

PRESTON PARK ELEMENTARY SCHOOL



Home of the Panthers

Parent/Student Handbook 2015-2016

3142 Preston Ave. NW
Roanoke, VA 24012
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ARRIVAL

Students should arrive at the school between 7:25 AM and 7:45 AM. Due to a lack of adult supervision, students should not arrive prior to 7:25 AM. Students who are not in the school by 7:45 AM are considered “tardy” and will need to be signed in by a parent.

Parents who drop-off their children are encouraged to use the car rider line, which operates from 7:25 to 7:45. After this time, students will need to be walked into the main office doors. These doors will be closed promptly at 7:45.

ATTENDANCE/TARDIES

In order for your child to perform to the best of their ability, it is important that he/she be in school every day except in cases of illness or emergency. If your child is going to be absent or tardy, please notify the school office by 8:15 AM. In addition, please send a note on the first day of return, confirming the reason for the absence. The following are reasons a child needs to stay home from school:

- Your child has a contagious illness such as strep throat, chickenpox, or the flu.
- You have been advised by your child's health care provider to keep your child home to recover from an illness/injury.
- Your child has a fever of 100°F or higher in the last 24 hours - Children should be fever-free for 24 hours, without taking fever-reducing medication, before returning to school.
- Your child is vomiting or has diarrhea.
- Your child has live head lice and has not completed treatment for head lice.
- Your child has red/pink eyes or has drainage from the eyes.

Students who are not in the school when the 7:45 AM bell rings are considered to be "tardy" and should report to the school office for a late pass before entering class. A parent or guardian must accompany tardy students into the school office and sign them in. To ensure time accuracy, our clocks and bells are set to the atomic time.

Students with excessive absences or tardies will be referred to the Intervention Specialist for appropriate action. A student who misses more than ten days of school during the year is considered excessively absent by the Commonwealth of Virginia.

BUS TRANSPORTATION

Riding a bus to school is a privilege. Getting students to and from school in a safe manner is a responsibility that all of us must share. The drivers will expect each child to follow the bus rules. Students who disobey the rules will be denied bus riding privileges and/or be suspended in some cases. The same rules apply while students are at the bus stop or walking to and from the bus stop.

Bus schedules are generally available on the division's website at www.rcps.info prior to the opening day of school. In addition, bus routes will be available at the school. Bus rules are sent home during the opening days of school.

In order for a student to ride a bus home with another student, written permission must be provided beforehand (at the beginning of the school day) from both sets of parents.

CONFERENCES

Communication between the home and school is an important element of a successful instructional program. Teachers will contact parents about conferences, and parents are encouraged to contact teachers about conferences. So that time is not taken from other students, all conferences should be scheduled. Parents are requested to make an appointment. Roanoke City Schools schedule two conference dates a year for parents and teachers to discuss students. These dates are indicated on the division calendar.

DRESS CODE

This dress code applies to all elementary students in Roanoke City Schools. Outerwear (jackets, coats) should be worn outdoors only. Baggy pants or shorts (falling off the hips) are not allowed. Skirts and dresses should be approximately knee length. Clothing that exposes the chest, belly button, stomach, waist, lower back, or midriff is not allowed. Clothing that is imprinted with obscene or inappropriate pictures or words is not permitted. Strapless or spaghetti strap tops or dresses are not permitted. Please be sure tank tops fit well with no exposure. Appropriate footwear should be worn for daily outdoor activities and P.E. For safety reasons, athletic shoes are suggested. Slippery floors and P.E. activities require rubber soled shoes. Please select shoes for physical education with care. Some “fashion” tennis shoes are not appropriate for P.E./recess. (If the shoes worn are deemed inappropriate by the teacher, the student may not be allowed to participate in P.E./recess.) If jewelry is worn to school, it must not be dangerous or distracting to the learning environment. Students are not to wear head covering without prior approval. Book bags are appropriate for school; therefore, pocketbooks are not allowed.

Please understand that these rules exist to promote safety and to reduce distractions in the classroom. If your child wears inappropriate clothing to school, we may call you and ask for replacement clothing. In some cases, the school may lend a student a change of clothing. We want your child to be safe and focused on learning. Thank you for helping your child dress for success by supporting the dress code.

EARLY DISMISSALS

There are several two-hour early dismissal days in this year's school calendar. Preston Park's early dismissal will be at 12:25 PM for grades preschool through fifth grade. Please note the dates (provided below) and make appropriate childcare arrangements for your child.

October 16, 2015
November 25, 2015
March 11, 2016
May 26, 2016

EARLY CHECK-OUT

If it is necessary to pick up your child during the day, please report to the main office and sign your child out. All persons (parents included) will be required to present picture identification before checking students out of the building. This procedure is for the protection of your child.

If your child must leave school early, please send a detailed written note to the teacher in advance. The child will, however, remain in the classroom until a parent or parent-designee arrives and signs them out in the office. Students will not be released to anyone who is not listed on the student's emergency card.

ELECTRONIC DEVICES

Electronic devices (cell phones, laser pointers, radios, hand-held games, etc.) are not appropriate and will not be accepted at school. If a student must have a cell phone for after-school purposes, it must be turned off and kept in the student's backpack. Any electronic device that is brought to school may be confiscated by school staff and kept until the end of the school year or until picked up by a parent/guardian. The school and its personnel are not responsible for lost or stolen electronic devices that should not be on school grounds.

EMERGENCY CARDS

Every student is required to have an emergency card with current information on file in the school office. Parents must notify the school office in writing of the following:

- a. Any change in address or phone numbers
- b. Bus changes or other changes in afternoon transportation
- c. Persons designated to pick students up from school
- d. Parental employment changes

FACULTY MEETINGS

Wednesdays are reserved for after school staff meetings. As a result, staff members will generally not be available for conferences on Wednesdays.

FIELD TRIPS

The school offers field trips to students to enrich and enhance their learning experiences. Field trips are an extension of the school curriculum. The teacher will send a specific permission form home to be filled out and signed by the parent/guardian for each field trip. This form must be completed, signed and returned by the deadline before your child may go on the field trip.

(Verbal permission is not sufficient. Written permission on the provided form is required.) A student's behavior plays a major role in determining who gets the opportunity to participate in a field trip. Deadlines for returning permission forms and money will be strictly enforced by teachers. Completed permission forms and money must be turned in to the school office before 8:00 AM on the morning of the deadline. Failure to return forms and/or money on time will eliminate a student's opportunity to attend the field trip.

GRADING SCALE

A=100-90
B=89-80
C=79-70
D=69-60
F=59 and below

HEAD LICE

Head lice are a nuisance but not a health hazard and are a common problem in school-age children. It can take up to two weeks for head lice infestation to become apparent. Anyone can get head lice. They are not a sign of being dirty and should not be considered a sign of an unclean house. Although head lice do not jump, fly or live for very long off of a human, they can spread from one person to another. School-age children and their families are likely candidates for head lice because it spreads through close contact. Tell your child that he/she should not share personal items such as hats, combs, brushes, pillows or bike helmets, because these items can transmit lice. Head lice do not cause any diseases to humans.

Please check your child's hair frequently for signs of lice. Head lice may be hard to locate because they move to avoid light. Nits may be easier to find and look like tiny whitish ovals, are firmly glued to the hair shaft and usually hatch within two weeks. Nits are most often found in the hair behind the ears and at the back of the head and neck. Nits should not be confused with dandruff. Dandruff can be easily flicked off the hair; nits cannot because they are firmly attached to individual hairs. If left untreated, head lice will quickly increase in number, so you have to be sure to treat it as soon as it is detected.

In accordance with the CDC and the American Academy of Pediatrics guidelines the procedures below will be followed:

- General classroom screenings are usually not conducted.
- A student with head lice will be sent home at the end of the school day with a letter and a copy of the CDC's "Treating Head Lice" fact sheet. Please do feel free to contact our school nurse at 853-1389 for guidance regarding treatment.
- A written note from home and evidence of treatment will be required upon the child's return to school.

HOMEWORK

Homework is essential to the educational development of every student. Homework assignments may include practice, preparation, enrichment and creative activities. If you are finding that it takes your child a considerably long time to complete homework assignments, please discuss this issue with your child's teacher.

HONOR ROLL

“A” Honor Roll consists of all As in reading, language arts, math, spelling, social studies, and science.

“A/B” Honor Roll consists of all As and Bs in the above subject areas.

INCLEMENT WEATHER

Local TV and radio stations will carry information about school closings as soon as the decision is made by the division. Information regarding school closings may also be obtained from calling the school system's information phone line at 853-2006 and accessing the division's website at www.rcps.info. The same holds true for bad weather that may develop during the school day. Please listen to the radio and TV for school information rather than calling the school. Such calls tie up the phone and prevent emergency calls.

Please make arrangements for your child's supervision and safety in the event of early dismissal. Review with your child procedures to follow if school should be closed due to inclement weather.

For delayed openings, if school is two hours late opening, your child should report between 9:25 and 9:45. For late openings, buses will run two hours later than normal.

LUNCH/BREAKFAST INFORMATION

Parents are welcome to have lunch with their children (after signing-in at the main office as a visitor). Students may either bring their lunches or receive breakfast and lunch from the school cafeteria. (Glass bottles are not allowed.) This year, all students will receive free breakfast and lunch! Additional items will be available for a fee.

MEDICATION

RCPS encourages medication be administered at home, if possible. The first dose of any new medication should be given at home. When medication is needed during school hours, the following procedures must be followed:

- **Prescription medication** must be in the pharmacy-labeled container with the student's name and dosing instructions. There must be a completed *Medication Permission Form* with doctor's orders and written parent permission. If the medication is not in the pharmacy/manufacture labeled container, the *Medication Permission Form* is incomplete, or there is a discrepancy, medication cannot be given.
- **Over-the-counter medications** must be in a sealed, original-labeled container. The parent must complete a *Medication Permission Form* with specific dosing instructions. For safety reasons, if your child needs OTC medications given outside the manufacturer's label directions, on a routine basis, or if your child takes prescription medication regularly, a doctor's order is needed for OTC medication.
- Due to the lack of safety standards for dietary, nutritional, or herbal supplements, those OTC products will be treated the same as a prescription medication.

- Medications are usually kept in the school office/clinic and should be brought to school by an adult, not the child.
- If your child has a health condition and needs to carry medication such as an inhaler, auto-injectable epinephrine, or if you have questions, please contact the school or school nurse for additional information.
- A *Medication Permission Form* is available at www.rcps.info or may be obtained from your child's school.

PARTIES

Individual birthday parties are not allowed due to disruption of instruction. The school will not allow the distribution of birthday party invitations unless all students in the classroom are invited.

PTA AND VOLUNTEERS

Parent and community involvement is a vital element of a successful school. We encourage parental involvement and welcome volunteers to work either directly or indirectly assisting our students and staff as partners in education. The volunteer coordinator will assist you in selecting from the many opportunities available to serve our students.

All parents and visitors and volunteers are required to sign-in at the school office. This helps to ensure a safe and uninterrupted learning environment for your children. If you need to visit a classroom or speak with a staff member, please call the school in advance to schedule an appointment.

REPORT CARDS

Report cards are prepared and sent home four times a year, a few days after each nine-week marking period. These reports are supplemented by two parent-teacher conferences each year as well as interim reports which are sent home at the midpoint of each grading period. Report cards are scheduled to go home as follows: First Nine Weeks—October 23, 2015; Second Nine Weeks—January 8, 2016; Third Nine Weeks—March 18, 2016; Fourth Nine Weeks—May 26, 2016.

SCHOOL PROPERTY (LOST AND DAMAGED)

Students are entrusted with valuable public property such as books, laboratory equipment, furniture and athletic equipment. School property is expensive to replace and repair, therefore students will be required to pay for lost or damaged school books or equipment. Students who mark or damage the facility, the furnishings, the equipment or other property will be subject to disciplinary action which may include financial restitution.

STUDENT CONDUCT

Students are expected to conduct themselves as responsible members of the school community, attend school regularly, and be on time. The most important responsibility students have is to observe the rights of other students, teachers, school officials, and visitors.

Each classroom will develop their own discipline plan and set of class rules. Proper discipline and respect come most often when the parent and teachers become partners in the education of our children. We welcome you as our partner! Students at Preston Park Elementary School are expected to follow the basic guidelines as printed in the division's *Student Code of Conduct* handbook.

The following offenses must be reported immediately to law enforcement authorities and to the Superintendent's office. Consequences may include suspension, exclusion from activities, and/or expulsion:

1. Assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting or wounding of any person on a school bus, on school property, or at a school-sponsored activity.
2. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications.
3. Any threats against school personnel while on a school bus, on school property or at a school-sponsored event.
4. The illegal carrying of a firearm onto school property
5. Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in chemical bombs, as described in Virginia Code Section 18.2-87.1 on a school bus, on school property, or at a school-sponsored activity
6. Any threats or false threats to bomb, as described in Virginia Code Section 18.2-83, made against school personnel or involving school property or school buses.
7. Any illegal possession of weapons, alcohol or drugs.

SUPPLIES AND TEXTBOOKS

It is the responsibility of parents to make certain that their children come to school with appropriate classroom supplies such as paper, pencils, notebooks, etc. Supplies will need to be replenished throughout the year. Textbooks are provided without fee to students. Damage or loss of textbooks may result in the assessment of replacement costs.

TELEPHONE CALLS

Parents are encouraged to communicate with their child's teacher on a regular basis through written notes or phone calls. Teachers will not be called from their classrooms to take phone calls. Please call the school and leave a message and your child's teacher will return the call as soon as possible.

The school telephone is a business telephone and may not be used by students for any reason other than emergencies. Students will not be allowed to call home to get permission to make social arrangements.

VISITORS

Parents, grandparents, and other approved visitors are welcome to join students for lunch in the cafeteria during their regular lunch time. If there is a need to speak with a teacher or visit a classroom, please call the school office in advance to schedule an appointment. To minimize disruptions and protect instructional time, please drop off items for the classroom in the office. Anyone visiting the school for any reason must first report to the main office, sign-in, and secure a visitor's badge.