

Parent/Community Access to Building

All visitors must report to the office, provide a photo ID, and state the nature of the visit. No visitor to the school will be permitted access to the building beyond the main office and the designated location for pickup and drop off. Visitor passes will be issued only to those persons who have a scheduled appointment to visit a classroom, meet with the teacher, or attend a school function/activity. Appointments must be scheduled in advance with administration and/or the child's teacher(s).

Requests to observe classroom activities must be made at least 24 hours in advance and approved by administration and/or the child's teacher(s). Approved observations will be limited to 15 minutes. Unscheduled classroom visitations are not permitted as they interrupt the instructional program.

Any messages, forgotten items, etc., must be brought to the front office and school personnel will see that the delivery is made to the student.

Parents cannot go anywhere in the building without first securing a visitor's badge from the front office after signing in.

Violation of these procedures will be considered trespassing. Those who trespass may be barred from school premises and reported to local law enforcement.

Automobile Transportation

SLOW SPEED and TRAFFIC PATTERNS should be observed at all times in the parking lot. When children are driven to school, parents are requested to drop them off in the designated area not before 7:45 a.m. There is no supervision for students available before this time. The side door where the drop off area is located will

be locked promptly at 8:10 a.m. for security reasons. After that time parents will need to park in a designated parking space and walk your child into the front doors to sign them in so they can be issued a Tardy Pass. The bus loop in front of the school is reserved for **School Buses Only**. Parents and visitors should not park in the front loop of the school at any time as this area is for school buses only. Parents should park in the parking lot when visiting the school for any reason.

Attendance

All students are required to attend school regularly as set forth in Sections 22.1-254 of the Code of Virginia- As stated in school board regulation JED-R: "Parents/guardians will be alerted to student absences daily via an automated calling system. Parents/guardians are responsible for providing the school with a current, working phone number in order to receive automated calls." These automated calls will go out around 10:00 a.m. Students must bring a **valid note** upon returning to school stating the reason for the absence. School board policy JED states, "Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school." Absences are excused for the following reasons: funeral of immediate family member, illness (including mental health and substance abuse illnesses), injury, legal obligations, medical procedures, suspensions, expulsions, religious observances, and military obligation. After a student has accumulated **five unexcused** absences, a note is automatically sent to the parents notifying them of the absences." Also, according to school board regulation JED-R, "The principal or principal's designee, the student, and the student's parent will jointly develop an Attendance Plan to resolve the student's nonattendance. This plan will include documentation of the reason(s) for the student's absences, as well as action steps to be taken by the student, parent, and/or school staff to improve student attendance. If a student

accumulates **six unexcused** absences for the school year, the principal (or principal's designee) or the division attendance officer shall schedule an attendance conference with the student and the student's parent to resolve issues related to the student's nonattendance. If a student accumulates **seven unexcused** absences, the principal or principal's designee shall notify the division attendance officer who will enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in Va. Code §16.1-228 or (ii) instituting proceedings against the parent pursuant to Va. Code §§18.2-371 or 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If a student accumulates **ten absences, for any reason**, for the school year, the principal (or principal's designee) or the division attendance officer shall schedule an attendance conference with the student and the student's parent to address issues related to the student's nonattendance. If a student accumulates **fifteen total absences for the school year, for any reason**, the principal or principal's designee shall notify the division attendance officer who will schedule a follow-up attendance conference with the student student's parents, appropriate school personnel, and/or community service providers. At this conference, the team will review and revise the Attendance Plan, as needed. Chronic absenteeism is defined as a student missing more than ten percent of scheduled school days for any reason. This is equivalent to missing more than eighteen school days in a school year. A student who is chronically absent may be recommended for retention due to having missed too much instructional time. The decision regarding retention and/or course failure due to absences will be made by the principal after reviewing the student's record and holding an Attendance Review Conference. The parent, student, student's

teacher(s), and other appropriate school personnel (e.g., a school attendance team) will be invited to participate in this conference. The principal will take into consideration the total number of absences, reason(s) for the absences, student and parent compliance with attendance conferences, and student and parent compliance with the student's Attendance Plan and interventions and action steps included in that plan. The parent shall be notified in writing of the principal's decision regarding retention and/or course failure due to absences. Parents may appeal the principal's decision to the Superintendent or Superintendent's designee. The decision of the Superintendent or his designee is final. Truancy is defined as accumulating seven or more unexcused absences. If a student is truant, the principal or principal's designee will notify the division attendance officer who will enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in Va. Code §16.1-228 or (ii) instituting proceedings against the parent pursuant to Va. Code §§18.2-371 or 22.1-262."

Perfect Attendance and Less Than 5 Absences

Students are rewarded quarterly for perfect attendance as well as missing less than 5 days of school. They are also rewarded for perfect attendance for the year as well as missing less than five days of school for the entire school year.

Early Dismissals

It is very important for students to be present for the full instructional day which begins at 8:10 a.m. and ends at 3:15 p.m. The parent must sign the child out in the main office. A child will be allowed to leave only with a designated person (as provided on their "yellow card" – emergency card) unless the school has been

notified **in writing** by the parent/guardian that they have given permission for someone else to pick up their child. When signing the child out this person must show the office proper identification before the child can leave. Administration should be made aware of any special concerns or instructions pertaining to the release of students at the beginning of the school year or as soon as an issue arises.

Late Arrivals

It is very important that children be in their classrooms and ready to begin class activities no later than 8:10 a.m. each school day. Late arrivals are difficult for the child and may interrupt the teacher's prepared lessons and/or the student's assigned interventions. If a child arrives after 8:10 a.m., a parent must sign the child in at the main office and be given a tardy slip explaining the absence for being late. Parents are not permitted to escort the child to class after 8:10 a.m. to minimize classroom disruptions.

Birth Certificates

Virginia State Law requires that a student present proof of birth date before being allowed to enter school. It is the parent's responsibility to obtain a copy of the child's official birth certificate.

Custody Orders

Parents who have a court order regarding custody or visitation must share that order with the school within three business days of receipt. If a student is transferring to a new school, parents must share the order within three business days. (Code of Virginia, §§16.1-278.15 and 20-124.2)

Student Enrollment

Parents who wish to enroll their student at WDES must fill out the enrollment paperwork and present the

following documents: Birth Certificate, Physical and Immunization Record, Proof of Residency, and Parent/Guardian's Photo Identification.

Withdrawals

A student will be withdrawn from the school if not in attendance for fifteen consecutive days. If you are moving or if your child has an extended illness, please notify the front office.

Bus Transportation

Proper behavior on the school bus is required of all students for safety reasons. It is imperative that students obey certain rules and regulations designed to provide the maximum degree of safety. Students must obey the driver promptly and respectfully. Disruptive behavior such as being loud, moving about while the bus is in motion or standing in the aisle while the bus is in motion, fighting, and eating/drinking on the bus are not acceptable. Students must remain seated in their assigned seat unless the driver requests they sit in another location. Students must keep hands and feet inside the bus and not out the windows at all times. Students are not to throw items out the bus windows at any time. Students are not to use profanity at any time. Students are not to have or use electronic devices such as cell phones, i-pads, tablets, or any other electronic device. Failure to comply with the rules and regulations may result in the following: 1. A student may receive a warning, 2. A student may be suspended from riding a school bus.

Bus Changes

Requests to have your child ride a bus or get off at a location other than his/her designated stop must be made in writing and **received by the office no later than 1:00 p.m. on the date the change is needed.** Requests will be approved only if space is available on the

bus and the requested drop off location is already a designated stop. **No verbal requests will be approved.**

Parents/Guardians requesting a bus change must provide the physical address of the designated stop along with the name of the adult who will be receiving the child.

Parents must be at the designated stop in full sight of the bus driver to receive their child each day. Bus waiver forms for students in grades 3, 4, and 5 only can be requested from the Washington District front office and has to be approved by the School Board Office.

Change of Address, Telephone Number, and Emergency Forms

It is extremely important that the school be kept up-to-date as to the current (including your 911 address) correct address and telephone numbers. This also applies to emergency contacts which must be listed on each student's yellow emergency card. If an emergency occurs, we need to be able to reach you at all times.

Code of Conduct

Students are expected to **respect** themselves and others, including fellow students and staff members. Effective rules of conduct depend on the cooperation and understanding between home and school. Teachers strive to provide a warm learning environment for every student. When values are instilled at home, students are more apt to arrive at school with a positive attitude and prepared to begin their work with enthusiasm.

The Westmoreland County Public Schools discipline policy as stated in the "yellow book", Expectations for Developing Citizenship, will be enforced. Parents and students should read and discuss this publication. A copy has been sent to every home via each student. A signed verification form must be received for each

student at the start of the school year. This form along with the Acceptable Computer Use form can be found in the back of the "yellow book". The link to our division's Code of Conduct can be found on the division's website: division.wmlcps.org. Click on instruction and scroll down to Code of Conduct. Here is the direct link:

http://division.wmlcps.org/uploads/1/0/0/3/10036060/yellow_book_2018-2019_complete.pdf

The student Code of Conduct includes a prohibition against bullying. All reported incidents of bullying are taken seriously and investigated. School administrators will notify the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying. For additional information, please see the Student Code of Conduct.

Non-Discrimination Policy

The school does not discriminate in employment or in any educational programs and activities against qualified individuals with disabilities, nor on the basis of age, gender, race, color, religion, or national origin.

Deliveries

Deliveries of items such as flowers, balloons, etc. to the school are discouraged. These items will not be sent to students in classrooms, nor can they be sent home on the buses.

Dress Code

It is our belief that school is a place where students are learning both academic and social skills. It is imperative that all students abide by the established dress code listed in the "yellow book", Expectations for Developing Citizenship. Please review the following and be sure that your child is

dressed appropriately before leaving home each day.

- Messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, or that offend other persons due to their race, sex, color, creed, national origin, ancestry, or anything disruptive in nature are not permitted.
- Appropriate dress is clothing that covers the body sufficiently so as not to attract excessive attention to oneself. The “braless” look, see-through apparel, tube tops, spaghetti strap tops/dresses and mid-cut tops are not allowed. Undergarments must be covered by clothing at all times.
- Shorts of appropriate length. Shorts, such as the thin nylon, athletic type with side slits are not acceptable.
- For health and safety reasons, appropriate footwear must be worn at all times. Bare feet, flip flops or any footwear not secured to the front and back of the foot are not permitted.
- Hats, caps, stocking caps, or sweatbands, or bandanas are not appropriate classroom attire for students.

All decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the principal or designee. Items that are determined to be inappropriate will be brought to the parent’s attention in order to be corrected.

Drills

Throughout the school year, drills will be held to help students and staff be prepared to respond in different types of emergencies. Students will be given instructions to follow in all situations that will ensure their safety if a situation should

arise. Drills include: 2 bus evacuations drills, monthly fire drills, lock in drills at least once per year, as well as Tornado and Earthquake drills once a year. The frequency of these drills is determined by the state of Virginia

Field Trips

Field Trips are scheduled as valuable experiences for your children. Each grade level participates in planning activities that will be most beneficial. Parents will receive notices in advance of the trip. Permission slips must be signed by the parent before students will be allowed to participate.

Guidance

The School Counselor strives to provide assistance to each individual student in realizing his/her abilities in making sound choices in developing a strong self-concept and fostering a strong sense of self-worth. The School Counselor acts as the main person in charge of student enrollment, anti-bullying programs, runs the Guidance Advisory Committee and Safety Patrol, plans classroom guidance lessons, and is the acting coordinator of testing.

Students in Hallways

No student shall be in the hall during regular class time without the permission issued by the teacher in charge of the students during that time. This will include trips to the restroom, library, and/or office, as well as to any place other than the room to which the student has been assigned. Passage shall be to the shortest and quickest route practical without stopovers at other points or without bothering other classes in session.

Health, Clinic and Medication

Clinic facilities are operated to handle illness occurring during the school day. Parents are contacted when a student becomes ill at school and are asked to make arrangements to pick up the student as soon as possible to prevent the spread of germs. In cases of emergency, a parent will be notified when emergency medical services are requested. Students should remain at home for 24 hours after running a fever.

If medication (prescription and non-prescription) MUST be given at school, it must be personally delivered by the parent.

Non-prescription drugs must be accompanied by a school form from a parent/guardian that includes the name of the medication and instructions for its administration (time and dosage). Prescription medication protocol: brought in original container with label, delivered directly by parent/guardian to the clinic, medication is kept in a locked area of the clinic, physician/parent completes the school form, and the student reports to the clinic at the designated time. The nurse will make all necessary arrangements to ensure the student receives the medication in a timely manner. The parent will be notified immediately if this does not occur for any reason.

We strongly discourage food items to be brought into the school as treats for students due to extensive food allergies of students who attend our school. Non-edible treats are a good alternative.

Periodic Screening Tests

Periodic screening tests for identification of possible problems of vision, hearing, scoliosis, speech, fine motor, gross motor, etc., are conducted. Parents are notified and advised when referral for further evaluation is necessary.

Physical Examination/Immunization

Prior to entering school, the law requires all children to have a physical examination. All children must also be immunized against diphtheria, tetanus, whooping cough, polio, Hepatitis B, chicken pox, measles and rubella. A signed statement from a physician stating that the child has been examined and has had all the required immunizations must be turned in to the school upon entrance.

Celebrations

Washington District limits the number of holiday celebrations that take place in school. One celebration may be held during the school year, for the winter holiday. At no time will gifts be exchanged among students. Food treats are strongly discouraged due to food allergy issues with our students and their health and safety. We discourage students from distributing invitations at school to personal parties. Due to confidentiality names and addresses cannot be distributed.

Homework

Homework is a vital part of the learning process. Students need time for practice of lessons taught during the day because it increases their understanding of the subject matter. It is important that assigned work be completed. According to school board policy regulation IKB-R: "There shall be a cooperative effort on the part of teachers to coordinate homework assignments so that students are not overburdened with excessive quantities of homework. The following time allotments shall serve as a guide to the frequency and length of homework assignments:

- Primary Level (grades K-2) ½ hour per day
- Intermediate Level (grades 3-5) 1 hour per day"

This is an excellent time to strengthen the home-school partnership. If homework

becomes a priority for the parents, it will also become a priority for the student. Homework can assist the student in developing good work habits and the wise use of time. Students will record daily homework assignments daily in their student agenda provided by the school for grades 1-5. Parents are asked to read the agenda daily and to sign it after the work has been completed.

Inclement Weather

The Superintendent of Schools makes the decision to close schools, open late, or dismiss early based on observation of conditions, contacts with the National Weather Service, VDOT, and on information supplied by designated staff members, law enforcement agencies, and other appropriate agencies or individuals.

As soon as the decision is made by the Superintendent, all parents are notified through the Instant Alert System. In addition, radio/TV stations are contacted as follows:

WNNT – Warsaw 107.5 FM
WRAR – Tappahannock 105.5 FM
WFLS – Fredericksburg 93.3 FM
WRVA – Richmond 1140 AM
WBQB – Fredericksburg B101.5
WKWI – Kilmarnock 101.7 FM
WGRQ – Fredericksburg 95.9 FM
WGRX – Fredericksburg 104.5FM
WWBT TV – Richmond Channel 12
WTVR TV Richmond Channel 6
WRIC TV – Richmond Channel 8
WUSA TV – Washington Channel 9

*Or in the internet www.schools-out.com

Notification is usually completed by 6:30 a.m. Following that time, if you hear no announcement concerning Westmoreland County Public Schools, you should assume that school is open and that a regular schedule will be followed.

Breakfast will be served to students when there is a delayed opening.

In any early dismissal situation, the same radio stations are notified immediately as far in advance as possible. Parents should discuss with students what action should be taken and where to go in the event no one can be at home at a time of early dismissal. The front office also needs to be notified by the parent/guardian of any changes for dismissal. Even in the event of an early dismissal, an adult must be at home to meet the student when they are dropped off at their designated stop. Written parent contact still must be obtained if there is a change from the student's normal procedure for dismissal.

Library Books

The students learn to love books by reading and caring for them. The library is available to students throughout the day for reading and research. It also serves as a media center for magazines, newspapers, and audiovisual equipment and resources. Each class goes to the library on a regular basis for instruction in library skills and to take home selected books and materials. Please return them in the condition in which they were checked out. Any student who damages or loses library materials must incur the cost to repair/replace those materials. The library also looks for parent volunteers on a regular basis. If this is something you are interested in, please contact the Washington District front office to secure a volunteer application form.

Lost and Found

Articles which have been found, other than library books, should be taken to the front lobby where there is a Lost and Found container to place lost items or to claim lost items. Library books should be taken to the librarian. If an item such as eyeglasses or other items of value are found, please take them to the front office where it can be claimed.

Breakfast/Lunch

Breakfast and lunch are available and prepared by our Food Services staff. Information on free and reduced priced meals is sent home during Open House and on the First Day of School with students. These forms are also available throughout the year by request from the front office. We invite parents to be involved in our lunch program by having lunch with your child. Breakfast and lunch menus are sent home with students monthly.

Students are not permitted to bring candy or caffeinated and carbonated drinks in their lunch. Students should not bring items for lunch that need to be heated in the microwave.

If your child has food allergies and needs to eat at an allergy-free table for lunch, there is one available for students. Parents need to communicate this not only to the school nurse, but also to your child's classroom teacher for your child's health and safety.

Morning Routine

To begin each day, the students and staff will observe a moment of silence and recite the Pledge of Allegiance during the morning announcements.

Report Cards and Interim Reports

Interim Progress Reports will be distributed halfway through each grading period. Report cards are distributed every nine weeks. Report cards come home in an envelope with a yellow page to sign. Please sign the yellow page and return in with your child's report card envelope to your child's teacher. You may keep the report card. Please discuss the grades and comments with your child. By doing so, it shows them the great interest you have in their education. Please contact the teacher at any time by calling the school or emailing the

teacher with any questions or to request a conference.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled formally twice per year; once in the Fall and once in the Spring. Parents will receive a letter home to sign up for a conference each time they are scheduled. Teachers will send home a confirmation once the conference has been scheduled. If you wish to meet with the teacher any time outside of these scheduled times, just contact the teacher to make the request.

School Hours for Students

The school day for students begins at 8:10 a.m. and ends at 3:15 p.m. **Students should not arrive any earlier than 7:45 a.m. There is no adult supervision available before that time.** School buses will begin unloading at 7:45 a.m. School buses will load at dismissal time at 3:15 p.m.

School Store

The Washington District School Store is open each Monday, Wednesday, and Friday in the front lobby between 7:50 a.m. and 8:10 a.m. Students can visit the school store after leaving the cafeteria from picking up their grab-and-go breakfast on their way to class on these mornings.

S.O.D.A. (Student Organization for Developing Attitudes)

Our fourth grade students have the opportunity to work with students from Washington and Lee High School. High school students visit every other week to share lessons. These lessons help teach students how to make good decisions and choices concerning friendship, cooperation, following directions, sportsmanship, conflict-management, and peer pressure.

Safety Patrol

The Washington District Safety Patrol is a program fifth graders can be nominated for by their teachers. The program is run by the Guidance Counselor and the Guidance Advisory Committee. Members of the Safety Patrol go through an application process through the Guidance Advisory team. Once selected, members go through a training process and serve as hallway monitors in the mornings. Members will also participate in community service projects. Students nominated must exemplify good character, good grades, and model responsibility and reliability. Washington District is proud to offer this student leadership opportunity!

Student Records

In accordance with Federal Laws, parents have the right and privilege to view their child's records. The cumulative records are kept in the main office. We ask parents to request at least 24 hours in advance to review records.

Division Policy Manual

The Westmoreland County School Board Policy Manual can be found on the division's website: division.wmlcps.org

Then click on School Board and scroll down to click on Policy Manual.

Here is the direct link to the manual:

<http://division.wmlcps.org/policy-manual.html>

Use of School Telephone/Cell Phones

The telephones in the school can only be used by children in the case of an emergency. The telephones cannot be used to make arrangements to attend after-school programs, for recreation programs,

going home with a friend, for forgotten books or assignments. A child can come to the front office to request a parent to be contacted if necessary. If a child is to be picked up after school, please make sure the arrangements are clearly understood by the child. Your child cannot come to the phone to receive personal calls. **No cell phones are permitted at school by students. If a student is caught having/using one, the parent will be contacted and the phone will be returned to the parent.**

Videotaping and Photographing

Many students at school have the opportunity to be videotaped and/or photographed. Some of these tapings/photographs may appear in newspapers and on websites. Some videotapings and photographs are utilized at local, state, or national conferences or workshops. If you do not wish for your child's picture to be used in this manner, parents/guardians must notify the school in writing of this request.

Volunteers

Parents and other community members are always needed and appreciated. We urge you to join our volunteer force. Please contact our front office if you wish to volunteer so you can secure a volunteer form. Please let us know if you are interested in participating and inquire in the office to fill out the appropriate paperwork. All volunteers must be registered and approved by the school board office. We are always looking for more HEROES (community volunteers who are trained to tutor students one-on-one once per week). We also have an active PTO at Washington District. Our PTO is always looking for more volunteers as well!