill, the nurse will contact the parent or the emergency contact person to pick up the student.

Students who need to take medication at school must have written permission from a parent stating the name of the medication, a proper dosage, and instructions for administration, and specifications as to the duration of the treatment. The medication must also be in a proper container labeled with the student's name and the name of the prescribing physician. All medications are to be taken to the clinic when the student arrives at school and will be administered by the school nurse.

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. Unauthorized possession or use by students of non-prescription drugs or other medication is prohibited. Please refer to the *Page County Code of Student Conduct and Attendance* for more specific information.

HOMEWORK

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

- Promotes students' 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

Purpose:

The purpose of homework is to practice and reinforce learned concepts to foster student responsibility and to build a home-school connection.

Student Expectations:

Students are expected to make an effort to complete homework and ask for help when needed.

Parent Expectations:

Parents are expected to provide a structured time and place and guidance when needed. Parents should communicate homework concerns/questions with their child's teacher.

Teacher Expectations:

Teachers are expected to provide meaningful assignments directly related to student growth. Teachers are expected to check homework for effort and accuracy in a developmentally appropriate manner.

Homework Timelines:

If homework is given, the maximum amount of time spent on all assignments should correspond with the following times:

- Grades K – 2: Twenty (20) minutes
- Grades 3 - 4: Thirty (30) minutes

These times are expected to include daily reading assignments. If possible, teachers are encouraged to give assignments a few days in advance for students to complete. 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.

Parents may request assignments for the day the student is out, so that they may keep up with the class work. This should be done before 11 AM on the day the parent will pick up the work so that there is ample time to gather all of the work. Parents are requested to pick-up the assignments between 3:30 PM and 4 PM.

IN-SCHOOL SUSPENSION POLICY

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 materials needed for the day. Then the student should report to the think room.

INSURANCE

Several policies with corresponding rates are available to parents. Every student receives information on school insurance. Parents must register online if interested in participating in this insurance program.

LOST AND FOUND

Each year, a considerable quantity of unclaimed clothing and articles accumulate that have been lost. If your child has lost an item, please encourage them to check with their teacher as soon as

possible and then with the office. If the item has been turned in, it will gladly be returned. To assist in doing a more efficient job in returning lost goods, all articles such as books, purses, clothing, lunch boxes, and equipment should be marked plainly with the child's name. This will be a great help to us in identifying and finding the proper owner, especially in the primary grades. Periodically, items that have not been claimed will be sent to Page One.

MONEY/JEWELRY

Money is important to all of us and the responsibility of properly taking care of money may be thought of as a function of education. Teachers try to encourage children to handle their money carefully. Large amounts of money should not be brought to school. When this is necessary, we strongly recommend that such money be left with the teachers or the school office during the day and it will be kept safe until the child leaves school at dismissal time. Expensive jewelry should never be worn to school as it may become lost or misplaced. However, in no case will the school be responsible for lost or stolen money or property.

OTHER INSTRUCTIONAL PROGRAMS

The basic curriculum offered at Shenandoah Elementary includes instruction in the following areas: reading, language, spelling, handwriting, math, science, social studies, health, art, music, physical education, and technology. Standards of Learning objectives and developmental teaching objectives are taught at each grade level. Students are expected to master these objectives. Developmental teaching strategies are used by teachers to enhance learning. In addition, the following instructional programs are available for those students who qualify:

Art Program

All students receive instruction in art at least once every four days by a certified instructor. Special art activities may be arranged by the art instructor and classroom teachers.

Library Media Center

Appreciation and knowledge of literature, authors, and illustrators are important parts of the library program. The library is an extension of the classroom and provides a variety of printed and non-printed materials to help support the curriculum. Students are expected to demonstrate the same attention and good behavior in the library as that expected of them in their classrooms.

The librarian and classroom teacher work cooperatively to plan meaningful instruction. At the upper grade levels, integration of classroom material with research skills will be stressed.

Students may check out and return books during agreed-upon times between the librarian and classroom teacher. Students will not be allowed to have more than three books checked out at one time. Students who lose books must be reported to the librarian. Parents/guardians will be required to purchase any library books/materials not returned. Thanks for helping to keep our library in great shape, full of excellent and fun reading materials!

Music Program

All students receive instruction in music at least once every four days by a certified instructor. Vocally talented students have the opportunity to participate in the special chorus.

Physical Education

All students receive instruction in P.E. every four days by a certified instructor. Physical education plays an integral part in the educational process at Shenandoah Elementary School. The goals of the program are as follows:

- Growth and development in strength;
- Cardiovascular endurance and general conditioning;
- Development of knowledge to inspire a lifelong interest in personal fitness;
- An appreciation of sports; and
- Development of good sportsmanship.

Physical education facilities include a playground area, fenced blacktop area, and gymnasium. Throughout the physical education program, activities are planned to help children master the curriculum objectives, be challenged physically, and have fun. Physical fitness is stressed at all levels, and school clothes that permit physical activity are required.

The school provides basic equipment needed, except in the case of ball gloves, which may be brought from home. Such items should be marked for identification. The school accepts no responsibility for lost items brought from home. Illness or injury may necessitate a child being occasionally excused from physical activity. Please notify the child's P.E. teacher **in writing** should this become necessary. In the case of prolonged illness or injury, a note from a doctor excusing the student from P.E. activity will be required.

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.

504 Coordinator

Compliance Officer of Section 504

Shenandoah Elementary School
Mr. Corey H. Harlow
Assistant Principal
529 4th Street
Shenandoah, VA 22849
(540) 652-8621
charlow@pagecounty.k12.va.us

Page County Public Schools
Ms. Ellen Biller
Director of Special Education
735 West Main Street
Luray, VA 22835
(540) 743-6533
ebiller@pagecounty.k12.va.us

Special Education and 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 school administration or the Director of Special Education at: (540) 743-6533.

The following is a list of disabilities:

Autism

A developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age 3 that adversely affects a child's educational performance.

Deafness

Hearing loss that is so severe that the child is impaired in processing information through hearing.

Deaf-blindness

Hearing and visual impairments occur at the same time, the combination of which causes severe communication and other developmental and educational needs.

Developmental Delays

Any disability in a child less than eight years of age.

Emotional Disability

A long term behavior problem is present to a marked degree.

Hearing impairment

Impairment in hearing that adversely affects a child's educational performance.

Intellectual Disability

Significantly subaverage intellectual functioning existing concurrently with deficits in adaptive behavior.

Multiple Disabilities

Two or more impairments at the same time.

Orthopedic Impairment

A severe orthopedic impairment adversely affecting the child's educational performance.

Other Health Impaired

Limited strength, vitality or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment.

Severe Disability

Severely impaired cognitive or adaptive skills and/or life functioning.

Specific Learning Disability

Inability to learn despite potential without other inhibiting factors.

Speech or Language Impairment

A communication disorder.

Visual Impairment

Vision adversely affects educational performance.

Specific Learning Disabilities

Resource program for children who have been identified as learning disabled by Page County's Eligibility Committee. The SLD teacher provides remediation in the disability areas as described in the child's individual education program (IEP). The SLD teacher also provides consultation with the regular classroom teacher.

Speech and Language Program

A resource program responsible for identifying articulation, language, voice, fluency, and hearing problems in children ages 2-21. The speech/language therapist provides services on a one-to-one basis or in groups with children in their classroom or on a home visit basis.

Title I/Resource

The resource program provides individual and small group instruction for children who need additional help in reading. Services are provided by a reading specialist who uses diagnostic testing and a wide variety of educational materials to meet the needs of the students.

PARENT –TEACHER CONFERENCES

Effective communication between parents and teachers always benefits the student. Conferences with each child's teacher are encouraged. A conference should be set up in advance so that a mutually agreeable time can be arranged. Teachers have assigned morning duties and the responsibility of monitoring their class between 8:00 AM and 3:30 PM. They have been directed not to neglect these responsibilities for lengthy, impromptu conferences. Your help and understanding is appreciated.

If parents would like a conference with a teacher, please notify the school by phone, email, or note. Teachers will have the responsibility for arranging a suitable time. The Page County School System does schedule two parent-teacher conference days during the school year.

PARENT–TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization is a cooperative effort intended to create and maintain the optimum learning environment for children. It serves as a vehicle through which ideas can be shared for the good of the school. The PTO offers parents a chance to be involved in the school life of their child. It recognizes that a strong partnership between school and home is the key to success in school.

PROMOTION AND RETENTION POLICY

Virginia's Standards of Accreditation require that parents must be notified by December 31 of each year about the division's Promotion/Retention Policy. The following items will be considered in the promotion/retention decision:

- The student's grades, which are the primary factors;
- Student's completion of SOL's/ Individual Reading Records;
- The student's performance on SOL's or Alternative Assessments;

The school will conduct a review in January concerning the academic progress of all children in Grades K-5. The school will notify parents by February 15 of problem areas detected during the

review and make a referral to the RTI Committee. Students in grades 1-5 must pass the following subjects to be promoted:

1. Language Arts
2. Math

SOL Incentives for students in grades 3, 4, and 5:

1. If a student passes an SOL test, but fails that subject, then:
 - a. If the student's grade in the subject falls between the 50-59 range, the student would pass the subject.

Kindergarten students must pass criteria set forth by the Page County Public Schools in order to be promoted.

Questions regarding promotion and retention should be addressed to Shenandoah Elementary School's administration.

RELIGIOUS EDUCATION

Weekday Religious Education (W.R.E.) classes are available to Grades 2 and 4 on a weekly basis. Beginning in October, monthly Children's Bible Mission (C.B.M.) classes for grades K-5 meet. Each student wishing to attend either religious education class must have a permission card on file in the office. Students will be picked up at the triple doors and returned there by volunteers working with each program. C.B.M. and W.R.E. assume responsibility for the care and discipline of each student involved in the religious programs.

REPORT CARDS/INTERIM REPORTS

Report cards are issued every nine weeks for all students. Interim reports and report cards are sent out to **inform parents** of children's progress as indicated on the ***Page County Public School Calendar***. Parents should review the report card with their child and then return it to school with their signature. Teachers are available for scheduled conferences and as necessary throughout the school year.

Report card behavior grades can help parents understand their child's general conduct while at school. Behavior grades consist of an "O" (Outstanding), "S" (Satisfactory), "N" (Needs Improvement), and "U" (Unsatisfactory). Therefore, behavior grades of an "N" or lower are considered unacceptable, and a conference with the teacher is strongly advised.

Interim progress reports are issued to all students in grades K-5 at the midpoint of each marking period. Dates for progress reports are included on the *Page County Public School Calendar*. Parents are asked to review their student's progress report and then sign it and return it to school as soon as possible. Progress Reports are an indication of how students are performing for the first half of a 9-week grading period. Parent concerns about his/her child's progress need to be shared with the child's teacher(s) as soon as possible. Good interim grades do not

necessarily equal good report card grades.

RESPONSE TO INTERVENTION AND PRE-REFERRAL TEAMS

Each school has a Response to Intervention Team and a Pre-Referral Committee established to review information on any student who is experiencing difficulty in school. The Response to Intervention Team is a committee 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 Pre-Referral Committee is to consider whether or not a referral for evaluation for special education and related services is needed.

Parents and/or teachers refer a child to the Response to Intervention Team by contacting school administration or the RTI Chairperson. Parents and/or teachers refer a child to the Pre-Referral Committee by submitting their request in writing to school administration or the child's classroom teacher.

SCHOOL DISCIPLINE

The ***Page County Code of Student Conduct and Attendance*** provides the guidelines under which Shenandoah Elementary School's disciplinary system operates, including specific behaviors and recommended consequences of those behaviors. Parents are asked to review the Code with their students, and then sign the form at the back of the book, and return it promptly to school during the first week of school. Lack of awareness of expected and accepted behavior is not an excuse for infractions.

Shenandoah Elementary practices a proactive discipline philosophy. The staff at Shenandoah promotes a meaningful learning environment, simple and consistent rules, and clear consequences for inappropriate behavior(s), thus helping create successful and compassionate learners. Shenandoah Elementary School teachers post classroom rules in their rooms and use a disciplinary plan to manage their classrooms.

If a student receives a discipline referral, the incident is investigated, appropriate consequences are given, and the referral is sent home with the student. Parents are requested to read the referral, sign it, and return it to school the next day. The parent signature indicates that the parent is aware of the discipline incident. Should there be any questions about the referral or the consequences, parents are asked to call the school administration.

SCHOOL PICTURES/YEARBOOK

Twice a year (fall and spring) Shennadoah will have student pictures taken, parents will have an opportunity to purchase the pictures at their discretion. The fall pictures will be used in the yearbook. **The fall picture date is to be determined and the spring picture date is to be determined. This date is subject to change due to school closure due to weather.**

A yearbook containing the school pictures of each student and a pictorial record of the activities of the school year will be developed. Orders for the yearbook will be taken during the latter part of the school year. More information will be available closer to the time of ordering.

SCHOOL RULES

General Rules

These rules are presented as a reminder of the type of behavior expected of all Shenandoah Elementary School students. Shenandoah Elementary School is a place where all students are safe from physical or emotional harm, whether from outside influences or from their peers. Therefore, the following is expected of each student at Shenandoah Elementary School:

1. Students must keep their hands and feet away from others; dangerous or threatening physical contact is NEVER allowed.
2. Respect for self and others will be practiced at all times as well as students accepting responsibility for their actions.
3. Everyone will treat others as they themselves wish to be treated. Students will not tease, bully, or intimidate others.
4. There will be no profanity, obscenity, or name-calling of any sort, either between students or to adults in the building.
5. Movement through the halls will be quiet and orderly, to not disrupt or disturb other students' learning.
6. Students are not to leave the school grounds for any purpose without a note signed by a parent or guardian and approved by the office staff. Students who leave school must be signed out in the front office by a parent/emergency contact person or the office staff.
7. Possession and/or use of tobacco, alcohol, or other controlled substances will not be permitted. *Look-alike items are also considered a violation. (See the PCPS Code of Conduct)*
8. Knives and other dangerous articles are not allowed. *(See the PCPS Code of Conduct)*
9. Toys, electronic devices, cell phones, lasers, and similar items of personal property are not permitted at school. Students in possession of such will have the items confiscated. They will be returned to parents at their request.
10. The *Page County Code of Student Conduct* emphasizes personal and academic integrity for students. Cheating, plagiarism, falsification, stealing, or any similar behaviors are not tolerated and will result in disciplinary action.
11. Chewing gum is not allowed in school at any time.

*** In addition to the above list, each teacher will post specific rules for his/her class and discuss them with the students periodically through the year.**

Cafeteria Rules

During lunchtime, many classes of students are in the cafeteria at one time. Therefore, it is necessary that students follow the rules below to **maintain order and safety**:

1. Students will conduct themselves in an orderly manner at all times--- when waiting to be served, while eating, and when being dismissed.
2. Students will *use normal, conversational voices when talking*.
3. Students should behave in the cafeteria with respect to others. All trash will be deposited in the trash cans.
4. Good manners in the lunch line, at the table, and while returning lunch trays are expected of every student.
5. Each class is responsible for leaving the table and floor area clean. Students should not leave paper or food on the table or the floor. If a student drops food, he/she should let a cafeteria assistant know so that it can be cleaned up.
6. Students may not resell their lunches, or any part thereof, to another student. Violations of school/cafeteria rules and/or inappropriate behavior will result in disciplinary consequences since all school rules apply in the cafeteria as well.
7. Students, parents, and/or visitors are strongly encouraged not to buy items for any other student except their own child/children.
8. Parents and/or visitors are strongly discouraged from using their cell phone during lunch time. We ask that you DO NOT take pictures of other students during lunch. You may only photograph your child (no other students can be in the background either). Absolutely NO POSTING of pictures on any social media.
9. Students should not share any portion of their lunch with other students.
10. Parents wishing to eat lunch with their students should call the school office on the morning of the visit so that the cafeteria manager may be notified. Parents are asked to meet their students in the cafeteria, not in/at their classroom. A table for parents and students has been designated in the cafeteria. Visitors are expected to purchase a school lunch, as lunches purchased elsewhere (i.e. Burger King) are not allowed to be consumed in the cafeteria. Visitors who bring in such food items will be provided with an alternative location at which to eat. Each student with a visitor may pick ONE friend to eat with them at the visitor's table.
11. No unopened food or drinks with the exception of water can be removed from the cafeteria due to health code requirements.
12. No SODAS are permitted for students during lunch.

Playground Rules

Younger students have the opportunity to use the playground and its equipment daily. This play time is supervised with organized activities directed by the teacher(s). However, in order for all students to safely participate in activities during this time, the following rules must be adhered to by the students:

1. All playground equipment is to be used safely.
2. Standing or jumping from seesaws, swings, or other equipment is *absolutely* not permitted.

3. Throwing and catching objects require open areas.
4. While playing, there should be no physical contact; that is, no pushing or shoving.
5. Non-school personnel or children are not allowed on the playground during school hours.
6. Students may not leave the playground to talk with parents waiting in cars.
7. Students should display good sportsmanship at all times.
8. It is very important for students to listen to their teacher at all times.

For safety reasons, it is recommended that flip flop style sandals not be worn on the playground.

SCHOOL SECURITY

In order to protect the security of Shenandoah Elementary, all entrances, except the door by the main office, are kept locked during school hours. All parents and visitors must be identified and then buzzed into the office area by school personnel. They must CHECK IN ON THE COMPUTER AND WEAR A VISITOR'S TAG to assist building personnel in maintaining security. Staff members are instructed to question anyone who is not properly identified and direct/escort them to the office as necessary. Surveillance cameras are in use at all times on school property. **All school property is off-limits to non-school personnel during school hours.**

SCHOOL TELEPHONE

The use of the telephone is limited to school business. Students are not permitted to make or receive calls through the office except in the case of an emergency. Should parents need to call to leave a message for their child, the call should be made before 2 PM whenever possible. This helps prevent a back-up of messages that need to be delivered at the end of the day.

Parents are encouraged to check their child's class newsletter to ensure that proper footwear is worn on scheduled PE days. Lunch menus are provided on a monthly basis and are also available online at the PCPS web site. Any changes to menu items will be announced to teachers, and then shared with students, as soon as possible.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the health, safety, and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

As student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Student desks and lockers are property of the school, and school

officials reserve the right to search desks and lockers. Whenever possible, the administration will advise students in advance of the search. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials should be notified.

SEX OFFENDER REGISTRY

The Page County school division recognizes the danger sex offenders pose to student safety. School board policy addresses this issue.

STANDARDS OF LEARNING (SOL) TESTS

Virginia Standards of Learning (also known as the "SOLs") represent the minimum learning objectives for every Virginia schoolchild in each grade level, K through 12, in core academic subject areas. The goal of setting academic standards is to ensure that every schoolchild who graduates from high school in Virginia will have achieved necessary proficiency in the four academic subject areas: language arts, mathematics, social studies, and science. Low performance on some or all of the SOL tests identifies academic areas in which a student may need additional help and study. Thus, these test scores are an important diagnostic tool to help determine individual academic needs. These scores also serve as a starting point to measure student's future progress.

All state testing information becomes part of a student's record, primarily for diagnostic purposes. Other uses may be determined by the school division. In addition, the SOL tests at the grade levels prior to high school will be used as one of several factors in promotion decisions. Students and parents should, therefore, take SOL tests performance seriously.

Student Growth Assessments (SGA Tests) will be administered in Reading and Math in the fall for grades 3, 4, and 5. 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 Commonwealth of Virginia.

- 3rd Grade SOL Tests: Reading and Math,
- 4th Grade SOL Tests: Reading, Math, and Virginia Studies
- 5th Grade SOL Tests: Reading, Math, and Science

There are local performance based assessments for 3rd grade Social Studies and Science and for 5th grade Writing.

TOBACCO PRODUCTS

The Page County School Board prohibits the use of tobacco products (including electronic/vapor cigarettes) in any school building or on school grounds at all times by anyone, minor or adult. Additionally, state law prohibits anyone under the age of 21 from purchasing or possessing any tobacco product. Tobacco products will be confiscated and the proper authorities notified. Please refer to the *Page County Public Schools Code of Student Conduct and Attendance*.

VEHICULAR AND PEDESTRIAN TRAFFIC CONTROL

Recognizing that safety requires the same planning and consideration as sound instruction, the following vehicular traffic plan provides the necessary guidelines to insure the safety of all students as they enter and exit school property. Everyone's cooperation is appreciated.

1. All regular buses will unload and load students from the designated areas on the north side of the building.
2. Special Education bus will unload and load students at the designated area on the north side of the building.
3. Parents can park in the designated visitors' parking area at the front of the school building, or on Third Street.
4. Private vehicles are prohibited from using the access/alley on the north side of the building at any time during regular school hours, as well as during any bus loading/unloading.
5. Walkers will enter and exit school grounds from the cafeteria doors to Third Street. Walkers are not allowed to use the access/alley on the north side of the building at any time, whether entering or leaving the building.
6. Parents and patrons who plan to enter the building must park their cars in the designated visitor area. Cars must not be parked or left unattended on the north side of the building, particularly at arrival and dismissal times. Persons parked in Handicapped spaces must have proper identification.

VISITORS

All visitors are required to report to the office window upon entering the building. Once school personnel have identified you as a parent/visitor you will need to check in on the computer. In addition, visitors must wear a visitor's name tag while in the building to assist the school personnel in maintaining building security. Any person in the building without a visitor's name tag will be questioned and directed/escorted to the office as necessary by school staff.

VOLUNTEER RESPONSIBILITIES AND GUIDELINES

Parents and citizens are encouraged to visit and/or volunteer at Shenandoah. Many different educational opportunities would not be possible without their involvement, and we ask that you work with your student's particular teacher to schedule a day/time. Community and parent volunteers are invited and encouraged to participate actively in the education of Shenandoah Elementary students. The opportunity to volunteer provides interested parties with a venue to use their skills, talents, and time for the betterment of students and society. Volunteers should schedule a date and time to volunteer in the classroom.

In order for a volunteer program to be successful, volunteers must understand and be willing to accept the responsibilities outlined by the school.

Volunteer Guidelines Include:

- **Dependability:** Students and teachers benefit from working with volunteers who are dependable and keep commitments. Please notify the school office in the event of an absence.
- **Professionalism:** Volunteers who model acceptable behavior, dress, and attitude complement the staff members who work in the school.
- **Confidentiality:** Volunteers may have access to more information about students than the general public and therefore must practice a higher level of discretion.
- **Ability to Follow Procedures:** Volunteers must make sure they know and follow safety practices and evacuation procedures. Sign-in practices, visitor badges, and limitations on equipment are examples of procedures used by volunteers at Shenandoah Elementary.
- **Appropriate Interaction with Staff:** Shenandoah Elementary is a positive learning environment and volunteers can assist in maintaining a good working environment. Disruptions to instruction need to be kept to a minimum.

If parent(s) wish to volunteer at Shenandoah Elementary School, please contact the office to sign the *PCPS Volunteer Agreement*. These procedures help the staff maintain a safer school environment. *Also, please note the Field Days are considered volunteering events.*

WEAPONS

Carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school or school division is prohibited. Such weapons include, but are not limited to, any pistol, shotgun, stun gun, taser, revolver, or other firearm designed or intended to propel a projectile of any kind, including toy guns and look-alike guns, rifle, dirk, knife (including Bowie, switchblade, and ballistic), razor, slingshot, spring stick, brass or metal knuckles, blackjacks, flailing instrument which may be known as nunchadka, nunchuck, shuriken, or fighting chain, any disc of whatever configuration, having at least two points or pointed blade, and which is designed to be thrown known as a throwing star or oriental dart, explosives, destructive device, or other dangerous articles. Violation of this policy shall require that proceedings for the discipline of the student involved shall be initiated immediately by the principal.

In accordance with section 22.1-277.01 of the Code of Virginia, 1950, as amended, a student who is determined to have brought a firearm on school property or to a school-sponsored **activity shall be expelled for no less than one calendar year**. Firearm means any weapon prohibited on school property or at a school-sponsored activity pursuant to section 18.2308.1 of the Code of Virginia, 1950, as amended, or (1) any weapon, including a starter gun, which will, or is designed or may be readily converted to, expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or silencer; or (4) any destructive device as defined in section 22.1-277.01 of the Code of Virginia, 1950, as amended.

COVID-19 UPDATE:

For the 1st quarter, there will be no volunteers or visitors in our school buildings. We will reassess after the 1st quarter to see if any adjustments can be made.

School Board Policies

All school board policies are contained in a policy handbook, which is available online from the Page County Public Schools' website: <https://go.boarddocs.com/vsba/pcss/Board.nsf/Public>