

**OAK GROVE SCHOOL HANDBOOK
2009-2010**

**OAK GROVE ELEMENTARY SCHOOL
5005 GRANDIN ROAD EXTENSION
ROANOKE, VIRGINIA 24018
PHONE: 772-7580 FAX: 776-7150
WEB SITE: <http://www.rcs.k12.va.us/oges>
INFORMATION LINE 966-7171**

MOTTO:
Developing Leaders of the 21st Century

COLORS:
Black and Gold

MASCOT:
Tiger

Oak Grove Mission:

To help students become self-confident, productive citizens who can meet challenges, cooperate with others, continue learning, and make a positive impact on an ever-changing world.

Purpose of Handbook:

To acquaint the parents with our school and its program;

To make available information about school policies, practices, and schedules;

To provide recommended guidelines deemed appropriate in developing and maintaining an effective learning climate, our ultimate goal.

OAK GROVE SCHOOL CALENDAR 2009-2010

FIRST SEMESTER

August	24	First Pupil Day
September	7	SCHOOLS CLOSED – HOLIDAY
	16	Two Hour Early Dismissal 12:05pm
	22	Interim Midpoint
	29	Interim Reports Sent Home
October	7	2 Hour Early Dismissal 12:05pm
	22	End First Grading Period/2 Hour Early Dismissal 12:05pm
	23	SCHOOLS CLOSED - Teacher Workday
	30	Report Cards Sent Home
November	3	SCHOOLS CLOSED - Parent/Teacher Conferences 12:00pm -7:00pm
	25	2 Hour Early Dismissal 12:05pm
	26,27	SCHOOLS CLOSED - Thanksgiving
	30	Interim Midpoint
December	7	Interim Reports Sent Home
	21-31	SCHOOLS CLOSED-Winter Break
January	1	SCHOOLS CLOSED-Winter Break
	14	Early Dismissal 11:30am
	15, 18	SCHOOLS CLOSED-Teacher Workday-MLK Day
	22	Report Cards Sent Home
February	1	SCHOOLS CLOSED-Parent Teacher Conference Day 12:00pm-7:00pm
	17	Interim Midpoint
	24	Interim Reports Sent Home
March	18	End of 3 rd Grading Period
	19	SCHOOLS CLOSED-Teacher Workday
	22	SCHOOLS CLOSED
	26	Report Cards Sent Home
April	2-9	SCHOOLS CLOSED-Spring Holiday
	30	SCHOOLS CLOSED
May	3	Interim Midpoint
	10	Interim Reports Sent Home
	28	SCHOOLS CLOSED
	31	SCHOOLS CLOSED-Memorial Day
June	10	Early Dismissal-Last Pupil Day
	11	Teacher Workday

Make up days will be scheduled as follows:

1	Bank Day	6	Make Up Not Required
2	Bank Day	7	April 30
3	Bank Day	8	Make Up Not Required
4	January 15	9	May 28
5	March 22		

**OAK GROVE ELEMENTARY SCHOOL STAFF
2009-20010**

Principal
Assistant Principal
Secretary
Office Assistant

Mrs. Cris Flippen
Mrs. Nancy Myers
Mrs. Jackie Dullnig
Mrs. Denise Doyle

Grade	Teacher Name	Room Number
Pre-school	Mrs. Linda Wood	219
Kindergarten	Mrs. Gaye Blevins	211
	Mrs. Anne Fox	215
	Ms. Missy White	218
First Grade	Mrs. Barbara Buckley	210
	Mrs. Fara Blankenship	213
	Mr. Chris Russ	209
	Mrs. Andria Walrond	208
Second Grade	Mrs. Linda Ramsey	204
	Mr. Tim Summers	203
	Mrs. Laura Allen	201
	Mrs. Lucy Wiggington	202
Third Grade	Mrs. Tonya Atkins	235
	Mrs. Jaimee Bralley	237
	Mrs. Melissa Weikle	238
	Mrs. Sarah Glowczynski	236
Fourth Grade	Mrs. Susan Corbett	230
	Mrs. Koren Jones	232
	Mrs. Julie Mulvaney	225
	Mrs. Amanda Thompson	228
	Mr. Thom Ryder	234
Fifth Grade	Mrs. Leigh Ann Becker	224
	Mrs. Angela Dean	222
	Mrs. Kim Sharp	226
	Mrs. Catey Moretz	220

**OAK GROVE ELEMENTARY SCHOOL STAFF
(CONTINUED)**

	Teacher Name	Room Number
Art	Mrs. Charlotte Ferguson Ms. Debbie Harris	229
Guidance	Mrs. Teri Pettipiece	Guidance Office
Reading	Mrs. Mary Waldron	
Librarian	Mrs. Sandra Marcus	Library
Music	Mrs. Gloria Howell	223
Kindergarten Music	Mrs. Mary Lou Hagen	216
Physical Education	Mr. Steve Buchanan	Gym
Kindergarten PE	Mrs. Kelly Newman	Cafeteria
Psychologist	Mrs. Kate Magri	
School Nurse	Mrs. Emelie Moles	Clinic
Speech	Mrs. Mary Beth Coffey	
ESL	Mrs. Atija Softic	207
Physical Therapy Occupational Therapy	Jodi Robbins Sharon Barbour	PT/OT Room
Learning Specialist	Mrs. Dee Burns	221
Learning Specialist	Mrs. Mary Hines	216
Learning Specialist	Mrs. Sherry Layman	207
Learning Specialist	Mrs. Stephanie Mitchell	205
Learning Specialist	Mrs. Tracy Wassmer	200
Blue Ridge Behavioral Services	Amanda Smith	
Instructional Assistant	Mrs. Sally Beachy	
Instructional Assistant	Mrs. Phyllis Breeding	
Instructional Assistant	Mrs. Karen Curtis	
Instructional Assistant	Ms. Heather King	
Instructional Assistant	Mrs. Barbara Kyle	
Instructional Assistant	Mrs. Nicole Light	
Instructional Assistant	Mrs. Julieth Lukas	
Instructional Assistant	Mrs. Christine Sarver	
Instructional Assistant	Mrs. Trina Thompson	
Instructional Assistant	Mrs. Diane Tyler	
Instructional Assistant	Ms. Diana Wardle	
Cafeteria Manager	Mrs. Debra Tyree	
Cafeteria Staff	Mrs. Joann Allen	
Cafeteria Staff	Mrs. Shirley Gillespie	
Cafeteria Staff	Mrs. Wanda Sue Holt	
Cafeteria Staff	Ms. Teresa Lynskey	
Head Custodian	Ms. Joyce Paige	
Custodial Staff	Ms. Angela Ferrell	
Custodial Staff	Ms. Michelle Taylor	

--	--	--

PHILOSOPHY AND OBJECTIVES OF OAK GROVE SCHOOL

The administration and teaching staff of Oak Grove Elementary School recognize our responsibility to the children entrusted to our care. We wish to set forth the principles and ideals in which we believe. This philosophy reflects the purposes of the Standards of Quality and Objectives for the Public Schools in Virginia and The Roanoke County Guidelines.

We believe that the elementary school experience of the child is the foundation upon which a more literate society is built. The elementary school education of a child is a cooperative process involving the home, school, and community. Our goal is to provide a nurturing environment in which each child can achieve success commensurate with his or her abilities and talents. The recognition of each child as an individual with differing needs and abilities is essential to the accomplishment of our goals. We believe a variety of materials and instructional practices should be employed, and current educational methods and trends must be considered when planning and implementing programs of instruction.

According to our statement of philosophy, we believe that the goals of education at Oak Grove Elementary School are to aid each pupil, consistent with his or her abilities and educational needs, to:

1. Develop competence in the basic learning skills;
2. Develop the intellectual skills of rational thought and creativity;
3. Acquire knowledge and process skills of science and technology;
4. Progress on the basis of achievement;
5. Acquire the attitude and skills necessary for life-long learning;
6. Develop personal standards of ethical behavior and moral choice;
7. Participate in society as a responsible family member and citizen;
8. Develop a positive and realistic concept of self and others;
9. Acquire an appreciation for and sensitivity to people of diverse ethnic and racial groups;
10. Practice sound habits of personal health and physical fitness;
11. Enhance and protect the quality of the environment;
12. Develop an appreciation for the arts and an understanding of the humanities;
13. Acquire a basic understanding and appreciation of democracy and the free enterprise system.
14. Develop the skills necessary for responsible decision-making with an understanding of the consequences of those decisions.

POLICIES AND PROCEDURES RELATED TO STUDENTS AND PARENTS

ACCELERATED READER

The Accelerated Reader Program was designed to improve reading skills by encouraging students to read at levels which challenge but do not frustrate them. After assessment with the STAR system, each student is encouraged to select books in a reading range which has been determined appropriate. When a book is completed, the student takes a short comprehension test on the computer and is awarded points based on the percentage of questions answered correctly. The point system is intended to tie into rewards and to generate excitement about reading. Accelerated Reader book lists are available in the school's Media Center and on the Oak Grove Website.

ADDRESS CHANGES/ADDITIONS

Please remember to notify the office of any changes to your address, home phone number or work number. In addition, if parents are divorced or legally separated, please provide to our office the addresses of each parent, if both wish to be contacted via separate mailings. Non-custodial parents can provide self-addressed envelopes to the teachers if they would like to receive copies of report cards

ATTENDANCE

Roanoke County policy requires an accounting for each day's absence. Excuses from the parent must state the reason for the absence in order to be valid.

Students will be marked tardy if they are not in their classroom by the 7:55 a.m. bell. Tardy students must take a slip, obtained in the office, to their teacher.

Outstanding attendance will be recognized each nine weeks with a star on the report card if there are no more than two absences, two tardies, or two early dismissals. Outstanding attendance will be recognized at the awards assembly at the end of the school year. A certificate will be presented to those students missing no more than five days during the entire year and no more than five days tardy. Perfect attendance is zero absences and zero tardies.

Please try to plan family trips around school closings (spring break, winter break, etc.). It is very difficult for the teachers to provide your child with work on short notice. Please give teachers at least two week's notice if you desire work for a trip that is planned during school time. If there is insufficient notice, every attempt will be made to provide missing work to your child upon his return. All work must be completed and turned in at least ten days after his/her return. Please remember that classroom time is crucial to your child's understanding of new concepts and frequent and extended absences can impact mastery of new material.

Student Attendance Policy

Student attendance is a cooperative effort and the school board shall involve parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under

provisions of the law. **It is extremely appreciated when your child is absent from school that you notify the school office the morning of the absence.**

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, if the school has not already been notified, to obtain explanation for the student's absence. A log will be kept of call attempts.

After five unexcused absences or tardies, a letter will be sent to the parents/guardians, as well as the Roanoke County Visiting Teacher.

After ten unexcused absences or tardies, a second letter will be sent to the parents/guardians, and the Visiting Teacher will contact the parents/guardians.

After fifteen unexcused absences or tardies, the parents/guardians will be invited to participate in an attendance meeting. At this time the Visiting Teacher may register a complaint with the court system. Additional information on the Truancy Policy for Roanoke County Schools is available in the school office.

BEHAVIOR

Oak Grove Elementary provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on the school grounds, going to and from school grounds, and at any event where Oak Grove Elementary is represented, regardless of location. Good discipline is necessary in order to have a climate conducive to maximum academic growth. Parents will be informed of behavioral situations involving their child, which the school staff feels is of serious consideration. The teachers and principal are always willing to meet with parents to discuss problems concerning a child and to work together to establish actions for improvement. Please encourage your child to observe the school rules. The rules are designed to help all children at Oak Grove acquire the best education possible. The following standards for behavior are based on respect and courtesy.

Students Will:

- Remain quiet and orderly in the classroom and be attentive to instruction;
- Support their teacher, classmates and school;
- Show respect for self, peers, adults, and school property;
- Behave courteously toward any adult or another student;
- Use spoken expressions of consideration toward others (such as 'pardon me,' 'please,' and 'thank you');
- Walk quietly while in the school building;
- Allow others to join games played at recess or in the classroom;
- Eat only at designated times and in designated areas.

Students Will Not:

- Leave school grounds during school hours at any time without written permission;
- Use profane language or gestures;
- Engage in any type of fighting or potentially dangerous activity;
- Intimidate, harass, or threaten other students;
- Be disrespectful to another's property;
- Engage in games involving tackling, pushing, or grabbing of clothing;

Bring toys, magazines, skateboards, playing or trading cards, radios, walkmans, ipods, computer games, laser pointers, or playground equipment to school or the school bus without teacher approval (for safety reasons, bats and baseballs are not permitted);

Chew gum;

Bring sharp objects or anything to school that resembles a weapon (pocket knife, toy gun, squirt gun, firecrackers, darts, laser pointers, etc).

BICYCLE REGULATIONS

Students are not permitted to ride a bike to or from school.

BIRTHDAY RECOGNITION

Parents may bring a food treat, but no drinks, to celebrate a child's birthday. Treats are to be left in the office. If it is a sweet treat, teachers will distribute after lunch.

Parents are encouraged to consider recognizing their child's birthday in a way other than food, such as reading to the child's class.

INVITATIONS TO PARTIES, ETC., SHOULD ONLY BE GIVEN OUT IN THE CLASSROOM WHEN ALL STUDENTS ARE INVITED. OTHERWISE, INVITATIONS SHOULD BE MAILED.

Flowers and/or balloons are not permitted. They may not be delivered to the classroom. They cannot be taken home on the bus due to safety precautions.

BOOK CLUB

Book Club is an after school enrichment activity for the purpose of encouraging reading for pleasure and critical thinking offered to all interested fourth and fifth grade students. Students meet once a month and participate in a guided discussion and in activities focusing on the book selection for that month. Several copies of the books will be available in the library but it is the responsibility of each student to obtain and to read the selected book before each meeting.

BULLYING

Bullying is defined as verbally or non-verbally harming another person physically, emotionally, or mentally through intimidation, harassment, coercion or threats. Common bullying behaviors include, but are not limited to: excluding, ignoring, name calling, laughing at others expense, threatening, using book bag as a weapon, sexual comments, moving victim's belongings, several students ganging up on a student, extortion, peer pressure, physical fights, coercion to conform, written threats, etc. Consequences for such behaviors at school may include silent lunch, loss of recess, seat assignment, note home or phone call to parent, suspension from school, and in some cases, expulsion, depending on the severity of the behavior. Oak Grove Elementary takes bullying very seriously and works with students, parents, and staff to eliminate such behavior and make our school safe for every child. If your child is being bullied or is exhibiting bullying behaviors, please contact your child's teacher, guidance counselor or principal for assistance and resources.

BUS CONDUCT

In order to promote the safety and welfare of all pupils transported by county school buses, orderly conduct must be observed at all times by all students. We will need your cooperation in maintaining such conduct. Students should respect and obey those in authority. Please take time to review bus

safety and its importance with your child. We hope it will never be necessary to deprive a child of bus privileges. Bus stops are included as part of our discipline policy.

Bus Rules and Regulations for Students

1. Be at the bus stop on time or five minutes early.
2. Sit in your seat and do not move about.
3. Remain seated until bus comes to a complete stop.
4. Cooperate with the driver and fellow students to promote safety on the bus.
5. Drinking, eating and chewing gum on the bus are not permitted.
6. Bottles and glass containers are prohibited on the bus.
7. Use no loud, profane or abusive language.
8. Keep arms, legs and head inside the bus at all times.
9. Look both ways when you get off the bus to cross the street. Be sure no cars are coming. Look at the bus driver. He/She will tell you when it is safe to cross.
10. If you have to cross, cross in FRONT of the bus. NEVER cross in back of the bus.
11. Riders will be required to pay for any damage they do to the bus.
12. Cell phones, Ipods, and any other electronic devices are not allowed to be used on the bus without explicit permission from their bus driver.

CELL PHONES

Cell phones are discouraged from being brought to school by students. If they are brought to school they must be kept **off** during the school day and kept **off** while on the bus.

CHARACTER COUNTS

Character Counts is a program at Oak Grove Elementary School that emphasizes the six pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship. Rewards are given to students 'caught' having good character, to include classroom rewards and lunch with the principal.

CHESS CLUB

Oak Grove's Chess Program consists of two clubs; 1st – 2nd Grade and 3rd Grade – 5th Grade., based on parent volunteers that are available to help. Chess is open to all interested students but space is limited. A registration letter will be sent out the first week in September.

If volunteers are available, chess meetings begin in late September and are held once a week. Parent Volunteers handle sign in and dismissal while instruction is given by a Chess Master. The Chess Club is supported by the PTA.

All club members are eligible to participate in optional Chess Tournaments hosted by Roanoke City School's Chess Program. Information concerning registration and fees are sent home each month.

School discipline code is in place during chess club meetings.

CLASSROOM PARTIES

Four parties are celebrated during the school year in grades Kindergarten – Third. These include Fall, Holiday, Valentine, and End-of-Year. Grades Four and Five do not have a Fall Party but have alternate activities. The head homeroom parent should confer with the classroom teacher to determine the date, time, and specifics for each party. Let the front office know of the party date and time. The focus of the party will be on activities, games and crafts rather than food. Food items should be limited to one sweet treat, one fruit and/or vegetable and one salty snack. Caffeine drinks should be avoided. Beverages should be limited to one juice box and water. Refreshments will be aligned with the curriculum whenever possible. Treat bags are discouraged.

COMMUNICATION

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively.

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. You decide how you want to be notified.

We encourage all of you to take advantage of this opportunity, as we will be utilizing Instant Alert for emergency school-to-home communication.

The school hotline number is 966-7171. We update this line with both PTA and school events on a monthly basis.

In order to limit memos home during these tough budget times, electronic communication will be used as much as possible. Please include your email address on your child's emergency card.

COMMUNITY INVOLVEMENT

Listed below are ways that the school and community are involved:

Teacher-Parent conferences;

School visitation during American Education Week (PTA provides token of appreciation for staff throughout the week.);

Parents and grandparents eating lunch with their children;

Parent participation as volunteers;

Parties given by room mothers for the children throughout the year;

Business partnerships;

Use of the school as a voting station by the community;

Use of the playground facilities by the Department of Parks and Recreation and for the summer park program;

Use of the baseball field by the Little League teams in the area;

Use of the gym by the basketball teams and indoor soccer league;

Parent representation on Roanoke County Accreditation Committees;

Parent participation with after school activities;

Bus Driver Appreciation Week;

Use of gym/cafeteria by the community, business partners;
Food contributions for the needy during the holiday season;

Use of community individuals as resource persons for instructional purposes;

Student United Fund Drive;

Parent Programs presented by Parent Guidance Committee

Room Parent Duties:

Plan three parties a year (Holiday, Valentine and End of Year). Room parents check with individual grade levels for their preference with fall events; assist teachers in any way needed; provide assistance with spring festival; encourage all parents to contribute their time and talents.

Volunteer Programs:

A constructive way for the community to become involved is through our volunteer program. Volunteer forms with many opportunities for getting involved are sent home twice a year.

Listed below are some of the services provided by volunteers:

Reading buddies	Parent Guidance Committee
Tutoring	Accompaniment
Classroom helpers	Collecting book rental fees
Library helpers	Physical Education
Clerical	Obtaining health information
Room Mothers	which includes height, weight,
Art Projects	vision and hearing screening
Computer lab assistance	

CONCERT MANNERS:

Concert manners give students an opportunity to behave with respect in assemblies and other multi-class gatherings. Expect this behavior from each and every student.

- **ENTER QUIETLY.** Students should leave the classroom, walk through the hallways, and enter the assembly without talking to other students or teachers. Students should remain quiet while other classes are entering the assembly

- **FOCUS YOUR ATTENTION ON THE PERFORMANCE.** Look and listen to the performers. They need your undivided attention to provide the very best performance possible. Students should not talk or whisper to their neighbors. Focus attention on the performers and try not to hum, sing, or tap your fingers or toes. If the performers invite you to clap and participate, please do so with enthusiasm.
- **REMAIN SEATED.** Students should not leave the assembly during the performance. If they must leave, please wait and instruct them to leave only between selections and leave walking quietly.
- **SHOW YOUR APPRECIATION.** The performers will be delighted if you express your appreciation through clapping. An exceptional performance can be recognized by extended applause and/or standing while applauding. Please refrain from whistling or cheering during the performance.

LEAVE THE ASSEMBLY QUIETLY. Students should leave the assembly, walk through the hallways, and enter the assembly without talking to other students or teachers. Discussion and reactions regarding the assembly can be shared within the classroom.

CONFIDENTIAL INFORMATION

There is an increasing amount of personal information about each student now available in the schools. This information is helpful to the professional staff in working with individual students and remains confidential. A specific policy statement is sent home annually and is available at the school should you wish to read it.

Communication with parents who maintain two households - Upon request, Oak Grove will make available to the non-custodial parent any information requested unless otherwise instructed by the court.

DISCIPLINE

All disciplinary action shall be governed by the policy guidelines set forth in the Student Conduct Code as revised by the Roanoke County School Board. Please make sure that students are familiar with all student conduct policies.

DRESS CODE

In choosing student dress, the parents and students should take into consideration modesty, safety, weather, and scheduled activities of the day. Students should wear appropriate footwear for PE and recess. Children who are wearing boots, heelies, sandals or flip flops will not be able to participate in PE or outdoor activities. Heelies are discouraged at school and cannot be worn with the wheels out when on school property. Shirts should meet a students' waist. Size appropriate sleeve holes are also expected. Skirts and shorts for girls should be no higher than five inches from the knee. Halter tops and bare midriff tops are not allowed. Tops with straps should be wider than two inches. "Low-hanging" baggy pants, shirts with inappropriate language or references to drugs, gangs, alcohol or tobacco products are not acceptable attire for school. Hats, hoods, headgear or dark glasses shall not be worn in the school building. We would prefer that girls not carry purses. A small change purse with personal items can be kept in the book bag if necessary. We trust the parents will concur that school is the child's world of work and will guide their child in dressing appropriately. Parents will be called for a clothing change if these guidelines are not met. If the parent is not available, the child will be removed from the regular classroom to another area to work.

EMERGENCY PROCEDURES FOR STUDENTS

Any change in parent status, address, or telephone number must be furnished to the office by the parent at the time of change. Records will be updated by office personnel and teachers will be notified.

Parents should advise both the school office, school nurse, and physical education teacher of any medical condition which might interfere with their child's ability to participate in the regular school program.

Parents are asked to listen to local radio or TV stations (such as WROV 1240 AM, WFIR 960 AM, WSLC 610 AM, WPVR 94.9 FM, WXLK 92 FM, WSLQ 99 FM, WJLM 93.5 FM, and TV channels 7 and 10 between 6:00 and 7:00 a.m.) or call 966-7171 for current information regarding weather related announcements which may effect school openings and closings. Children will be sent home by regular means in the event of early closing unless parents advise us differently. Unfortunately we are not able to call our parents due to only having two phone lines and over 500 students. **However we are able to send email notification to those parents who are enrolled on our Zinester Newsletter. Please sign up through our schools website@ www.rcs.k2.va.us/oges with an email address that will reach you during the school day.**

The school buses will let children off as close as possible (in the judgment of the bus driver) to their home stop. Buses will not operate on steep hills, dangerous curves or dead end streets.

Plans are in place for any other type of emergency evacuation. Further information will be given should the need arise.

FIELD TRIPS

Field trips are an integral part of the educational experience. Each grade level will participate in field trips throughout the school year that correlate with SOLs. Permission forms and fees need to be in by the deadline set on the Parent Permission Form. Students will not be permitted to call home for permission on the day of the field trip.

Field trips for each grade level are subject to change on a yearly basis. Unfortunately due to the expense of reserving buses, refunds will not be given for field trips unless there is a medical excuse.

GIFTED

When seeking to identify gifted students, a school system is searching actually for those children who, by virtue of outstanding abilities, are capable of exceptional performance. Consequently, those students who are identified require curriculum adaptations and/or additional services beyond those usually provided by the regular school program.

Roanoke County's identification processes incorporate standardized and non-standardized data which relate achievement, intelligence, performance, and teacher observations. Although the approach to identification varies for students in grades K-2 and grades 3-6, the ultimate goal of each process is to find those children whose outstanding capabilities necessitate curriculum adaptations and/or additional services.

If you have specific questions about the screening process and/or feel your child's abilities make him/her a candidate for screening, consult an administrator. She will direct you to a member of the staff for the gifted program if you have additional questions.

If your child is new to Roanoke County Schools and participated in a gifted program in his/her former school, your child automatically qualifies for screening. Remember to consult with an administrator to engage your child in the screening process.

Roanoke County also provides a program for artistically talented children in grades 3-6. Screening for this program begins in January of each school year and involves students in grades 2-5 who are referred by parents, classroom teachers, and/or art teachers. If your child is a second grader, you will receive a letter announcing and explaining the approaching screening period. If your child is enrolled in grades 3, 4, or 5, the school's newsletter will carry an announcement of the approaching screening period and the procedures you should follow to refer your child for screening.

Call 562-3900 if you have additional questions.

GUIDANCE AND COUNSELING PROGRAM

The Guidance and Counseling Program in Roanoke County Schools and at Oak Grove provides assistance to students in the mastery of their academic/educational, personal/social, and career development. It is a cooperative effort among counselor, students, school staff, and parents. The Guidance and Counseling Program is preventive in its focus and based upon the developmental stages of students.

The school counselor encourages a cooperative relationship between school and home. This is accomplished via consultation with students, teachers, parents, and administrators; personal counseling in small groups or with individual students; and through provision of information about community resources, as needed. Classroom guidance sessions address topics designed to enhance academic success and progress toward career goals for all students.

GUN FREE ACT

The Gun Free Act of 1994 requires that students be expelled for 365 days for bringing guns or knives to school. This applies for elementary students as well. Please know that toy weapons are not permitted in the school or on school grounds.

HOMEWORK POLICY

Homework may be assigned at the discretion of the teachers and shall be in accordance with the needs of the individual student.

1. Establish a procedure to make homework meaningful. Homework grades can improve or lower the grade average.
2. Homework grades cannot be the determining factor in failing a student for any grading period.
3. Teachers will communicate annually to students and parents the general homework plan for his/her classes.
4. Teachers will contact the parent when a pattern of neglecting homework impacts on content mastery.

Homework shall not be used for disciplinary purposes and shall not be assigned on PTA nights and during testing weeks. Homework grades should be reflected in the 9 weeks grade. Students will be accountable for homework.

ILLNESS – ROANOKE COUNTY SCHOOL HEALTH ADVISORY BOARD

**POSITION STATEMENT
ROANOKE COUNTY PUBLIC SCHOOLS**

CHILDHOOD ILLNESS: WHEN TO SEND YOUR CHILD TO SCHOOL.

Developed and endorsed by the School Health Advisory Board

As school absences increase related to illness, Roanoke County Schools offers this directive to parents and staff to assist in the appropriateness of keeping a child home.

It is the belief of this school division that school attendance is essential. Knowing when to send your child to school can sometimes be a difficult decision. Much depends on what type of illness your child has contracted. While we recognize that each situation must be looked at individually, there are factors that parents need to consider. When making these decisions, please consider the following:

- < Depending on how ill your child appears and how similar illnesses have been tolerated in the past, you may want to keep your child at home under your observation until he/she is clearly improving.
- < If your child has missed school several days due to illness, consider having him or her seen by their doctor.
- < Risk of spreading infection can be widely variable depending on an infection's incubation period, and the period of time your child carries the virus or bacteria.

The Roanoke County School Division realizes the pressures parents face as they balance work and other commitments with caring for their children. In order to maintain a healthy environment, the school asks that families observe the following guidelines on returning after an illness.

- < **Colds** - Students may continue to attend school with colds. Obviously, they are quite contagious, but it would be folly to try to keep all students with colds at home; the schools would be half empty. Students should not attend school if they have fever, excessive cough, or if they feel particularly ill.
- < **Strep Throat** - If your child has strep throat, please keep at home for 24 hours from the time antibiotics are started.
- < **Pink Eye** - If your child has pink eye (bacterial conjunctivitis), please keep at home for 24 hours after the first dose of medicine is administered, and there is no drainage from the eye. For viral conjunctivitis not being treated with eye drops, please keep your child home until eye discharge has resolved.
- < **Chicken Pox** - Chicken pox lesions must be crusted and dried before child returns to school.
- < **Head Lice** - If your child has lice, he/she must receive treatment before returning to school.
- < **Gastrointestinal Illnesses (Vomiting and/or Diarrhea)** - If your child has been vomiting, please keep at home until your child is eating and drinking without vomiting for 24 hours. If you child has diarrhea, keep at home until stools are formed.

- < **Any Childhood Illness Accompanied by a Fever** – An oral or tympanic temperature of 100° F or higher is defined as a fever. Fever that causes enough discomfort to need medication probably indicates that the student should not be in school.

If your child has been treated by a physician for a particular illness, follow his/her instructions on appropriateness of returning to school.

While we realize that the mentioned disorders are not inclusive, they are the most common health related reasons for children’s absences. Remember, children are enrolled in school for educational purposes. If children are well enough to go outside and play or go shopping, then they are most likely well enough to attend school.

Parents with specific questions about their child’s condition are encouraged to call their child’s doctor. If your child does not have a primary care physician, you may contact the nurse at your child’s school.

Knowing whether your child’s stuffy nose is caused by a cold or seasonal or indoor allergies is sometimes difficult to determine. The symptoms for each may appear similar and your children may not be able to describe the differences.

This is why we would like to share a valuable tool with you and your family. The “Cold vs. Allergies – How Can You Tell?” chart below is an easy-to-follow reference tool that can help you recognize symptoms early on, before you have an opportunity to check with your family pediatrician.

Whether at school or while enjoying the great outdoors, kids need to be alert to participate. Allergies can spike during heavy pollen seasons, but many kids suffer all year long. Seasonal or indoor allergies, such as pet allergies, affect up to 40 percent of American children and cause them to miss up to two million school days each year. This causes a significant impact on school performance, participation in sports, and enjoyment of daily life.

Review the “Cold vs. Allergies” chart to better understand the difference between allergies and colds and to help your child stay clear and focused at school and at home!

Clear Signs: Cold Versus Allergies – How Can You Tell?

Allergy symptoms can look like a common cold. Watch for these symptoms in your child/children.

Symptom	Allergy	Cold
Itchy ears, eyes, nose	√	
Sneezing (a) violent and prolonged bouts (b) occasional	√	√
Weakness, fatigue	√	√
Runny nose (a) watery and clear (b) thick, white or yellow to green	√	√
Aches, pain		√
Symptoms often last weeks to months	√	
Symptoms often clear up in 7 – 10 days		√
More common in spring or fall	√	
More common in winter except in southwest U. S.		√

MEDICATION DISTRIBUTION

To protect the safety of all children from the misuse of medication, the policy of the Roanoke County School Board for administering medication is as follows:

School personnel shall give prescription medication to students **ONLY** when a written request from the physician or practitioner is received detailing the name of the drug, dosage, time to be given, reason to be given, and possible side effects, and with written parent permission.

Parents must deliver the prescribed medication in person to the school in its original container.

If over the counter (OTC) medication is required, it must be supplied to the school in the original container by the parent. Written parent permission must be provided with specific directions for administration. (Proper form is available in the office.) Children are allowed to carry cough drops and lip balm.

Sharing, borrowing, distributing, manufacturing, or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct. Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal or designee.

Medication should be picked up by the parent at the time it is discontinued. Medication will not be kept from one school year to another and will be destroyed if not picked up.

Non-Prescription Medication for Preschool Children (Ages 2-6): Written request from the physician/practitioner to administer as needed during the current school year is required. It must include name of medication, dosage time to be administered, reason to be given, and possible side effects. The same paperwork must be completed as is done for elementary age students.

PARENTS SHOULD MONITOR THEIR CHILD'S MEDICATION AND SUPPLY ADDITIONAL MEDICATION TO THE SCHOOL IF NECESSARY. Since only the physician and the parent know if a child is to continue medication, it is not the school's responsibility to notify parents or physicians that a child needs additional medication.

Self-administration of medication in elementary schools is not allowed except below:

Students with Asthma - Recent legislation addresses student possession and self-administration of inhaled asthma medications. The new law mandates that each student with asthma who carries an inhaler have the following:

1. Individual Health Plan
2. Emergency Plan
3. Parent and Physician Consent

If a child has asthma and needs to carry an inhaler, parents need to contact the school nurse. She will initiate the process for the required documentation so that your child's health needs are managed effectively at school.

INCENTIVES AND AWARDS

There are many instances of rewards and incentives for participating in special events and fundraisers. These include the class with the highest PTA membership, largest collection of box tops and Campbell's labels, top contributions toward a specific fundraiser, attendance, Character Counts recognition, and participation in Reflections, Destination Imagination, and Catch a Star. The faculty and PTA are encouraged to eliminate using food as a reward. Other possible options include additional recess time, a movie, a homework pass, or extra tickets for the spring festival. Children will be encouraged to make charitable donations without reward. Exceptions include one-time food treats and parties for students participating in Chess Club, Reflections and Destination Imagination.

LOST AND FOUND

The school will not be responsible for any lost articles, including books. However, all lost and found articles are turned in to the office or cafeteria. Unclaimed items are donated to charity at winter break and also at the end of the year.

LUNCHESES

Prices for this year's lunch program are:

Breakfast	\$ 1.25
Lunch	\$ 2.00
Milk	\$.50
Ice Cream	\$.50
Weekly lunch ticket	\$10.00
Adult Lunch	\$ 2.50
Adult Breakfast	\$1.25

MAKE-UP WORK FOR STUDENTS

Excused absences: Students with excused absences are allowed ten days to complete daily work or a missed test. Under normal circumstances, this period should not exceed ten days. Individual teachers will design their procedure for make-up work. To protect the instructional time of others, make-up work may not be picked up until 3:00pm.

Unexcused absences: Students with unexcused absences will also have 10 days to complete the work but will not receive a grade higher than a '69' on the completed work.

Incomplete work: (New policy from Roanoke County Schools 2007-2008) A grade of incomplete will be entered on a student's report card when make-up work has not been completed, and the allowed make-up time extends across the end of the grading period into another. After make-up work is completed, a corrected grade will be submitted by the teacher. If make-up work is not completed by the established deadline, the incomplete will be changed to the computed average with incomplete work averaged as zero.

Students with pre-approved absences may request their assignments prior to their absences from school. All requests for assignments must be made to the teacher two weeks before the trip. Please try to limit trips that are not around school time off. Make-up work for students with pre-approved

absences, i.e. tests, quizzes, etc., will be given to the student upon his/her return to school. The student shall be responsible for contacting the teacher to arrange for completing the make-up work.

MEDIA CENTER POLICIES

Pupils may return or check out materials any day the library is open.

No fines are charged for overdue books, but pupils will be charged for any lost books.

Reference books (including encyclopedias) may be checked out by students for overnight use. They must be returned the next morning. This privilege is renewable.

Parents may check materials out of the library. There is a parent shelf in the library which has books on childrearing, discipline, and such topical issues as death, divorce, and hospital stays.

PTA MEETINGS

PTA meetings are held on the second Tuesday evening at 7:00pm of each month of the school year with the exception of November and January and April. There are no PTA meetings scheduled on November and January. The April PTA meeting will be on the third Tuesday of the month.

September 8, 2009, will be "Back-to-School Night". Following the general meeting, parents will meet with their child's teacher to learn about this year in that particular class and grade.

PARENT-TEACHER CONFERENCES

A parent conference will be held with each child's parent(s) after the first nine weeks of school. Additional conferences may be scheduled throughout the school year at either parent or teacher request. School conferences will be scheduled during the hours of 12:00p.m. and 7:00p.m. during the designated day.

PARKING LOT

Morning Car Riders

Drive to the back of the parking lot and around the turn area. Pull up to the front entrance and school personnel will open your door so that your child can get out of the car safely. Please do not let your child get out on the left side of your car.

All morning car riders are to be dropped off at the front door only, but not before 7:30 a.m. Students are not to be dropped off before 7:30 a.m. due to lack of adult supervision. If car rider students arrive after the 7:55 bell, they must come in through the front entrance to receive a tardy slip from the office. All students are marked tardy if not in their classrooms by 7:55am.

Afternoon Dismissal

For afternoon dismissal, use the front entry door. Drive to the back of the parking lot and around the turn area. Pull up to the front door and wait for school personnel to bring your child to the car.

Visitor parking is offered in the parking lot nearest Rt. 419. If you need to come inside the school, please use this parking lot. Parents and visitors may park in the bus parking lot between 8:30 a.m. and 1:30 p.m. ONLY. Please encourage your child to ride the bus in the morning and afternoon due to congestion in our parking lot and safety concerns.

PEER CONFLICT MEDIATION

Oak Grove School recognizes that conflict is a natural process and seeks to find peaceful solutions to problems. Oak Grove School believes children can solve their own problems and that students are responsible people.

Therefore, Oak Grove School provides a peer conflict mediation program that uses trained children to resolve minor disputes. Selected fifth grade children receive training to develop skills of mediation. They learn a process to help students with disputes: talk and listen to each other, generate and consider solutions, decide on solutions for the present, decide on solutions to prevent future disputes, and maintain confidentiality.

The goals of the Peer Conflict Mediation program are:

- To resolve minor disputes that interfere with the education process
- To improve the school environment
- To develop leadership skills
- To build communication and practical life skills, and
- To improve student performance.

PLAYGROUND RULES

Students shall:

- Play safely at all times;
- Stay where adults can see you;
- Games are open to all who wish to play;
- Show respect for themselves, peers, adults and school property;
- Not fight or allow potentially dangerous activities to occur;
- Not participate in games that involve tackling, pushing, or grabbing of clothing;
- Not bring toys, magazines, radios, computer games, bats, or baseballs to school or on the playground;
- Ensure that rocks, sticks, bugs, etc., stay on the playground;
- Not chase others around or play tag.
- Proper 'gym' shoes are to be worn at all times.

PTA

The PTA at Oak Grove seeks to have programs designed to improve education opportunities for our children and to provide better school-community relations.

Many PTA activities during the year involve the community and aid the school-community relations (such as the annual festival, orientation for Kindergarten at the beginning of the year, and American Education Week).

The PTA publishes a monthly newsletter informing parents of all activities and meetings of the school.

The PTA provides funds to purchase much needed equipment and instructional materials for our students.

PHYSICAL EDUCATION

All students must wear 'gym shoes' to physical education each day-whether with the classroom teacher (PEX) or with the physical education teacher. Wearing gym shoes for daily PE increases safety for each child. Gym shoes are those that are designed for the gym floor. They must be secure on the student's feet-Velcro straps or laces are recommended. Sandals, slides and flats are not allowed for physical education. Students need to wear gym shoes DAILY or leave a pair at school. Students without appropriate shoes for physical education will not be allowed to participate for safety reasons. The 'grade' a student receives for physical education will be impacted by the student's daily participation.

All students are required to participate in physical education activities. When it is necessary for your child to be excused from PE class or supervised play activities, a note from the parent is required. An extended excuse will require a note from a physician.

RECOGNITION

An awards ceremony will be held the last week of school recognizing a variety of student achievements.

RESIDENCY

Roanoke County Public Schools requires all schools to document proof of residency for each student enrolled. As a result, when a student is being registered in Roanoke County Public Schools for the first time, it is necessary that the parent or guardian present reasonable proof of residing in our school district. It is understood that deliberate falsification of information for school attendance purposes in a Roanoke County school will result in your child being withdrawn from the Roanoke County public school immediately. Virginia legal code makes it a class 4 misdemeanor for any person to knowingly make a false statement concerning the residency of a child in a particular school division or school attendance zone for the purpose of avoiding tuition charges or enrollment in a school outside the attendance zone in which the student resides.

SCHOOL FACILITIES - USE OF

The Roanoke County School Board permits the citizens in the community to use school buildings when they are not scheduled by the school or the recreation department (a fee may apply). Please contact the individual school for further information and proper forms.

SCHOOL RULES

Halls

- Walk silently in a straight line
- No talking in the halls
- Students should keep hands to themselves
- Be respectful of others learning by waiting quietly in front of classrooms and cafeteria
-

General Rules

- **No chewing gum in any classes except for SOL tests**
- Gym shoes every day for PE or PEX. All children without proper shoes can only walk around and not participate in running activities or getting on equipment
- Students are to pick up trash from classroom floors each evening and either stack the chairs or put them on the desks.

- Bullying or “Just Kidding” is not allowed.
- No electronic devices, toys, trading cards, are allowed.

Cafeteria Rules

- Students need to be silent when Cafeteria music is playing. This encourages respectful, responsible behavior and allows time to eat.
- Students are to remain in their seats and raise their hands if they need something that they forgot such as a straw or a spoon.
- Students should not go to the bathroom by themselves during cafeteria time due to safety reasons.
- Students need to pick up all trash from tables and under table before leaving.

Students should not take food from each others trays

SCHOOL HOURS

The office is open from 7:30 a.m. to 4:00 p.m. Teachers are on duty from 7:30 a.m. to 2:30 p.m. The student day begins at 7:55 a.m. and ends at 2:05 p.m. Please discuss with your child procedures he/she should follow in case of early dismissal due to inclement weather, etc.

Children should not be left at school before the office opens at 7:30 am or after 2:05pm. There is no supervision available.

SECURITY

Each outside entrance is monitored by a security camera. Safety drills for fire, tornado, evacuation and lockdown situations are practiced two times per year (fire drills are practiced monthly).

SOLICITATION

There will be no door-to-door solicitation by students involved in selling for any fund raising project of the school or PTA.

The Roanoke County School Board authorizes financial campaigns in schools which support the programs of United Way of Roanoke Valley and which run concurrently with the United Way campaign.

STUDENT COOPERATIVE ASSOCIATION (SCA)

The general membership is composed of the entire student body, grades K-5. The officers are composed of a fifth year president, fourth year vice-president, secretary, treasurer, and reporter. General elections are held in the spring with only second through fourth year students voting.

Any officer or representative receiving D's or F's on his/her report card in achievement in one of the major subject areas or concerns in areas of citizenship shall be suspended for the following nine-week period. At the end of the nine weeks, he/she will be reinstated if all grades in the major subjects are C or better and/or his/her citizenship numbers in two of the deficient areas have become one. He/she will be permanently dismissed if these improvements are not made.

Officers and representatives are expected to participate in all SCA projects that are held throughout the year.

STUDENT PURCHASES

All checks involving school accounts should be made payable to Oak Grove School. With our new computer system in the school cafeteria, checks for student lunches can be made weekly, monthly, or a longer period of time. Please designate if your child is allowed to use account money for a la carte or ice cream purchases. We encourage children to buy no more than two additional items daily. Please review with your child what type of item he/she is allowed to purchase.

Breakfast – Breakfast is served from 7:35am through 7:45am. Students need to arrive prior to 7:45am in order to have breakfast. **Money may not be borrowed from the school for breakfast.**

Lunches - Students will use their pre-paid lunch account or have cash for the cafeteria manager as they go through the lunch line.

Additional Food Items - Students may purchase optional ice cream, fruit bars and other food items along with their regular lunch for additional charges (prices vary by item). Students may not buy ice cream or additional food items if previously borrowed lunch money has not been repaid to the school cafeteria.

Borrowed Lunch Money - A limited petty cash fund is maintained for the benefit of those students who need to borrow lunch or milk money only. **Please see that all advances are repaid in the office the next school day. Students may borrow up to TWO lunches only at any time. Please help our school cafeteria by returning borrowed money quickly. Students will be served a cheese sandwich when lunch charges are over \$10.00.**

Pictures - School pictures are taken in the fall and spring. Fall pictures are used for student records and the yearbook. Pictures are made available for purchase to parents and the school receives 50% of the profit which is used to purchase supplies and equipment for use with our children. Parents, however, are under no obligation to purchase the pictures.

Sale of Items –Children are not allowed to sell candy, cards, toys, or any other items to other students at school or on the bus.

Scholastic Insurance - Purchase of insurance is voluntary. Forms will be sent home during the first few weeks of school.

Supplies - School supplies are sold in the school bookstore until 7:55 a.m.

Yellow Folders – Yellow folders are given by our PTA to each new student. Replacement folders may be purchased in the office for a cost of \$4.00 or another yellow folder from home may be provided.

Student Assignment Books – These books are given by our PTA to students in grades 1-5. Replacement books are available in the office for a cost of \$4.00.

TELEPHONE NUMBERS

The School Board Office of Roanoke County Schools is 562-3900.

THE TIGER TEAM

This program is for 5th grade students to help foster responsibility, respect, and good character. The Tiger Team replaces our Safety Patrol Program.

Students from each homeroom will be selected by the 5th grade teachers and specialists based on following classroom rules and displaying proper behavior throughout the school building, including the lunchroom and buses. The Tiger Team will serve as leaders of our school to display the characteristics promoted in our Character Counts Program.

5th grade students will help lead the younger students off of the buses and into the building each morning. They will take turns working our car rider line. They will raise and lower our flags, and help monitor assemblies and hallways. Students not wishing to participate may opt out of the program.

Each homeroom will have their own Tiger Team and will rotate with the other 5th grade classes each nine weeks.

TRANSPORTATION

Because of limited parking and difficult traffic patterns for drop off and pick up, parents are strongly encouraged to have children ride a school bus in the morning and afternoon.

School buses are expected to be used solely for the purpose of transporting students to and from their homes.

Students riding a different bus, using the bus instead of their normal mode of transportation, or getting off at different stops must present written permission from a parent or guardian to the teacher upon his/her arrival to school in the morning.

Both teachers and bus drivers are responsible for the conduct of children on school buses. Principals should see that bus drivers report any disorder or injury that may occur on the bus.

Parents who must pick up children from school should provide written permission that should be sent with the child that morning. **Due to a shortage of phone lines and personnel please do not depend on a telephone call to change your child's afternoon procedure. In addition, please do not email your bus changes to your child's teacher. If a unique situation occurs, please make every effort to call the office before 12 noon. Do not leave a transportation change on voice mail.**

VISITORS

Visitors/parents **must** check in at the office when coming to the school for any reason. All parties should sign in and obtain a visitor or volunteer badge. This is for the protection and safety of all students, and helps minimize interruptions to instruction. All visitors/volunteers are requested to wear identification badges at all time. Class visitation is not allowed unless approved by the principal.

WEBSITE

Oak Grove Elementary maintains a website that contains information about the school and school events. The web address is: www.rcs.k12.va.us/oges.

WELLNESS GUIDELINES

Activities and celebrations at school provide an opportunity to encourage healthy eating habits for our students. As parents, teachers and administrators, we have a responsibility to serve food that is good and is nutritious. By doing this we help our children develop healthy habits and are setting examples for making good food choices.

The goal is to reduce the high-fat, high-sugar and low nutrient items offered at school parties and festivities, and reduce the emphasis on food as an incentive or reward. Guidelines have been developed for holiday parties, birthday parties, treat bags and rewards and incentives for special events and fundraisers.

Roanoke County Public Schools does not discriminate with regard to race, color, age, national origin, sex, or handicapping condition in an educational and/or employment policy or practice. Questions and/or complaints should be addressed to the Assistant Superintendent of Administration/Title IX Coordinator at (540) 562-3900 ext. 10121 or the Associate Director of Pupil Personnel Services/504 Coordinator at (540) 562-3900 ext. 10182.

NOTES:

