

**Waddell Elementary
Parent/Student Handbook
2016-2017**



Mission Statement

The mission of Harrington Waddell Elementary School is to create and nurture a community of life-long learners by providing sound progressive educational opportunities and challenging experiences that serve the needs and talents of all students.

Belief Statements

- Students' learning needs should be the primary focus of all decisions that affect the work of the school.
- Students learn in different ways; therefore, curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
- Students need to demonstrate their understanding of essential knowledge and skills while being actively involved in solving problems and producing quality work.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
- Teachers, administrators, parents and the community share the responsibility for advancing the school's mission

PARENTS RIGHT TO KNOW

On January 8, 2002, the *No Child Left Behind Act of 2001* (NCLB) was signed into law. Section 1111(h)(6)(A) states that as a parent of a student in Harrington Waddell Elementary School, receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Tim Martino, Principal, at 540-463-5353.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

Children will be dropped off at the front doors by the gym at LDMS in the morning. **Parents driving their children to school should follow the signals of the teachers on duty to maximize the safety of all children. PLEASE DO NOT PARK IN THE DRIVEWAY.** If a parent needs to come inside the school in the morning, they will need to park in the parking lot and walk to the elementary office in Building B to sign in. Elementary parents should not enter through Lylburn Downing Middle School.

Students are encouraged to arrive between 7:30 and 7:55 a.m. Upon arrival students who are eating breakfast will report to the cafeteria and those who are not will report to their classroom beginning at 7:45 a.m. All elementary school announcements, the pledge and the moment of silence will take place in individual classrooms.

Dismissal

Elementary students will be dismissed at 2:40 p.m. They will be walked to the dismissal area, the main entrance at LDMS, by their teachers. Cars will line up and teachers will assist in loading cars. Students will wait in grade level groups under the covered area until their car arrives and then they will be loaded.

All parents will receive a name card to be placed on their visor. This will help us load cars more efficiently.

The school parking lot will not be open during dismissal time until all students have left the dismissal area – please do not park in the lot. We will have a teacher supervising the parking lot in the afternoon and cars parking there will be the last to be dismissed due to safety concerns.

Please do not congregate at the front door during dismissal. This makes it very difficult to release the students quickly and safely. Remain in your cars while waiting and we will direct your child to your car.

Some very important things to remember during dismissal are:

- 1. Do not leave your car.**
- 2. Do not enter the school at dismissal time unless absolutely necessary. If you have business in the school, please wait until all children have been placed in their cars and then find an appropriate place to park.**
- 3. Do not congregate in front of the doors where the students need to exit.**

All new families to Lexington City Schools will need to register on-line with the Instant Alert System in order to receive messages from school regarding school closings and other emergencies. This site can be accessed at our website at www.lexedu.org. If you have any questions or need assistance, please contact the principal.

****Revised arrival and dismissal plans will be provided prior to our move back to the Waddell campus.***

ATTENDANCE REGULATIONS

There is no substitute for regular attendance. Parents should make sure that their children attend school regularly and should be responsible for helping them arrive on time and remain at school for the entire academic day. Good attendance habits set the tone for high achievement.

Virginia School Law, Section 22.1-254 – Ages of children required to attend school; “Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30th of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child as described in 22.1-254.1.”

1. School hours are from 8:00 a.m. to 2:40 p.m. (2:45 p.m. at the WES campus)
2. **The tardy bell rings at 8:00 – all students should be in their classes at this time or they will be counted tardy. ANY STUDENT ARRIVING AFTER 8:00 MUST BE ESCORTED TO THE OFFICE IN BUILDING B BY THEIR PARENT/GUARDIAN AND SIGNED IN.**
3. The parent/guardian should call the school office no later than 9:00 a.m. to report absences. Virginia’s compulsory attendance law requires that all public schools make a reasonable effort to verify a student’s absence with the parent or guardian.
4. Prearranged Absence Forms may be picked up in the office. Teachers will collect missed work and give it to students with instructions upon their return to school.
5. Parents/Guardians will receive by mail notices of excessive tardiness, absences, and early dismissals. If the tardiness, absenteeism, or number of early dismissals affect the student’s academic progress, remediation will be required.
6. Students will not be released during the school day to any person not authorized by the student’s parent/guardian to assume responsibility for the pupil. Please report to the office when checking a student out. The student will be called from class to meet the parent. The student must be signed out and the person picking the student up must have permission to do so from the parent/guardian.
7. Parents must come to the office in Building B when checking a child out early or bringing a child in late. The office staff will call for the child to meet the parents in the office. Parents do not go to classrooms during the instructional day unless it has been prearranged with the teacher.
8. Early check-outs will also be monitored and a report will be made to parents if these become excessive.

INSTRUCTION, CURRICULUM, AND RELATED SERVICES

Waddell Elementary School considers the abilities, interests and educational needs of the students along with implementation of the Virginia Standards of Learning into our curriculum. Courses taught include:

Reading	Art
English & Writing	Music
Handwriting	Health & Family Life
Spelling	Science
Mathematics	History & Social Studies
Physical Education	Guidance and Counseling
Title I	ESL
Gifted Education	Special Education

Copies of the Virginia Standards of Learning for each grade and subject are available at school and on the Virginia Department of Education homepage.

Waddell Elementary School provides many special programs to meet the needs of all learners.

Instructional Program Descriptions

Reading

Reading is taught in a developmental fashion at Harrington Waddell Elementary School. We believe that reading is the core of all learning and strive to promote a love of reading among our students. All students are taught at their developmentally appropriate readiness level using a variety of texts, trade books, and “real life” reading materials.

English, Writing, and Handwriting

English, Writing (creative and prompted), and Handwriting are all skills that are interwoven into the curriculum. Often they are taught as single units, but mostly they are taught within the context of reading and other content areas. Our goal is to have students leave HWES being able to write stories (expository and narrative) that clearly communicate using correct English (grammar), and to be able to write neatly. We recently revised our writing curriculum to include benchmarks for writing and grammar at each grade level.

Spelling

We teach spelling developmentally at HWES. Students are assessed to determine their phonetic readiness level and instruction is designed based on data from the assessments. Students move through the spelling levels as they reach proficiency at each level.

Mathematics

Mathematics is taught at HWES using a variety of learning strategies and materials. We use and teach the Virginia Standards of Learning as the baseline curriculum, expanding in most areas to provide enriching, hands-on opportunities for students to explore and learn math. Remedial opportunities and enrichment opportunities are also available for students who need additional help and/or additional challenge.

Physical Education

The Physical Education program at Waddell Elementary School is comprised of psychomotor, movement, and specific skill instruction. Adaptive physical education is also a vital part of the program for students with special needs.

Title I

Title I is a federally funded program under the Education Consolidation and Improvement Act of 1981. Title I's primary goal is to provide individualized and small group instruction for students who are working below grade level in reading K-4.

Gifted Education

The Gifted program at Waddell Elementary School is conducted for eligible students based on standards set forth in the Lexington City Schools Plan for the Gifted, which was revised in May 2014. Referrals to the program are accepted from school personnel, parents, peers, or by self-nomination. Classroom differentiation occurs in both the primary classrooms (K-2) and the upper level classrooms (3-5). Classroom teachers have been trained in differentiation and are responsible for the education of the gifted students. The gifted coordinator works in cooperation with the classroom teacher to develop lesson plans, higher level questions, and to oversee the program to ensure that the children are being challenged. There may be times when pullout instruction is appropriate, but the goal is inclusion. Any questions may be directed to the gifted coordinator, Mr. Jordan Clark.

Art

The art program continues to be a vital part of the Waddell curriculum. It provides a very necessary opportunity for individual expression and creative development. This learning is achieved by coordinating various guidelines for a student's age level needs with appropriate art related activities.

Music/Band

Music education adds to the well-rounded education the students receive at Waddell Elementary School. Music education requires students to demonstrate consistent personal discipline while working to express beauty and emotion through performance. Music activities integrate classroom units and the Virginia Standards of Learning for Music (2000).

Kindergarten and first grade students learn simple songs, dances, and games from various cultures, easy melodic intervals, creative movement, and playing rhythm and Orff instruments.

Second and third graders learn to read and recognize different kinds of musical symbols, rhythm, meter, melodic intervals and form in music. They learn to play more difficult accompaniments on the rhythm and Orff instruments for their songs, stories, and poetry. Second and third graders also continue to build their repertoire of songs, dances, and games from various cultures.

Fourth graders focus primarily on playing the recorder. This activity prepares students for reading music and for playing as a group. In the spring of fourth grade, students are given the opportunity to complete the Selmar Music Guidance Survey. This measures the student's aptitude in music and guides parents and the band instructor in decision-making. Parents then indicate their intention to enroll their child in the band program, and instrument selection is completed.

Fifth graders learn about more complex musical forms and styles. They listen to classical as well as modern examples of music. Other activities include writing a musical composition, analyzing musical performances, and studying composers from each of the four different music historical periods. In the fall, fifth grade students have the opportunity to join the school band. Students are taught in small classes in the fall and progress to full band classes second semester. The purpose of the elementary program is primarily that of teaching basic techniques on a given instrument. Band students participate in a performance during March (Music in Our Schools Month).

Family Life Education

There is a Family Life Education curriculum in grades K-5 that was developed by a committee of parents and staff and approved by the School Board. Copies of the objectives for each grade level are available for review in the main office. Parents have the right to opt their child out of the Family Life Program if they do not wish for their child to participate.

Science

Science education is taught in grades K-5 in an investigative hands-on manner. We use and teach the Virginia Standards of Learning as the baseline curriculum, expanding in most areas to provide enriching, hands-on opportunities for students to explore and learn science. There is a strong focus on labs, safety, and investigation. We also have a strong focus on conservation, promoting "green" habits, and the importance of gardening.

History and Social Science

The History and Social Science program at HWES is a comprehensive program that embraces local, state, national, and world history. Students begin at a very early age to understand the importance of history and how it impacts our lives today. A variety of materials and strategies are used to promote learning of history such as books, movies, field trips, and class projects.

Guidance and Counseling

Mrs. Kristin Bailey is Waddell's school counselor and works on Mondays, Wednesdays and Fridays. Mrs. Bailey received her undergraduate degree in Psychology from Virginia Tech in 1992. She earned her master's degree in School Counseling from Lynchburg College in 1994. Before coming to Waddell in 1995, she was a Child and Adolescent Therapist with Central Virginia Community Services in Lynchburg.

Classroom Guidance

The purpose of the Waddell Elementary guidance program is to help all students succeed academically and to encourage students to become good citizens. Mrs. Bailey holds classroom guidance sessions with all K-5 classrooms throughout the school year. These sessions include lessons on character education, conflict management skills, positive work/study habits, effective communication skills and bullying prevention.

Individual Counseling

Individual counseling is available to students at the request of parents, teachers or students. When a series of individual counseling sessions is deemed appropriate, parents are always informed and permission is requested.

Group Counseling

Group counseling is available to all students and may be requested by parents, teachers or students. Written parental permission must be obtained prior to group participation. Group topics may include:

- Anger management: Students will learn constructive ways to cope with anger.
- Changing Families: Students will learn effective ways of coping with separation, divorce or remarriage in their families.
- Getting Along: Students will learn social skills to enhance interpersonal relationships.
- Loss/Grief: Students will explore feelings regarding personal losses.

Additional Services

Mrs. Bailey's goal is to have a close working relationship between the school and home and she accomplishes this through consultation with parents and teachers. The guidance office has an extensive parent resource library.

Mrs. Bailey coordinates other guidance-related programs during the school year, such as: the new student tours and lunches, the after-school tutoring program, and the Waddell Character Education program. More information will be available about these programs as the year progresses.

ELL

The ELL (English Language Learning) program at HWES is a federally funded program that supports students in their regular classrooms and in a pull-out model who need instruction in the English Language. If a student's home language is determined to be that other than English, they are then screened to determine if services are needed. Once a student completes the screening process, parents are notified of the level of services needed. Service for ELL students is provided to students depending on their level of English acquisition and their level of proficiency. The WIDA ELP proficiency standards are used as a guide for placement and instruction.

Technology Education

Lexington City Schools has a local curriculum for the instruction of the Virginia Technology Standards of Learning. Students have access to multi-media computers in all classrooms. Lexington City Schools has a Local Area Network and participates in a Wide Area Network. Lexington City Schools Acceptable Computer Use policy and web page publishing permission form are sent to all parents at the beginning of the school year. Each student receives weekly technology instruction.

Special Education

The Special Education program in Lexington City Schools is a federally funded program that focuses on students who have identified disabilities in academic, social & emotional, or physical areas. Students in this program receive special services which enable them to function in the regular classroom to the greatest extent possible. Rebecca Walters is our Director of Special Education and can be reached at 463-7146.

Library

The media specialist serves as an instructional agent of the school. The four program elements of the school library are: collaboration, reading literacy, enhancing learning through technology, and information literacy. Students are encouraged to pursue individual interests while learning the value of information as well as how to locate, evaluate and use it. The library provides a place to learn to become a capable and avid reader, a place to learn how to communicate in print or multimedia formats, and a place to enjoy reading and learning. The library is open for students from 8:00 a.m. to 2:45 p.m.

Remediation

All schools in Virginia are required by the Standards of Quality and the Standards of Accreditation to have a remedial education plan to serve those students who do not pass the Virginia Standards of Learning, those who are below grade level, and those who may be considered “at risk”. Waddell Elementary School offers ongoing remediation opportunities throughout the school year as well as through summer school.

After School Enrichment

After school enrichment programs are offered at different times during the year. This is an ever changing and evolving program. Information will be sent home as programs become available.

INSTRUCTIONAL TIME

Instructional time is very valuable. We do our best to provide an interruption free instructional environment. You can help us do this by:

- ✚ Planning appointments for after-school when possible.
- ✚ Scheduling conferences with teachers ahead of time.
- ✚ Making sure your child is aware of after-school plans at the beginning of the day.
- ✚ Making sure your child has everything with them when they arrive at school such as band instruments and lunches.

GRADING AND REPORTING

The Kindergarten-5th grade report cards were revised during the 2015-2016 school year. The Waddell Leadership Team along with parent representatives from each grade level actively participated in the revision. We believe the new report card will more accurately reflect your child’s progress. Please visit our website (<https://lexedu.org>) to view the newly established report card manual.

VISITORS & VOLUNTEERS

ALL VISITORS MUST REPORT TO THE OFFICE IN BUILDING B UPON ENTERING THE SCHOOL BUILDING, SIGN IN, WEAR A VISITORS BADGE, AND SIGN OUT UPON LEAVING THE BUILDING.

We appreciate and encourage all of the volunteers in our school. If you are interested in assisting the school or the PTA, please contact your child’s teacher or a member of the PTA board. Forms will be sent home in the fall by the PTA listing all volunteer needs and opportunities. A complete school volunteer handbook is available upon request.

MONDAY FOLDERS

Each Monday, all students will bring home a folder containing graded work and other information. This folder is an important communication vehicle between home and school. After reviewing the contents with your child, please sign the attached form and return the folder to school Tuesday. You may keep your child's work.

SCHOOL HEALTH & SAFETY

School Nurse Program

The school maintains a clinic for limited medical services for our students. Our nurse will be located in Lylburn Downing Middle School until the move is made to WES. Our nurse will be available in the clinic from 7:30 a.m. to 3:00 p.m. The purpose of the clinic is to provide first aid for school-related illness or injuries. It is neither equipped nor designed to care for out-of-school illnesses or injuries, and is not intended to take the place of parent directed medical care. The nurse will follow your doctor's written instructions for treatment of your child which may be needed during the school day.

Emergency cards will be sent home annually for your completion. The data on this card is important and must be returned the first week of school.

ILLNESS/INJURY PROCEDURES

We make every effort to safeguard your child's health at school. If a child becomes ill during school hours or is injured to the degree that class work cannot be resumed, parents will be notified by phone and their desires acknowledged. Quick parental response is important for the wellbeing of the children. When a parent or guardian cannot be reached, the student will be transported by ambulance to an appropriate medical facility and accompanied by a nurse, administrator or designated faculty member.

It is important to keep the office informed of new phone numbers, changes in your preferred emergency procedures, changes in your child's health, new medications, or anything else that impacts his or her well-being at school.

Control of communicable diseases and illness: Your child's good health is important. Please do not send your child to school if any of the following symptoms or signs are present in the previous twenty four hours:

- Elevated temperature (100 degrees or greater)
- Acute cold, sore throat, or persistent cough
- Vomiting, nausea, or severe abdominal pain
- Repeated diarrhea
- Pus-like discharge from the nose or eyes OR red, inflamed eyes/lids,
- Suspected and untreated impetigo, scabies, or lice.

MEDICATION

We are happy to assist students who need medication at school, and for safety reasons ask for the utmost compliance and cooperation regarding very specific district requirements. *Most medications, even those scheduled for **three** times per day, can usually be given outside of school hours.* We do not provide Tylenol, Advil or cough preparations or other over-the-counter medications to students unless these are supplied from home (and have written parent consent). These will need to be brought in to the school by the parent, guardian or designated adult. A medication form is included in the handbook for your convenience.

Medications must be:

- In the original, properly labeled container (no baggies or envelopes, please)
- Up to date (check expiration date before bringing it to school), and
- Age appropriate in dosage.

Prescription medications: All prescription medications must be brought to the office by a parent, guardian or responsible adult. Please do not send these medications to school with your child because of safety concerns. A completed Medication Permission Form must be completed by both the parent and the physician for the medication to be administered. All medications are kept in a locked cabinet. Any changes in the original medication authorization require a new written authorization.

Nonprescription Medications: Over-the-counter medications must be brought to the office by a parent, guardian or responsible adult. A completed Medication Permission Form must be completed *by the parent only* to include the name of the medication, the required dosage (how much to give), and the time the medicine is to be given. It needs to be in an unopened container when it is brought to school. The school does not provide any over the counter medications.

All medication forms must be renewed annually for medication administration.

“Supplements/Alternative Substances”: Special agents such as herbs, amino acids, and homeopathic remedies along with other non FDA approved supplements may only be given when there is:

- Written physician approval and a description of contents and possible adverse effects;
- Written parent permission, and
- Specified instructions for use (a special form for this is available in the school office.

Supplements must be in the original container, up to date, and age appropriate.

Self-Administration of Medication, Generally

Self-administration of any medication is prohibited for students in grades kindergarten through eighth grade, with the exception of asthma or diabetic medications which are discussed below.

Self-Administration of Asthma or Diabetic Medication

Students with a diagnosis of asthma are permitted to possess and self-administer inhaled asthma medications in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. The same is true for students diagnosed with Diabetes. In order for a student to possess and self-administer medications, a completed “Asthma Health Care Action Plan” or “Diabetes Management Protocol” must be on file. This includes the physician’s order for medication, the parent/guardian signature, a signature from the school nurse or building administrator, and demonstration by the student of safe practices for medication use. A copy of this form is available in the school office.

Permission granted to a student to possess and self-administer medications will be effective for a period of *one school year, and must be renewed annually*. However, a student’s right to possess and self-administer asthma medication may be limited or revoked after appropriate school personnel consult with the student’s parents.

BICYCLE SAFETY

Only students in grades 3-5 will be permitted to ride bikes to school due to safety concerns. Students who choose to ride bicycles to school must obey the City of Lexington's bicycle safety rules. Lexington bicycle rules can be obtained from the Lexington Police Department.

Waddell has the following rules:

1. Bikers will walk their bikes from this point to the bike stand via the assigned route.
2. Bikers without parental permission forms on file will have their bicycles confiscated for parent pick-up.
3. The school is not responsible for damaged or stolen bikes. Therefore, students are encouraged to lock the bike to the rack.
4. All bike riders must wear a helmet. **NO EXCEPTIONS.** If you do not have a helmet and cannot afford one, please contact the office and we will try to see that you get one.

SCOOTER/SKATEBOARDS

Scooters and skateboards will not be allowed on school grounds during the school day. This policy is in place strictly out of concern for the safety of all students.

FIRE DRILLS AND EMERGENCY PROCEDURES

During the first 20 days of school there will be two fire drills. Thereafter, two fire drills will be held during the remainder of the school year. A copy of the exit route for each classroom is posted near the door. The following procedures will be in force during a fire drill:

Upon hearing the fire alarm (a series of horn squawks):

1. Exit rapidly and silently in orderly lines.
2. Make sure all doors and windows are closed.
3. Make sure all lights are turned off.
4. Teachers must carry their roll books, and crisis packs with them.
5. Account for all students.
6. Remain quiet during the entire drill.
7. Re-enter quietly and orderly when the bell rings.

OTHER EMERGENCIES

1. In the event of an emergency other than one that requires the immediate evacuation of the building, children and teachers are to remain in the classrooms.
2. Teachers will personally gather any students who are in the bathrooms and then lock the door.
3. Instructions will then be delivered over the PA or personally by a staff member.
4. Teachers will review these procedures with their classes the first week of school.

Lexington City Schools has also developed a Crisis Management Plan for use in severe emergencies. Waddell has procedures to follow from that Crisis Plan as well as procedures exclusive to our building.

CRISIS SAFETY DRILL

In light of the recent tragic happenings across the country, you need to know that schools are still one of the safest places for children. While not a perfect system, we do try to make every effort to keep all people at Waddell Elementary School safe. Part of our plan to maintain a safe environment includes four annual crisis drills with students. During the first 20 days of school there will be two crisis safety drills. Thereafter, two fire drills will be held during the remainder of the school year. We attempt to provide an inclusive program for our students

involving safety. Lexington City Schools has developed a Crisis Intervention Plan. Waddell also has its own plan. Staff members are trained in the use of the plan annually. The Lexington City Police Department has worked with Waddell staff to help us maintain a good plan for a variety of emergency situations. Our whole purpose is to help keep all children and our school personnel safe.

CAFETERIA POLICIES

A hot school lunch is available for **\$2.25** full-price and **\$.40** reduced price. Breakfast is also available for **\$1.00** full-price and **\$.30** reduced price. We strongly encourage that children purchasing school lunch do so on a weekly basis on Monday mornings. Please send a check Monday morning to cover the expense of the lunches you wish your child to eat that week. It is perfectly permissible to pay for five, four, three, or even two lunches on a Monday. Lunch packers may purchase milk for the price of **\$.40**. Adult lunch is available for **\$3.10**.

Milk may be paid for by the week also. Children bringing money for lunch or milk after Monday must pay as they travel through the line. Please make checks payable to the "Waddell Cafeteria". Your cooperation in paying for lunches on Mondays will help make for a smooth and expeditious operation of the checkout line. In the event that your child must charge lunch, payment is expected the following day.

On the first day of school, applications for free and reduced meals are distributed. The anonymity of children receiving free or reduced meals is maintained. If your financial situation changes during the school year and you think that you might now be eligible for free or reduced meals, please ask your child to pick up an application from the office. It will be processed immediately.

The "Offer vs. Serve" program is offered to students in grades 4-5. Students at these grade levels may refuse two out of the five items served on a tray. However, students in grades K-3 will be served all food items on the scheduled menu for any given day.

Expectations for student cafeteria behavior are necessarily different than expectations for student classroom behavior. Respecting the following simple rules will ensure a pleasurable lunchtime for all:

1. Use good table manners.
2. Talk softly.
3. Walk.
4. Pass through lunch line in an orderly fashion.
5. Sit at available seats.
6. Raise your hand for permission to leave your seat.
7. Line up quietly by table to leave lunchroom as told by teacher aide.

Students should have an opportunity to unwind a bit from the rigors of their class work. However, order will be kept in the cafeteria. Impress upon your children the need for proper demeanor at lunch.

Occasional lunch visits with your child are encouraged. Please let your child know that you will be coming for lunch that morning. If you intend to eat a school lunch, your child may then order an extra one for you. You may also call the school office to order a lunch. Adult lunch price is \$3.00. When you visit for lunch, you must follow the visiting procedures as outlined.

Grade	Lunch
Kindergarten	10:40-11:05 a.m.
First Grade	10:45-11:10 a.m.
Second Grade	10:50-11:15 a.m.
Third Grade	12:25-12:50 p.m.
Fourth Grade	12:30-12:55 p.m.
Fifth Grade	12:35-1:00 p.m.

STUDENT DISCIPLINE & CONDUCT

STUDENT CONDUCT

The conduct of all members of the school community should be guided by a philosophy of mutual respect and caring. School is a place for learning and teaching. We are all learners and, in many ways, we are all teachers.

School-wide rules include:

1. Respect of Self
2. Respect of Others
3. Respect of School

Our philosophy hinges on respect, caring, and positive reinforcement of appropriate behavior. Unacceptable behavior may result in any one of the following disciplinary measures: counseling, calling parents, quiet lunch, loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion (by action of the Lexington City School Board). The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing the Code of Conduct as established by the Lexington City School Board. Please see Policy JFC-R at the end of the handbook for the Standards of Student Conduct.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct. Parents are also expected to maintain

regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problems that might lead to serious difficulties.

The Standards of Student Conduct apply to all school activities including those that take place after school such as PTA events. Parents are responsible for supervising their children at such events.

The school principal shall notify the parents of any student who violates a School Board policy when such violation could result in the student's suspension, whether or not the school administration has imposed any disciplinary action. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials. The principal or his/her designee shall notify the parent of any student involved in an incident required to be reported to the Superintendent and Virginia Board of Education.

CUSTODIAL/MAINTENANCE

All custodial and maintenance work is handled through the City of Lexington. Waddell has two custodians who work in the evenings cleaning the building. Custodians do not report to the principal, but to an individual supervisor. The principal will be in contact with the supervisor regarding the cleanliness of the building.

Public works will be responsible for maintenance and repairs. Any needed repair or maintenance should be reported to the principal immediately and he will contact public works.

EXPECTATIONS

Expectations of Administration

- Administration will foster a collaborative atmosphere that promotes shared decision-making and open lines of communication.
- Administration will plan, organize, implement, adjust and evaluate the educational programs of the school.
- Administration will demonstrate and delegate leadership.
- Administration will manage the physical and fiscal aspects of school operation.
- Administration will assist teachers, students, and parents in meeting their expectations.

•

Expectations of Teachers

- Teachers are expected to be in classrooms ready to go at 7:45 a.m.
- Teachers are expected to take care of classrooms and belongings including keeping things neat, clean and clutter free.
- Teachers are expected to keep an open line of communication with parents. Phone calls are best method of communication.
- Teachers are expected to create a positive atmosphere of mutual respect and consideration by practicing the same.
- Teachers are expected to use planning time wisely. Lesson plans should be available to administration upon request.
- Teachers are expected to continually reflect on academic practices in order to improve and provide success for all students.

•

Expectations of Students

- Students are expected to use manners and treat all adults and classmates with respect.
- Students are expected to keep their hands to themselves at all times. School is not the place for “horseplay” or “play fighting” of any type.
- Students are expected to follow directions given to them by adults in the building.
- Students are expected to be responsible for their own belongings including keeping up with lunchboxes, coats and book bags.
- Students are expected to do their part to help take care of the classrooms, playground, bathrooms, cafeteria, and all other parts of the building. Littering and graffiti are unacceptable behaviors.

•

Expectations of Parents

- Parents are expected to maintain an open line of communication with classroom teachers.
- Parents are expected to support the school in teaching responsibility and accountability.
- Parents are expected to have their children to school on time each day.

- Parents are expected to see that students complete homework.
- Parents are expected to make sure their children come to school dressed appropriately.

KEEPING STUDENTS AFTER SCHOOL

If it is necessary to keep a child after school for disciplinary or academic detention, the parent will be informed by note or phone call as soon as possible.

DRESS CODE

Each parent or guardian has responsibility for a student's proper attire. If a student's clothing is deemed inappropriate by school staff, parents will be contacted and asked to bring proper clothing to school. Appropriate dress includes:

1. Student dress should be neat and clean.
2. Shoes must be worn at all times.
3. Sneakers are to be worn in physical education class.
4. Hats may not be worn in the school building.
5. The child's age should be considered when judging the appropriateness of shorts (Not too tight or too short).
6. Shirts and blouses must cover the torso. No "belly shirts" are permitted, and all sleeves should be at least one inch covering the shoulders.
7. There should be no inappropriate or distracting pictures or printing on clothing.
8. When accessories are used as toys, they will be taken away.
9. Weather conditions should be considered when judging the appropriateness of the clothing.
10. Other rules may be necessary to prevent disruption of the school day.

COMMUNICATION

Each classroom teacher at Waddell Elementary School has a telephone in their room. These phones are for emergency use only.

It is the classroom teacher's responsibility to maintain contact with the parent regarding student behavior, missing assignments, upcoming events, and other matters pertaining to the classroom.

If a parent needs to leave a message for a student or teacher they should call the main school number 463-5353 and ask for the teacher's voice mail. The teachers check their voice mail at the end of each day. If dismissal arrangements change, please notify the office of the changes by 1:30 p.m.

Each teacher will send home a newsletter at least once a month. The school will also publish a newsletter monthly. This newsletter is available on the Lexington City Schools website at www.lexedu.org.

PARTIES/INVITATIONS

Your child may bring party invitations to school **only if every child in the class will be receiving one**. Plans for get-togethers or parties that include only some of a class should be handled outside of school.

Classes will have the opportunity to celebrate the following special occasions with a short classroom party: Halloween, Winter Holidays, and Valentine's Day. End of the year activities will also be planned at each grade level. The homeroom parent and the teacher will coordinate plans for each of these events. Please make sure that healthy snacks are provided.

NON-SCHOOL SPONSORED SNACKS

The Lexington City School Board recognizes that students from time to time will be allowed to have snacks at school that are not part of the School Lunch Program. The Lexington City School Board has developed the following guidelines for non-school sponsored snacks and parties:

1. Students are not allowed to bring soft drinks to school. No school employee will give students soft drinks. Employees should not display soft drink containers in front of students.
2. Class parties should be limited to 1 per month. Each party should consist of a variety of healthy choices in addition to one "treat." "Treat" is defined as a cupcake, cookie, or cake. Each party should include a salty snack, a fruit and a vegetable snack as well. Drinks for parties may include 2% milk, 100% juice, or water.
3. No class party or celebration should begin until the Food Service Program has concluded its daily activities (after 1:15 p.m.). No class party should interrupt instructional time.
4. No "fast food" should be delivered to the cafeteria for students during lunch.
5. Staff members should not have catered lunches in the presence of students.

SOLICITATION

Door-to-door solicitation by students is not permitted. Students are not permitted to sell items on school property from other organizations.

PROCEDURE TO INSPECT EDUCATION RECORDS

Parents of students and eligible students may inspect and review the student education records relating to their children without unnecessary delay and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents shall have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 14 days or less from the receipt of the request.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

The Lexington City Public Schools shall disclose information from a student's education records only with the written consent of the parent or eligible student except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
 - A person employed by the division as an administrator, supervisor, instructor, or support staff member.
 - A person appointed or elected to the School Board.
 - A person employed by or under contract to the school division to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
 - A person who is a teacher or school official, including teachers and school officials in other schools, who have legitimate educational interest if the official is:
 - a. Performing a task that is specified in his or her position description or by a contract agreement.
 - b. Performing a task related to a student's education.
 - c. Performing a task related to the discipline of the student.
 - d. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To officials of another school upon request, in which a student seeks or intends to enroll. The Lexington City Public Schools shall provide written notice of the transfer including the identity of the requester to the parent, guardian or other person having control or charge of the student or to the student subpoenas as specified in FERPA.
3. To appropriate parties in a health or safety emergency.
4. Directory information so designated by the school division.

PARENT TEACHER ASSOCIATION

The parent teacher association is made up of parents and teachers working together with a powerful voice for your children. With your help we continue to work together toward our PTA goal of quality education and nurturing environment for every child to learn in. By hosting programs and events throughout the school year, we provide both educational and fun experiences for the Waddell and Lylburn Downing community. Our PTA's are affiliated with both the state and national PTA.

In addition, designated teacher representatives will be members of the Board. This year, the PTA will focus on:

- Create a family friendly atmosphere
- Develop personal relationships with families, students and staff
- Maintaining a happy fun environment to learn in.
- Supporting new families to the community
- Supporting teachers and their instructional efforts
- Providing opportunities for volunteering
- Supporting, and Raising School Spirit

Please consider joining this organization! We rely totally on volunteers to ensure the success of our programs.