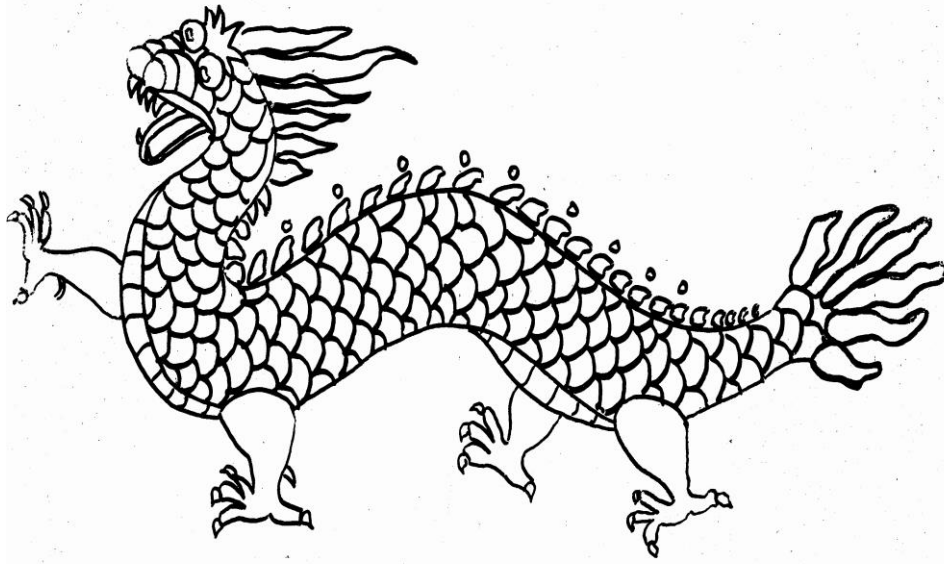


Stony Point



Elementary School

**2022-2023
Student – Parent
Handbook**

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School Board Policies:

- Acceptable Use of Technology (please use link below)
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The above policies and all County policies can be reviewed at
<http://esb.k12albemarle.org/com/browse.aspx>

ALBEMARLE COUNTY SCHOOL BOARD 2022-2023

Judy Le
Rivanna District

Graham Paige, Chair
Samuel Miller District

Kate Acuff
Jack Jouett District

David Oberg
White Hall District

Katrina Callsen, Vice-Chair
Rio District

Jonno Alcaro
At-Large

Ellen Osborne
Scottsville District

Meeting Place: County Office Building – 401 McIntire Road, Charlottesville, VA 22902

Time and Date: All regular board meetings begin at 6:30 pm on Thursdays in the County Office Building. The first meeting of the month takes place in Lane Auditorium of the County Office Building, and the second meeting of the month takes place in Room 241 of the County Office Building.

The School Board meetings are open to the public and interested citizens are invited to attend. An opportunity for the public to speak on issues of concern is provided on the second Monday of each month. Agendas may be obtained in advance of the meetings from the Superintendent's office on the third floor of the County Office Building.

Duties of the School Board include selection of the Superintendent, adoption of the annual school budget, employment of teachers and other personnel upon recommendation of the Superintendent, determination of the educational needs of the school division, and establishment of policies to ensure a safe, efficient and economical operation of the public schools.

ALBEMARLE COUNTY ADMINISTRATIVE STAFF

Dr. Matt Haas	Superintendent	296-5826
Ms. Debora Collins	Deputy Superintendent	296-5820
Dr. Clare Keiser	Asst. Superintendent, Organizational Dev.	296-5820
Dr. Daphne Keiser	Asst. Superintendent, Community Empowerment	296-5820
Dr. Patrick McLaughlin	Asst. Superintendent, Strategic Planning	296-5820
Ms. Michele Castner	Director of Elementary Education	296-5820
Ms. Rosalyn Schmitt	Chief Operating Officer	296-5820
Dr. Christine Diggs	Chief Technology Officer	872-4569
Ms. Maya Kumazawa	Director of Budget & Planning	296-5829
Mr. Jackson Zimmerman	School Finance Officer	296-5829
Mr. Kevin Kirst	Director of Special & Student Services	296-5885
Ms. Charmane White	Director of Transportation	973-5716
Ms. Lindsay Snoddy	Director of Building Services	975-9340
Ms. Christina Pitsenberger	Director of Child Nutrition Program	295-0566

STONY POINT ELEMENTARY SCHOOL STAFF
School - 973-6405 Fax - 973-9751 EDEP – 973-8810

Maureen Jensen	Principal
Paula Gately	Assistant Principal
Angie Brill	Office Associate/Bookkeeper
Kristi Thomas	Office Associate
Shelby White	Pre-K
Lisa Frazier	Kindergarten
Kendra Butler	Kindergarten
Tara Pyle	First Grade
Katie Fessel	First Grade
Lynn Leathers	Second Grade
Ashley Seawell	Second Grade
Christian Ewers	Third/Fourth Grade
Keren Heckathorn	Third/Fourth Grade
Kathy Anish	Fourth/Fifth Grade
Emily-Ann Fleming	Fourth/Fifth Grade
Julia McGill	Media Specialist
Linda Montoya	Talent Development Resource
Emily Riedel	Speech
Jennifer Riddle	ESOL/Intervention
Heather Corpora	Guidance Counselor
Jennifer Garrett	Social/Emotional Lrng Coach
Deb Mayo	Special Education
Darcie Lugas	Psychologist
Erin Owney	Music
Eddie Jackson	Physical Education
Lisa Caplis	Art
Pat Ewers	Family Support Worker
Christine Eichler	Nurse
Liz Bromberger	Teaching Assistant
Aleisha Christian	Teaching Assistant
Ande Mido	Teaching Assistant
Jenny Turner	Teaching Assistant
Molly Wright	Teaching Assistant
TBA	Teaching Assistant
TBA	Teaching Assistant
TBA	Teaching Assistant
Teresa Jones	Pre-K Assistant
Mark Green	Pre-K Assistant
Chris Howell	Instructional Coach
Charli Nolan	Instructional Coach
Sandra Holbrook	LTI
Kristie Spanos	Physical Therapist
Sheila Avery	Ocupational Therapist
Karen Williams	EDEP, Site Facilitator
Gary Courtney	EDEP, Teacher
Esther Myitung	Lead Custodian
John Carey	Custodian
Sheryl Miller	Custodian
Jill Paitzel	Cafeteria Manager
	Cafeteria Worker

2022-2023 CALENDAR

Aug	24	First day for students
Sep	5	Holiday
Sep	26	No School for Students – Professional Dev/PLC for Staff
Oct	4	Picture Day
Oct	26	End of 1 st Nine Weeks
Oct	27	No School for Students – Teacher Work Day/PLC for Staff
Oct	28	No School for Students – Teacher Work Day
Nov	7	No School for Students – Professional Dev/PLC for Staff
Nov	8	Election Day – No School for Students
Nov	23-25	Holiday – No School for Students
Nov	30	Picture Make-up Day
Dec	19-30	Winter Break – No School for Students
Jan	2	Winter Break – No School for Students
Jan	3	Classes resume
Jan	16	Holiday – No School for Students
Jan	20	End of 2 nd Nine Weeks
Jan	23	No School for Students – Teacher Work Day
Jan	24	No School for Students – Teacher Work Day/PLC for Staff
Feb	20	No School for Students – Teacher Work Day/PLC for Staff
Mar	17	No School for Students – Teacher Work Day/PLC for Staff
Mar	30	End of 3 rd Nine Weeks
Mar	31	No School for Students – Teacher Work Day
Apr	3-7	Spring Break
Apr	10	Classes Resume
Apr	18	Spring Pictures
Apr	28	No School for Students – Teacher Work Day/PLC for Staff
May	29	Holiday—No school for students
June	9	Last day for students
		Half Day Dismissal @ 11:30am for Students – Teacher Work Day
June	12	Teacher Work Day

Parent conferences are scheduled as needed by the classroom teachers.

SHARED VISION STATEMENT

Stony Point Elementary School

We believe that all children at Stony Point are capable of becoming competent, independent, responsible, lifelong learners. In working to help our children achieve the following outcomes, we are challenging them to become positive, contributing members of our learning community.

In bringing to fruition our learning community outcomes (below), staff and students are expected to:

- 1) be facilitators of life-long learning,
- 2) act as positive role models,
- 3) contribute to a safe and caring environment,
- 4) act as reflective practitioners
 - reflect carefully on our practices
 - reflect back to others the kind of learning community we create
- 5) use best practices for instruction and learning in the classroom
- 6) integrate literacy as the essential component of all learning

ASSUMPTIONS AND BELIEFS (characteristics of lifelong learners and, as such, those we are working toward for ourselves and with our students):

1) Willingness to explore new possibilities

- help create a secure environment
- value creativity
- love learning
- express curiosity and wonder
- think both creatively and critically
- participate in the arts

2) Physical and psychological health resulting in personal empowerment

- eat nutritious foods
- develop personal hygiene awareness and habits
- see picture of a positive future
- develop personal fitness

3) Independence

- use a variety of learning tools competently
- be accountable for learning
- use a process orientation to learning and describe it to others
- contribute to the local and global community

4) Positive Sense of Self

- develop a sense of self-worth and respect for self
- create a daily sense of accomplishment
- appreciate personal talent
- demonstrate personal goals
- commit to quality work
- contribute to the larger learning community in valuable ways

5) Respect and Appreciation of Self, Others, Environment

- have compassion for life and the circumstances of others
- use appropriate social skills
- act as a cooperative learner with flexibility and sensitivity
- accept individual differences

6) Skills for participating effectively in a learning community

- shared goals
- cooperative activity
- clear and direct communication of ideas and feelings
- trust others' purposes
- appreciate differences of opinion
- resolve conflict through open discussion and action
- seek the good of the community

7) Effective literacy skills

- ask questions
- identify passionate interests
- read, write, speak, and listen appropriately to the situation/context
- evaluate one's effectiveness in a variety of literacy events
- set personal literacy goals
- offer thoughtful responses to others' work and accept others' thoughtful responses to one's own
- make steady progress toward one's literacy goals

ALBEMARLE COUNTY PUBLIC SCHOOLS MISSION STATEMENT

The Albemarle County Public Schools' core purpose is to establish a community of learners and learning, through rigor, relevance, and relationships, one student at a time.

HANDBOOK PURPOSE

The purpose of this handbook is to provide important information to students and parents about the mission, objectives, policies and procedures of Stony Point Elementary School.

All staff members adhere to policies established by the Albemarle County School Board. These policies are found in the Albemarle County Schools' Policy Manual, two copies of which are found in the school. Any interested citizens may review a copy of the Policy Manual located in the office and the library or go to the Albemarle County web site at k12albemarle.org. The statements in this handbook are consistent with the School Board policies.

BRIEF OVERVIEW OF OUR EDUCATIONAL PROGRAM

The instructional program at Stony Point Elementary serves children in kindergarten through fifth grade. Instruction occurs in self-contained classrooms or collaboratively through team teaching with the classroom teacher, specialty teachers and teaching assistants. In each classroom, teachers facilitate instruction that is age appropriate as well as individually appropriate. A balance of whole group, small group, and individual instructional activities occur throughout the day. Division curricular objectives are incorporated into thematic units that develop knowledge and skills. Teachers also use students' interests and knowledge to extend and enrich learning experiences that are planned in addition to the required division curricula. The integration of drama, music, visual arts media, engineering/design and writing within instructional units provides the opportunity for children to share their rich understanding and use of language, scientific principles, and social studies knowledge and concepts through their performance and project work.

In *Language Arts*, spelling, grammar, reading, writing, and handwriting instruction is integrated through writing and reading workshop activities and direct instruction. Children learn to "access" print in reading and use words in their personal writing through a variety of phonetic and contextual clues that are developed through instruction. The Center for the Collaborative Classroom publishes the Being a Reader (K-2), Making Meaning (3-5) and Being a Writer (K-5) curriculum that we use in our classrooms.

Mathematics is approached through hands on activities designed to develop concepts, problem solving strategies, and computational skills. Children use math manipulative materials, mental math computation, and "paper pencil" activities to understand and use mathematics in addition to learning to remember specific math facts.

Teacher and peer discussions and writing about mathematical thinking are an important element of mathematical instruction. The adopted K-5 math curriculum is called Investigations and is published by Savvas Learning Company.

Music, Art, and Physical Education classes are important elements in our instructional program and are integrated into the daily and weekly schedule. Specialist staff provides instruction on a regular basis and collaborates with teachers in order to integrate student activities with classroom learning. Each of the specialist plans and implements instruction based on division K-5 curricular objectives.

The *Library and Media Center* are open to support children on a daily basis, in addition to weekly scheduled classes. A computerized system catalogues resources that are available to students within the media center and the individual classrooms, as well as accessible from home. Additionally, students use multimedia technology throughout the school.

A *guidance counselor* is available in the building to consult with parents and teachers to support children as needed. Guidance occurs through whole group, small group, and individual activities.

Special education services are provided to all K-5 children who qualify for assistance. Kindergartners are screened early in the year for speech and language needs. A speech teacher works with pupils who need additional speech and language support. If a teacher or parent believes that a child will benefit from any special education services, a set of procedures are followed to determine whether placement is justified. Communication between the regular teacher, special education staff, and parents is essential and required to make decisions that are in the best interests of the child. Prior to a child receiving special education services, parent permission is required. Dependent upon the service needed, children may receive special education support in the regular classroom or through small group or individual time in a resource classroom.

Gifted services are provided by a Talent Development Resource Teacher. Stony Point utilizes a “push-in” model for gifted services which means that the resource teacher collaborates with the classroom teacher in order to bring challenging learning opportunities to all students. These opportunities include activities that encourage engineering/design work, problem solving and critical thinking. Contact our Talent Development Resource Teacher if you would like to know more about services.

DAILY ATTENDANCE EXPECTATIONS

The academic day is from 7:55 - 2:30. **Children may arrive by car as early as 7:40 a.m. but must not be dropped off before that time since adult supervision is not available prior to 7:40 a.m.** Children are dismissed from class at 2:30 to buses and parent pickup.

It is imperative that students be at school on time daily. When students miss school, they lose out on a wide array of learning experiences. Our teachers develop and implement lessons that require students to be active participants in their learning. When students miss even a few days, it may put them considerably behind.

ACPS School Board Policy JED states, "School attendance is directly related to academic achievement and the development of good habits which are important in the world of work. Optimum student attendance is a cooperative effort and the School Board expects parents and students to take an active role in accepting the responsibility for good attendance. The principal has the discretion to deny credit or promotion to a student who misses more than sixteen (16) days during the school year." Stony Point parents will receive written notification when their child's absences begin to exceed normal limits. **The consequences of missing more than 16 days per year, for reasons other than chronic illnesses documented by a physician, will be mandatory summer school with the potential to repeat the current grade.** It is the parents' responsibility to assure that physician's notes documenting illnesses are on file in the office.

ABSENCES

When a child is absent, a parent or guardian should call the Stony Point Office (973-6405) and leave a message by 8:30 am or please send an email to stonypointofficestaff@k12albemarle.org. If the school is not contacted, we will attempt to reach a parent or guardian by telephone to confirm a child's absence. When a child returns to school after being absent, he or she must bring a written excuse.

Regular attendance is important in order that each child receive the maximum benefits from regular daily sequential instruction. If a child will be absent for more than two days **due to illness**, please notify the office so that missed school work can be collected for parents to pick up. In situations other than illness, students will work with their teachers to make up missed work **upon their return to school**.

TARDINESS

If a child comes to school late **(after 7:55 am)** he/she must report to the office with his/her parent to receive a tardy slip and to be signed in. **It is required that you escort your child(ren) into the school building.** Habitual tardies can result in a referral to the Albemarle County Juvenile Court in order to ensure prompt and regular attendance. **If the tardiness is due to an excused physician's visit, please make sure that this documentation is on file in the main office.**

EARLY DISMISSAL

Children are never allowed to be checked out during the school day unless written permission or a telephone call from the parent or guardian authorizes otherwise. Telephone calls requesting that a child be dismissed may be verified by a call from the school to the home.

If custody agreements or other legal agreements affect pickup of a child, a copy of such agreements must be given to the office. Children leaving with you during the school day must be signed out through the school office. These procedures are for the protection of the children.

Please realize that when a student is released early, he/she will miss valued learning time. Just as it is important for your child to be at school on time for lessons, it is equally imperative that they be in school for all the day's activities.

If a child is to be dismissed before 2:30 pm, he/she must bring a note from home to that effect. **Parents picking up a child must report to the main office to sign the student out; at that time the student will be called to the office.** We cannot have students waiting in the office for the arrival of parents as it can keep them out of instruction longer than is necessary. **Parents may not pick up children directly from the classrooms.** A student will not be allowed to leave school with anyone other than his/her parents or guardians unless we have prior notification from the parent or guardian. If you are sending someone to pick your child up from school, please notify the school office in writing. We ask that early dismissals be kept to a minimum as a class must be interrupted to request a student come to the office.

If your children are scheduled to attend the Extended Day Enrichment Program but you choose to pick them up instead, you must check in with their EDEP teacher, unless you sent a note with your child in the morning or otherwise notified the office of a change.

Each school shall maintain a log that shows the name of the students signing out of school early, the name of the person signing the student out and the date, time and reason for the early dismissal.

TRANSPORTATION – ARRIVAL AND DEPARTURE

TRANSPORTATION BY BUS

Most children are transported by buses and we encourage the use of bus transportation. However, transportation by bus is a privilege not a right. Bus safety is extremely important and it is an expectation that children use safe bus behaviors at all times. Our buses have an excellent safety record which reflects parent support as well as driver competence. For additional information, please refer to the "Parents Guide to Transportation" at <https://www.k12albemarle.org/our-departments/transportation>

Bus Schedules and Routes

School bus schedules and routes are established by the Albemarle County Transportation Department. If you find that you need specific information in regard to a stop location, time of stop, or a concern you may have regarding transportation for your child please call the Transportation Department at 973-5716.

Bus schedules and stops are always subject to change during the first week or two of school as it takes several days before they are completely settled. We appreciate your patience during this period of adjustment.

- **It is highly recommended that parents walk with children to bus stops and wait with them until the bus arrives.**
- **All PK and Kindergarten students must be accompanied by an adult and will require adult supervision for afternoon drop-off.**

If at any time you have questions or a problem concerning the bus schedule or stop, please do not hesitate to consult with the driver. He or she may be able to give you more specific information than the school office, particularly during the first week of school. Do not, however, hesitate to consult the school administrator if you have a problem.

Bus Drivers and Rules

Bus drivers provide an essential service in our educational system. Their job is not always an easy one. Parents are asked to give support by requiring their children to obey bus rules and respect the drivers. A copy of the county "Guidelines for Student Transportation" is available to parents on line. These guidelines should be re-read from time to time during the year to reinforce proper bus behavior. Each school bus is equipped with both video/audio cameras in order to help support safe rides to and from school for our students

Our students have 4 basic expectations to meet each day when riding the bus:

- Use an inside voice at all times
- Keep your hands, feet and all other objects out of the aisle and windows
- Stay seated at all times and face forward
- No food, drink, or toys are permitted (They must remain in backpacks until students arrive at school unless given permission by the driver.)

Bus Safety

Bus safety requires a community effort. If you suspect dangerous conditions on the school bus, please call our school or the Albemarle County Department of Transportation (973-5716). If you observe traffic violations by motorists that threaten the safety of our students, please report them directly to the Albemarle County Police Department.

If your child should experience any difficulties while riding the bus, please contact the bus driver immediately to report the concern. They will be able to pull video to review the situation, to know how to proceed. The following drivers are assigned to Stony Point:

Bus Number and Driver

59	-	Ronnie Hamilton
98	-	Candace Dodson
119	-	Charles Ernst
153	-	David Ingalls

Change to a Regular Bus Procedure

If a student is to ride a different bus or to get off at a different bus stop, the parents must send a note to the office granting permission for this change. This will serve as a bus pass and must be presented to the bus driver upon boarding the school bus. **If a student goes home with another student, the supervision status of the host student will be followed unless**

otherwise indicated on a bus pass. Approval of the request to ride a different bus is dependent on available seats on the requested bus. **All after school changes must be into the Main Office prior to 1:45 pm by sending a note, calling 434-973-6405 or emailing stonypointofficestaff@k12albemarle.org.** Only in an EMERGENCY will we accept phone requests for a change at dismissal after 1:45 pm.

Requests for any permanent change from standard bus transportation drop off and pickup must be made in writing from you and approved by the Transportation Department. Please use the link below for requesting a permanent bus change for your child/ren. Otherwise, division transportation staff assigns specific pickup and drop off sites to each family. Drivers do not have the freedom to approve parent requests for changes in pickup and drop off sites.

<https://www.k12albemarle.org/our-departments/transportation>

TRANSPORTATION BY CAR

If you have used the drop off area in the past, you are aware of the limited space for children to be picked up and dropped off by private car. **Student supervision begins at 7:40 a.m. each morning and children must arrive no earlier than 7:40 to ensure that adult supervision is available.**

Children should report directly to their classroom when they arrive on time at school each morning. **If a child arrives after 7:55 the parent must come into the office to sign in the child, because there will be no sidewalk supervision after 7:55am.** In the event of an emergency that requires extended after school supervision, the EDEP staff will provide care. The registration cost and daily rates will be charged.

Please make sure that your student(s) get in and out of the passenger side doors only. This will ensure both safety and efficiency of our car line.

EXTENDED DAY ENRICHMENT PROGRAM - EDEP - 973-8810

EDEP provides students with a safe and enriching environment from the time school ends until 6:00 p.m. every full school day. There are basic activities which include indoor and outdoor recreation, homework assistance, computer applications, enrichment activities and arts and crafts. Each day, children are also provided a healthy snack and beverage break. In addition, students may also enroll in supplemental classes. Some classes may carry an additional fee in order to pay for the instructor and/or supplies. Examples of past supplemental classes include piano lessons, papermaking, and Spanish language and culture. Children enrolled in EDEP are supervised by the EDEP director, lead teacher, and an assistant at all times. The program participants use the library, music room, gym, cafeteria, school studio, and playground.

More information, including costs, is available to parents on line at the ACPS website. Students can be registered at any time during the year and may use the program daily, part-time, or on a drop-in basis.

EMERGENCY CLOSINGS

During the school year, schools are sometimes closed due to snow or icy conditions and, occasionally due to flooding. When schools are to be closed, an announcement will be made over all local radio and television stations. **IF NO ANNOUNCEMENT OF CLOSING IS MADE,**

SCHOOLS WILL OPERATE ON SCHEDULE. You may also sign up for emergency notification phone calls and email. Information regarding that will be made available at the beginning of the school year through Parent Portal during Student Registration Verification. The Albemarle County School Division has also established a telephone service for parents to obtain information regarding school closings. The number to call is 434-296-5886.

It is sometimes necessary to close schools during the school day. When this is done, an announcement is made over the radio (AM: 1070-WINA; 1260-WCHV and FM: 95-WQMZ; 97.5-3WV; 102-WJLT) and local TV. **It is very important that your child know what procedure to follow on such occasions.** Parents are asked to complete an Emergency Closing Form at the beginning of the school year, which clearly states where their child is to go in the event of an early closing.

PLEASE DO NOT CALL THE SCHOOL OFFICE WHEN THERE IS A CLOSING OR POSSIBILITY OF SUCH. The lines need to be kept open for emergencies.

**Emergency Closing Hotline
Number
434-296-5886
www.k12albemarle.org**

If there is an emergency closing, all after school activities are cancelled including EDEP.

If we have any questions about your child's emergency closing plans, we will call you to confirm correct plans. If your emergency closing plans change during the year, please notify the office staff so that we can keep plans current.

Please note:

- ❖ **Make sure the school has a copy of your emergency plan. If you plan to pick up your child at school, you must be here at the announced closing time. School personnel leave shortly after the closing time when an emergency closing occurs.**
- ❖ **It is also important for your child to know the emergency closing plan so that he or she feels safe when leaving school due to an emergency closing.**

HEALTH RELATED INFORMATION

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF:

- Your child has a fever of 100 degrees Fahrenheit or higher. Children should be fever free for a continuous 24 hours, without the use of medications such as Ibuprofen (e.g. Motrin, Advil) or acetaminophen (e.g. Tylenol) before returning to school. *Temperatures often spike in the late afternoon/evening hours.*

- You suspect that your child has a fever or is ill – please delay sending them to school until you have had enough time to observe his/her behavior and feel certain that he/she is well enough to be in school.
- Your child has been diagnosed with a contagious illness and has not received the prescribed medication for the full 24 hours, or until your doctor tells you your child is no longer contagious and may return.
- Your child has received medication for an illness for the required 24 hours, but continues to have a fever or has not recuperated enough to function throughout their school day.
- Your child is vomiting, due to illness. Vomiting must be resolved for 24 hours and your child is tolerating solid foods in order to return to school. (Vomiting related to motion sickness is excluded.)
- Your child is experiencing diarrhea. Diarrhea must be resolved for 24 hours.
- Your child is experiencing frequent coughing throughout the day or night.
- Your child has significant congestion/nasal drainage that will be disruptive to their school day.
- Your child has live head lice that has not been treated. Students may return to school once the head lice have been treated by an approved treatment method and no live lice are present. If you have questions, you may ask your pediatrician or the school nurse.
- **Students who do not attend school during the day due to an illness cannot attend after school events that day/evening.**

***PLEASE DO NOT MEDICATE YOUR CHILD WHO IS NOT FEELING WELL AND SEND THEM TO SCHOOL.**

Children who come to school sick are not productive learners. In addition, they can spread the illness to classmates and teachers. Please contact the school nurse or the office assistants if you have questions regarding these guidelines or school policies regarding absences.

ILLNESS OR INJURY DURING THE SCHOOL DAY

Students commonly develop symptoms of viral or bacterial infections while at school. Some communicable illnesses that we experience each year include the flu, strep throat, pink eye, vomiting, diarrhea, and now Covid. Staff supervision is provided during recess and physical education; however, accidents still occur resulting in an injury that may need further follow up from a physician. If a student becomes ill or is injured during the school day, the school nurse or an office associate will contact you to pick up your child. In the event they are unable to reach you, the emergency contacts listed in your child's Contact/Contact Summary section of Power School will be contacted and asked to pick up your child. **You need to have no less than TWO persons listed in Power School for your emergency contacts. Also, you or an approved person are responsible to pick up your child within thirty minutes of the call from the nurse.**

Teachers address safety expectations with students during class meetings to ensure they understand how to avoid accidents that could result in injury. In case of an injury, no matter how minor, please be sure your child understands the importance of immediately reporting the injury to a staff member. Occasionally, what may appear to be a minor injury may actually be more serious

and require further medical attention than what the school nurse is able to provide. In case of a serious injury, the nurse or school staff will use the information in the Emergency Medical section of Power School to notify your doctor, to transport to the hospital and contact parents. **IT IS IMPERATIVE that we be able to reach you in the event of an emergency. PLEASE be sure to update your contact information (including cell, home and work numbers) immediately when something changes. Again, there must be at least TWO emergency contacts listed in Power School and remember to keep their information current as soon as something changes.**

If your child is to be excused from physical education or school activities due to illness or injury for more than two days, we must receive a note from your pediatrician. The nurse will ensure that all responsible parties for your child will receive this information.

If special accommodations are temporarily required for your child due to illness or injury, the school nurse can meet with you to develop an Individualized Healthcare Plan (IHP) for your child.

HEALTH CONDITIONS

Please inform the school nurse of any health conditions your child may have, including but not limited to, allergies, asthma, epilepsy, diabetes, heart conditions - and the necessary protocols to follow in case of an emergency. You may need to complete additional paperwork with your pediatrician and the school nurse.

ALLERGIES

Please list in Power School (in the Medical section) and inform the school nurse of any allergies your child may have. Including food, medicine, animal, bee stings, dust, molds or seasonal.

If your child requires medication and/or medical attention for their allergies, please complete an Allergy Emergency Care Plan (AECPP) form with your pediatrician and return to the school nurse. You are responsible for providing the medication(s) such as Benadryl and/or an Epinephrine (EPI) pen for the school nurse to keep in the clinic throughout the school year. (See below for policy regarding medication in schools) The school nurse will review the (AECPP) with your child's teacher and other appropriate staff. You may request the Allergy Emergency Care Plan form from your school nurse or your pediatrician's office has them as well.

In the event of ANAPHYLAXIS (a serious, life-threatening allergic reaction) in a student with no prior history of an allergic reaction, the school nurse has stock Benadryl and EPI pens available in the clinic. You will be contacted immediately along with 911. The student must be taken to the emergency room regardless if their condition has improved. (This also includes students with a history of an allergic reaction in which an EPI pen was used.)

A "nut-free" table is provided in the cafeteria for students who have nut allergies. Students who sit at this table may not have any food item included in their lunch that contains, or potentially contains any nut products. Students who sit at this table are welcome to bring a friend to the table with them, as long as their lunch is nut-free, as well.

MEDICATION AT SCHOOL

The School Nurse is responsible for dispensing medication to students during school hours. However, we do encourage you to ask your pediatrician to prescribe your child's medication times so that they can be given at home whenever possible. When it is necessary for medication to be given at school, please follow the procedures listed below:

A Medication Form from the school nurse MUST be completed by a physician in order for prescription medication to be dispensed at school. There may be additional forms for your pediatrician to complete for health conditions such as asthma, diabetes, epilepsy, or severe allergic reactions that require EPI pens in school.

For over-the-counter medication the Medication Form may be completed by a parent and submitted to the nurse. Please request this form from the school nurse. The form can be faxed to us at 434-973-9751 from the doctor's office.

Medication MUST be delivered to and picked up from school by a parent/guardian. Please do not send medication to school with your child. For prescription medication - It must be delivered to the clinic in the original prescription container complete with a pharmacist's label showing the child's name, the prescribed medication and dosage to be given along with times to be administered. The medication cannot be accepted if these requirements are not met. For OTC medications – they must be delivered NEW in an UNOPENED box and please check the expiration date prior to drop off in the clinic.

Medications are stored in a locked cabinet in the nurse's clinic. Medications are administered to students under direct supervision of the school nurse. Daily records of medication administration are kept for each child to ensure that the process is completed. Please be sure that your physician understands that if the School Nurse is not available, the medications are being administered by school staff who have received training in medication administration.

Medications are required to be picked up by a parent/guardian at the end of the year.

STAFF - HEALTH AND SAFETY TRAINING

At the start of the school year, the school nurse provides the appropriate staff a list of the students with health related medical conditions. Each individual teacher receives notice of those students within their class who have health related medical conditions. We attempt to keep our staff informed and our students safe, while also maintaining FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws. Medical information is only provided to those who need to know in order for your child to be safe while in our care.

When students participate in field trips, the school nurse prepares all necessary medication to be sent with their teachers along with a first aid kit. These medications are reviewed between the school nurse and the teacher prior to each trip.

Several staff members have training in EPI pen administration, first aid, CPR, and the use of an AED (Automated External Defibrillator). The school also has staff members that are trained in managing allergic reactions, asthma exacerbations, diabetes and seizures. The school nurse will review the necessary information with the appropriate staff at the start of the school year.

ACPS nurses meet throughout the year to assess school safety concerns and health related issues, and to stay up-to-date on current health practices in the community. They provide staff support and direction centered around health and medical related information. The school nurse also maintains communication with parents and families to keep them informed on necessary information to keep our students and community safe and healthy.

Please notify the school nurse immediately if there are any changes in your child's health.

The online Registration Verification update is extremely important and MUST be completed sometime in September (open and close dates will be communicated once they are set). Please be sure to complete all sections of this form – most importantly the contacts, emergency contacts and all health-related information pertaining to your child. Once the online Registration Verification closes, you will need to contact the main office at 434-973-6405 or stonypointofficestaff@k12albemarle.org, to make any changes needed throughout the year.

DRILLS

Our highest priority at Stony Point Elementary is providing a safe/secure place for all students. In the past few years, our sense of urgency in making sure that our school remains a secure/safe place has increased. To this end, we have instituted several security measures.

During the day, all doors are locked. The front entrance doors have a doorbell and camera in which visitors will need to use in order to gain access to the building. All visitors, parents and volunteers will be required to sign in through ScholarChip (a state issued ID is required) and a pass will be created to be worn until you check out before leaving. If you are picking up your child early, you must report to the main office and your child will be called to the office. You will be asked to sign your child(ren) out using ScholarChip (a state issued ID is required).

We will also be practicing various safety drills throughout the year:

Fire Drill (ongoing)	all students exit their classroom and move away from the building
Severe Weather Drill	all students leave their classroom and sit in the hall (away from windows)
Bus Evacuation Drill (ongoing)	all students who ride a bus practice exiting through the entrance/exit door
Lock-Down Drill	all classroom doors are locked and students are moved to an area away from the windows

We will discuss these drills with the students in advance and would like to encourage you to talk with your child as well. They may have feelings/comments/questions that they will share with you.

CAFETERIA

At Stony Point, breakfast and lunch are available daily. The school menus are planned by a nutritionist to include a variety of entrée choices, featuring salads, fresh fruits and vegetables, and whole grain items. A school lunch consists of five components: 2 oz meat/meat alternative, 2 servings of fruit and/or vegetable, 1 serving of grain and 8 oz fat free or low fat milk. Most entrees include two or more components. Students are able to choose three components to count as a

meal, but are encouraged to choose all five components. We also offer ala carte items such as string cheese, yogurt and baked chips. These items are available for an additional cost. Cookies and ice cream are also available but only once a week at an additional cost. **Consumption of soft drinks by students is not permitted at school - please do not send them with your child.**

If your child brings a packed lunch to school, **please be sure to send drinks in non-breakable containers to help us keep our cafeteria safe.** Also, cafeteria assistants notice that children sometimes do not eat food that is sent from home. If possible, talk with your child about his or her changing preferences in food so that together we can ensure that children are eating a well-balanced meal. **Please note: Due to allergies and parent preferences related to food choices, students are not allowed to share food in the cafeteria.**

Parents are always welcome guests in the cafeteria and you are encouraged to join your child at school for lunch as often as you wish. Please call school by 9:00 a.m. if you plan to come for lunch so that a lunch can be reserved for you if desired.

The Child Nutrition Program understands that the situation may occur when a child forgets their lunch money or loses it. When this occurs, we will allow a student to charge a meal. A meal charge is defined as a short-term loan for a child to eat because the child forgot their lunch, their lunch money or has lost it. Charges are kept at a minimum. The CNP does not allow the charges for snack items. **If a child's account has a negative balance, any money brought to the register for the child is applied to that account.**

More information about menus, ala carte items, free-reduced information, as well as useful links can be found on our website at: <http://www.k12albemarle.org/childnutrition>.

Every student in Albemarle County is assigned a personal identification number (PIN). This number will follow the student all the way through high school. Families may send money in to be applied to their student's account. Each day the student buys breakfast/lunch/snacks, he/she will enter their PIN on the keypad in the cafeteria. The cost will be deducted from the student's account.

If your child has dietary restrictions, or you do not want your child to use his/her lunch money on a la carte items, you must provide a written note so that the cafeteria management can enter it into the system so that it notifies them when your child goes through the line and prevents them from making a charge against your child's account balance.

Cafeteria Prices:	Student Breakfast	\$1.75
	Student Lunch (includes milk	3.25
	& 3 items required - 5 offered)	
	Milk	.65
	Reduced Breakfast	Free
	Reduced Lunch	Free
	Ice Cream	.75
	Cookie	.75
	Ala Carte Items	Prices vary
	Adult Breakfast/Lunch	Ala Carte Prices

Financial assistance for breakfast/lunch is available to families who qualify according to federal guidelines. Please complete the required forms in the first day packet or on line if you wish to be considered for inclusion in this program.

In order to promote a positive cafeteria environment, please review the following cafeteria rules with your child.

- **Stay in personal space**
- **Use an inside voice**
- **Be respectful**
- **Honor the quiet signal**
- **Eat your own food – no sharing**

While we want eating in the cafeteria to be a positive experience for students, we need to ensure that rules are followed in order for this to be a pleasant experience for everyone. Thank you in advance for your support!

DISCIPLINE IN OUR SCHOOL

Children at Stony Point School are expected to be good citizens. They are expected to conduct themselves in an orderly, courteous, and respectful manner at all times. Children are expected to be responsible for their behavior in the halls, cafeteria, classrooms, and on the playground and buses.

POSITIVE DISCIPLINE

Stony Point has adopted a behavior management system known as “Responsive Classroom” that focuses on student responsibility and natural consequences. The expectation is that children will assume responsibility for their own behavior and learn to make appropriate choices through guidance from the teachers and you. It is an assumption that both teachers and you expect school to be a safe learning environment and that both the teachers and you support safe, courteous behaviors by all children.

For discipline to be effective, our staff believes that:

1. School must be a safe place that invites children to learn,
2. Everyone must know and understand the rules,
3. Students must know consequences for breaking rules,
4. Rules must be enforced consistently.

Often times, elementary school children need to be taught proper social behaviors from this perspective. We view discipline as an opportunity for personal growth. Children choosing inappropriate behaviors may take a break to think about personal behavior and to work with an adult to make a plan to change inappropriate behavior. Students are not permitted to disrupt the learning of others. Serious disruptions may require school suspension or time out in school. Examples of serious disruptions include physical aggression towards others, a pattern of disruptive behavior in the classroom, or a pattern of defiance towards adults.

A copy of the general rules of the school are sent home in the first day packet for parents and children to sign indicating that they understand school rules and agree to abide by these rules. **Interventions that teachers consistently use in the classroom with children include private**

conferences with the child, changing a child's seat, timeout in the classroom, a neighboring classroom or the office, and development of behavioral plans targeted to replace specific inappropriate behaviors with appropriate behaviors. You should expect to be contacted if a child is exhibiting inappropriate pattern behaviors or has engaged in behaviors that are hurtful or unsafe. Referrals to the office may be handled by the principal, principal designee or the guidance counselor. In the event that a staff member feels an issue needs parental consultation, you will be contacted for your assistance in resolving a discipline issue affecting your child.

In the event that your child shares a problem that is occurring at school or on the bus with another child, please contact the teacher for assistance. If further assistance is needed, please call the Guidance Counselor or Office.

THE MINUTE OF SILENCE

The State Law and School Board Policy provide that for one minute each day all students and adults must be seated and silent so that each pupil may, in the exercise of his or her individual choice, meditate, pray or engage in any other silent activity which does not interfere with, distract or impede other pupils in the like exercise of individual choice. Officials believe that this observance will also create an atmosphere of understanding and respect for the different beliefs of others and their right to hold these beliefs. We hold our minute of silence each morning during announcements.

THE PLEDGE OF ALLEGIANCE

The State Law and School Board Policy provide that the Pledge of Allegiance will be recited daily in each classroom. During the Pledge, students will stand, face the flag with their right hand over their heart. No student will be compelled to recite the Pledge if he/she, his/her parent or legal guardian objects on religious, philosophical, or other grounds to participating in this exercise. Students who are exempt from this activity will quietly stand or sit at their desks without any disruptions or distractions while others participate.

CARE OF MATERIALS AND FACILITIES

Children are responsible for books and other instructional materials. They are expected to care for materials during at home and school use. If materials are damaged as a result of negligence, you may be charged the replacement costs. In addition, to our class meeting discussions about caring for materials and facilities, we encourage you to also talk with your child about the need to take care of our buses, bathrooms, and playground areas and other shared spaces in addition to classrooms and materials.

CELLULAR PHONE AND ELECTRONIC DEVICES

Students may not use cellular phones or electronic devices during the school day unless being used for instructional activities with teacher permission. Students who have cellular phones with them are to keep them off during school at all times. If students need to use a phone, they must use the office telephone. I-pods, video games, and other similar electronic devices may not be used in the classroom unless directed to do so by the classroom teacher. It is recommended that all electronic devices be kept at home. If they are brought to school it is at your own risk. We are not able to use instructional time to search for lost or stolen devices. **If your child must have a cell phone with him/her you must arrange this with the principal for approval.**

PROHIBITED AND ILLEGAL ITEMS

Students are prohibited by state and local law and policy from having in their possession any firearms, knives of any kind, other weapons, medications, drugs, or other dangerous and unnecessary items while on school property (including buses). The principal can inspect children's desks or possessions if information supports a reasonable belief that items exist that would be injurious to students or that might pose a threat to the maintenance of discipline and order in the school. **For a child to possess items such as, knives, razors, BB guns, ammunition, and prescribed medications is treated as a serious offense by the school board with the possible consequences of suspension or expulsion. Medication must always be delivered to and picked up from school by parents rather than sent in backpacks or with the child.**

PLAYGROUND RULES AND SUPERVISION

In using the playground area, children are more likely to create situations that may result in accidents than at any other point in the school day.

The following rules reflect the expectations of staff for appropriate use of playground equipment and the area:

- 1) Students should always be on their bottoms when sliding down slides.
- 2) Students should enter a slide on their bottom only from the top of the slide.
- 3) Only one person should be on the slide ladder at a time.
- 4) Only one person should be on a swing at a time.
- 5) Students should sit in swings and stay in the swing until it comes to a complete stop. Students should not walk in front of or behind swings when they are in use.
- 6) Children should stay out of the woods and playscape area unless under the immediate supervision of an adult.
- 7) Rocks, sticks, etc. should be left on the ground and not used by students at play unless under direct supervision of teacher in the Play Scape area.
- 8) Roller skates/blades are not acceptable for outside use.
- 9) The Spider Web is not designed for hanging upside down. Students should use them only for hanging right side up using the hands to hold on to the webbing.
- 10) Jumping off of any equipment is absolutely prohibited.

- 11) Hard balls, wooden/metal baseball bats and lacrosse sticks are not allowed on the playground.
- 12) Sidewalk/Asphalt Chalk will not be used on the walls of the school building.

Unsafe or broken equipment should be reported to the office or custodial staff immediately.

TOYS/LOST AND FOUND ITEMS

Please insist that your child **keep toys and other articles at home** unless the teacher has directly spoken or written to you. **If a child chooses to bring items to school, the school will not be responsible for the care and safe keeping of such items.** If your child is missing clothes or other items, please check the Lost and Found box that is located in the cafeteria. We do periodically donate unclaimed lost and found items to local charitable organizations. **Labeling clothes, lunch boxes, or other items with your child's names increases the chance that items will be returned to your child.** If an item has a first and last name on it, the school staff will make every reasonable effort to locate the owner prior to cleaning out the box.

SCHOOL DRESS

Since elementary children are expected to play actively at recess, engage in physical education activities, and use paint in art activities, it is important that clothes and shoes be appropriate to an active and sometimes messy elementary program. Students are not permitted to wear hats or hoods in the building. Tennis shoes are required for P.E. -- flip flops, clogs or CROCS are not appropriate footwear for P.E. Students are required to keep shoes on during the school day. Girls are encouraged to wear shorts under their skirts for gym/recess activities. ***Clothing with inappropriate images, language or slogans or revealing clothing is not acceptable.*** If a question arises about whether certain clothes are inappropriate, staff will contact you.

HOMEWORK

These homework guidelines have been taken from the ACPS Homework Policy.

Homework serves as a link between school and home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and the student's family, can be greatly enhanced by a sound implementation of homework practices. In addition, homework should be an important tool in developing independent thought, self-direction and self-discipline. It assists the student in developing good work habits and in the wise use of time.

There are four types of commonly assigned homework, each having a different intended outcome as shown below:

Type	Definition	Intended Outcome	Application
Completion	Any work assigned during the school day not completed in class.	Help students keep up to date with the classroom curriculum.	The classroom curriculum should be differentiated if a student has completed homework on a regular basis.
Practice	Any work that increases or improves fluency of a skill or a process that is not yet fluent.	Helps students practice newly acquired skills to develop fluency.	To be effective, practice homework requires students to already be able independently perform the skills required.
Preparation	Any work that prepares students for upcoming lessons or classes.	Encourages students to acquire background information or to bring their prior experiences to upcoming units of study.	To be effective, preparation homework requires students to come to class with prior knowledge that will be applied to the lesson.
Extension	Any work that explores and refines learning in new contexts or integrates and expands on classroom learning.	Encourages students to problem solve and/or think critically and creatively.	To be effective extension homework does not require a student to learn curriculum content independently. Instead, students deepen understanding and relate learning to the real world.

As with any work assigned to and chosen by students, rigor is not a product of *quantity*; it is a product of *quality* in terms of the level of creativity, critical thinking, collaboration, and communication skills the teacher and student bring to the learning task. A brief and rigorous assignment will be preferred to one that is lengthy and /or rote. The meaningfulness of homework assignments with engaging qualities such as choice, level of challenge, authenticity, and novelty, that maximize student success should drive teacher decisions about what to assign. At any age..."too much homework may diminish its effectiveness or even become counterproductive." (Cooper, Robinson and Patall, 2006)

General Guidelines for homework include:

- Practice homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
- Homework should be assigned in such a manner that it will be clearly understood by all students.
- Homework should serve a valid purpose and be closely related to classroom activities.
- A student's access to resource materials should be considered when making assignments.
- Homework should be evaluated promptly and returned to the student with feedback.
- Teachers should seek to determine the cause if a student regularly fails to complete

assigned work. Teachers should not avoid giving homework because they believe students will not do the work.

- Homework should not be used for disciplinary purposes.
- Time limits (no more than...)

K	-	10 minutes
1 st	-	10 minutes
2 nd	-	20 minutes
3 rd	-	30 minutes
4 th	-	40 minutes
5 th	-	50 minutes

Please contact your child's teacher if you have any questions related to expectation for homework.

Papers are frequently sent home with students for review by parents. When a teacher requests a parent/guardian signature, it only signifies that the parent has seen and reviewed the paper with the child.

PARENT/STAFF COMMUNICATION

Our staff members have developed a variety of ways in which communication about your child can occur. Effective communication is critical to creating a positive and supportive atmosphere in which your child can function as a learner and community member. Typically, communication occurs through:

- 1) Daily Folders - includes samples of your child's work, school wide and teacher updates, and information sent out from the division's central office.
- 2) Phone calls or emails to discuss your child and classroom activities as needed,
- 3) Parent conferences and written student progress reports,
- 4) Regular PTO meetings and events,
- 5) Visits to the school as a volunteer or class guest (volunteers should not be communicating about their child during volunteer/classroom time),
- 6) Work assigned to be done at home- projects, reading, activities, etc.

NEWSLETTERS, DAILY/FRIDAY ENVELOPE/FOLDER, ETC.

You can expect your child's Daily/Friday envelope/folder to arrive on Friday afternoons. Please take the time to go through the packet since information that must be acted upon by you may be included in the packet. We appreciate the return of the envelope each week because the purchase of additional envelopes is costly to our school and papers not sent in an envelope are often lost.

- ❖ **When returning the envelope/folder, please be sure to use closed envelopes marked with your name to return cash, checks, or confidential information to your child's teacher. Friday envelopes may not be emptied by the classroom teacher or assistant until later in the day on Monday.**

School-Wide and calendar updates, PTO communications and School Improvement team information are posted regularly to our website. Classroom activity updates are published by each teacher regularly. Included in these updates are highlights of instructional units, field trip information, and other information specific to your child's class.

SCHOOL DIRECTORY

PTO may publish a school directory. The directory contains the addresses and phone numbers of all students by class unless a parent requests that information not be listed. This information is for your convenience when arranging after school playtime, party lists, etc. The PTO also uses the email addresses from this list to keep you updated through The Eagle, an electronic newsletter.

STUDENT PLACEMENT IN CLASS/TEACHER REQUEST

Class placement and/or teacher assignment is taken into serious consideration each year. Considerations that are taken into account when placing a child include class size, ability levels, learning styles, and placement with (or separation from) specific students. Additionally, we attempt to balance each class based on gender and ethnicity, as well as student involvement in specific programs such as gifted, special education, and ESOL. We are confident that your child will find success in whichever class he or she is assigned. In order to provide a placement based on educational needs, we ask that you do NOT request specific teachers. If there is a particular learning concern that you would like to communicate, that should be done in writing or via email to Maureen Jensen and **received no later May 15** for consideration. While your child's current teacher will have input regarding academic, behavioral, and social/emotional needs of each student, please realize that the final placement will be made by the administration.

STUDENT PROGRESS REPORTS

Teachers in grades K - 5 report your child's progress to you at least four times each school year. Progress reports include parent conferences and a report card with assessments of progress. Teachers use assessments and concrete samples of your child's work in math, language arts, and other curricular areas to describe your child progress. The teachers keep records of daily work to document performance. These records include written observations of your child at work, book lists, writing samples, audio tapes, art work, project work, videos and photographs, etc.

In addition to formal reports, teachers regularly send work and other information home each Friday and either write or call parents to discuss progress, achievement and specific assistance that may be needed. If you have questions or concerns about your child's progress, you are encouraged to call your child's teacher to talk by phone or schedule a conference.

When formal conferences are scheduled, teachers communicate the dates and available times in writing to you. You will then need to call the office as soon as possible to schedule a time

to meet with your child's teacher. Conferences are scheduled on a first come first served basis. Please call as soon as possible when you need to cancel and reschedule a conference time.

STUDENT RECORDS

Each student has a cumulative folder kept in the office. The information in this folder includes parent's or guardian's name and address, health records, testing data, yearly grades, end-of-the year promotion or retention and birth certificate. A second folder contains information related to special education, legal documents, etc.

❖ **You have the right to review all records on your child upon request.**

RESOLVING CONCERNS

If you have a concern or question about your child or school procedures, first contact the staff member most immediately involved- bus driver, teacher, etc. If your concern remains unresolved, then contact the principal. Please allow our staff members the opportunity to address concerns before calling division staff or school board members.

Telephone: Call the school between 7:55 a.m. and 3:30 p.m. and ask for the person with whom you wish to speak. If the individual is unavailable, the staff member will return your call as soon as possible.

Conference: Call, email or write a note to request a meeting. The teacher will then call you to set up a mutually convenient time to meet. Teachers are always glad to meet with parents but their teaching time cannot be interrupted.

CLASS VISITS

Classroom Visitation

Parents and visitors are always welcomed at Stony Point. However, they must first report to the main office to sign in and receive a pass. If possible, parents are encouraged to schedule the visit in advance. For classroom observations that entail more than 30 minutes, parents should contact the Principal or classroom teacher to arrange a mutually agreeable time. Siblings are welcome to visit for lunch but may not visit the classroom as it may be disruptive to student learning. Permission must be granted regarding where the visitor will go, with whom he/she will have contact and must sign back out when the visit is terminated. Visits should not disrupt the instructional process; if it does you will politely be asked to leave. Periodically our School Board members will visit the classrooms. The purpose of these visits will be to maintain contact with building employees and increase their understanding of actual education practices.

Often times, parents ask if they can bring their pet to visit the child's classroom. Due to student health concerns, we ask that you please arrange this well in advance with the classroom teacher so that she can secure permission from each of the students' parents so that the health and well-being of each student in the classroom is planned for accordingly.

ALL VISITORS

While we love to have parents at Stony Point, please help us make sure that your student's learning is not interrupted during the school day. These are the ways you can help:

1. All parents and visitors must check in the office, sign in as a visitor and wear a visitor's badge before going anywhere in the building.
2. By October 1st, all students are able to get to their classrooms in the morning on their own.
3. If you are having lunch with your child, please meet your child in the cafeteria after checking in at the office. There is no need to go the classroom first.
4. Children who are visiting your family (cousins, etc.) cannot attend school as a class visitor with your child. Family guests are welcome to eat lunch at our school with you.

PARENT TEACHER ORGANIZATION

2022-2023 PTO Board of Directors:

President	-	Megan Carper
Vice President	-	Lalara Ragland Lauren Truslow
Treasurer	-	Griffin Keller Morgan Sullenberger
Secretary	-	Farrell Jaskot

The Parent Teacher Organization provides supplemental and enrichment resources for our children and communicating with parents about educational activities, developments, and information. A variety of activities occur each year including projects such as community dinners, workshops and presentations, fundraisers, school programs, and business meetings. The PTO Board meets monthly (2nd Thursday of the month at 7PM) with the principal and staff representatives to discuss the ongoing work of the staff and the PTO.

The purpose of the PTO is as follows:

- To facilitate and support a sense of community and promote open communication among students, parents/guardians, staff, faculty and administration of Stony Point Elementary School.
- To support the students of Stony Point Elementary School by providing additional resources for their educational and recreational needs.
- To enhance the Stony Point Elementary students' school program and physical environment through monetary and volunteer efforts and help foster a stronger sense of community at school for both parents and students.

VOLUNTEERS

Stony Point has been fortunate to have volunteers to assist with instructional and clerical duties. The PTO will make requests for parent volunteers at the beginning of the school year. A volunteer orientation will be scheduled at the beginning of each school year. **Parents will need to provide alternate childcare for younger siblings while assisting in classrooms as their presence may be disruptive to student learning.** Also, in an effort to best protect the individual needs of our students, all volunteers are required to complete a Volunteer Form and sign a statement about their understanding of the importance of confidentiality with regard to our students and provide a current copy of your Driver's License.

FIELD TRIPS

Field trips are taken to enrich lessons learned in the classroom. A blanket form will be a part of the on line registration update through Parent Portal. The PTO contributes to the cost of all field trips and parents are asked to supplement the remaining cost of field trips. The school has a fund to make sure that each child has an opportunity to go on all field trips. Non-Stony Point siblings are not permitted to ride the school buses in accordance with division policy. Another reason to become active in our PTO is the invaluable contribution that the organization makes to our field trip fund.

Chaperones

1. Supervising children on a field trip demands a level of responsibility beyond that of volunteering in the classroom. Parent volunteers may be alone with small groups of children for large portions of the day. It is important that parents understand that they must exercise the same degree of supervision that teachers would provide. Students must be under the supervision of their assigned chaperone at all times.
2. Parents should know the purpose of the trip and any specific roles that they need to assume. These may include tours, helping children obtain food, keeping track of money, supervising bathroom use and addressing minor behavioral issues. Parents should not be buying their chaperone group snacks or souvenirs. You may not be aware of allergies that kids have and it is also not fair to other children.
3. Discipline issues should be handled verbally with appropriate, courteous language. Any child who is having difficulty maintaining appropriate behavior should be brought to the immediate attention of the teacher. Physical contact with a child or restraint is unacceptable unless the child is in danger of hurting himself or others.
4. If you sign up to be a chaperone for a field trip, you are required to stay for the entire trip. Leaving early, leaves the students in your group unsupervised.
5. Please decide whether or not your child(ren) will ride the bus or travel with you before the trip and inform the teacher of your choice. Changes in transportation cannot be accommodated the day of the trip. **If you will be transporting other students or having your child ride with another parent, please request a special permission form from the classroom teacher or Main Office.**
6. The consumption of tobacco products or alcoholic beverages on field trips is prohibited. Please also refrain from wearing clothing that advertises or suggests alcohol or tobacco products.
7. **The presence of younger siblings can be disruptive to learning on field trips, chaperones will need to have child care for younger siblings.**

GENERAL INFORMATION

- a. The sale of any items by students on school grounds is forbidden. Fund-raising activities which involve elementary students in door-to-door solicitation are prohibited in compliance with Standard D of the Virginia Standards of Quality. Fundraisers sponsored by the PTO should involve parents rather than children in sales.
- b. Students are given the opportunity to purchase school insurance in case an accident or injury occurs at school or on the bus. As stated in School Board Policy 9-61, "the board shall not assume any responsibility for the cost of treatment whether due to accident or illness."
- c. Individual school pictures are taken in the fall and spring and class (group) pictures are taken in the spring. Makeup pictures for individuals are also scheduled for children who miss pictures or whose pictures are not satisfactory. A school yearbook is sold each spring as well.
- d. Teachers typically communicate information in the first newsletter about how they prefer that children's birthdays be shared within their classroom communities. Not all children in the building celebrate birthdays or holiday events for different reasons including religious convictions. **Please help maintain positive classroom relationships by not sending birthday party invitations to school unless every child in the class is invited. You may send invitations to all girls or all boys – but not selected students.** Addresses and phone numbers are provided in the PTO School Directory, if available, for your convenience in contacting other parents about after school activities.
- e. Many groups meet immediately after school, and may use the school building or grounds. As school personnel are not in charge of these programs they are often unaware of their plans. Those in charge of the meetings must notify you in the event of changes or cancellations.
- f. **After School events follow the same rules as the normal school day.** Students/siblings are to be supervised at all times. Please do not allow students/siblings to run in the halls, cafeteria, gymnasium or be in unauthorized areas of the building. Students are not allowed on the playground without parental supervision.