

John Wayland
Elementary School
A Caring Community of Learners



Parent / Student Handbook
2026 - 2027

WELCOME TO OUR SCHOOL

Greetings John Wayland Students and Families,

We are excited to welcome all of you to the best school in the entire Shenandoah Valley! John Wayland is not the best school because it always has the highest scores on tests (although we do really well), or because our teachers have the highest academic degrees (although our staff is exceptionally well educated). John Wayland Elementary School is the best school in the entire Shenandoah Valley because of the people who are a part of it. Every day this year, we will throw open the doors to 550 kids, and each of them will be welcomed, cared for, and educated by over 100 staff members, any of whom would give the shirt off their back to make them successful. This is just my second year at John Wayland, but the spirit of which I speak was clear to me the second I entered this building for the first time.

There are a couple of things you should know before jumping into school this year:

1. We are going low tech this year. Computers, phones, artificial intelligence, and the internet have all been useful tools over the past several years and decades. But the most important tool for learning is the human mind. Our school board has put together a new screen time policy that will give us good guidance on how to learn with less screen time, and we are confident that students can continue to learn and grow without as much time on technology.
2. We will have grades, assessments, and report cards that are aligned with the standards set out by the Virginia Department of Education, and students will be held accountable for their learning in a new, fresh way. Standards based learning, grades, report cards, and assessments are nothing new to public schools. In fact, this has been the norm for quite some time. What is shifting, however, is the intentionality with the alignment of these things. The school board has recently updated our grading policy, so we all will have good guidance on how to put this all into place.

While John Wayland is a joyful, fun place to be, our primary purpose is being an academic institution. We take learning seriously, and we will continue to keep this as our primary focus at all times. If at any time you have any questions about your child's education, please get in touch with us. We are here to help!

Sincerely,

Mr. Douglas G. Granger
Principal

HISTORY OF JOHN WAYLAND ELEMENTARY

In 1989 Bridgewater Elementary School and Dayton Elementary Schools joined to become John Wayland Elementary. In that same year, the new Turner Ashby High School opened in Bridgewater, and the old TA building in Dayton became Wilbur Pence Middle School. The original building for JWES was built in 1966. An addition was built in 1985. A renovation of the school was completed for the opening of the 2018-2019 school year.

Our school consists of numerous classrooms, administrative offices, a library, a guidance suite, gymnasium, music and art rooms, K-2 computer lab, an outdoor classroom, cafeteria and kitchen, and a Children's Engineering lab.

The playground area was constructed in the summer of 1989. Several new play structures and additional paving, all funded by the school's PTO, have been added to complement the existing play area. Primary swings were also recently added with the help of the PTO.

John Wayland Elementary School has about 520 students enrolled in Pre-Kindergarten through Fifth Grade. We are proud to be recognized as a Virginia Naturally School for over 20 years.

History of Administrators of John Wayland Elementary School

Doug Granger	2025 - Present
Sara Hammill, Principal	2021 to 2025
Karen Ridder, Principal	2016 to 2021
David Burchfield, Principal	2004 to 2016
Nancy Lantz, Principal	2000 to 2004
Edmund P. Price, Principal	1989 to 2000

Diane Secord, Asst. Principal	2021 - Present
Alexandra Johnston, Asst. Principal	2013 to 2021
Adam Knicely, Assistant Principal	2012 to 2013
Pam Dowrey, Assistant Principal	2005 to 2012
Johna McFarland, Asst. Principal	1997 to 2005
Charles Wright, Assistant Principal	1989 to 1997

JOHN WAYLAND ELEMENTARY SCHOOL MOTTO, MISSION & BELIEFS

A Caring Community of Learners

We will strive to prepare our students to become character-filled lifelong learners, and responsible, productive citizens who will experience success and contribute to an ever-changing, diverse, and technological world.

Common Beliefs:

1. All children can learn, and each child is a unique individual learner.
2. We must build trust and cooperate closely with parents, community members, as well as business and educational partners.
3. We must provide a caring, friendly, and supportive school community that promotes learning, teamwork, problem-solving skills, and the development of intellectual, social-emotional, and physical growth.
4. Our instructional program must meet individual needs while offering a creative, challenging and engaging curriculum.

At John Wayland Elementary School, we place special emphasis on environmental education, children's engineering, and the arts as part of our total school program.

Communication

At John Wayland Elementary School we believe that trust and communication are the foundation of the important work we do with our students and families. Teachers will communicate with families via classroom newsletters, SeeSaw, phone calls and/or emails each year. Our school administration/office and nurse will communicate with families about attendance, upcoming school events as well as any significant behavioral or emotional concerns that pertain to our students.

We ask parents to communicate with us as well. Please reach out to your child's teacher if you have a concern, compliment or FYI to offer related to your child and their class. Please reach out to our counselors, administrative team and/or school nurse as needed to keep us informed should any situation call for it.

We invite you to follow JWES on facebook to see all the amazing things we do here and help to celebrate our students, staff and school (<https://www.facebook.com/JohnWaylandElementary>).

Daily Tone/Bell Schedule

Morning:

- | | |
|-----------|---|
| 7:50a.m. | Students may be dropped off beginning at this time. Buses begin arriving at 8:00. |
| 8:15 a.m. | Warning tone. |
| 8:20 a.m. | Tardy tone - students need to be in their classrooms by this tone. |

Afternoon:

3:00 p.m. Teachers will supervise children as they board their bus. Second Load students will be supervised as well. Family pick-up students will go to their designated rooms in the green hall and be supervised there. Students will be dismissed after the first bus loads leave and the family pulls up to the sidewalk. Staff is on duty to assist with students walking to the vehicles and supervising them as they get in the vehicle.

JWES FACULTY & STAFF 2026-27

Administration & Front Office Staff

Administration	Doug Granger, Principal Diane Secord, Assistant Principal
Front Office Staff	Renee Branner, School Nurse Jen Freeman, Attendance/Transportation Krista Kane, Registrar/Admin Assistant Ashley Lam, Book Keeper Jenny Waizecker, Secretary

Grade Level Teams

Preschool	Rachel Moyer (VPI PreK) Nuala Hedreck – Assistant Colleen Shank- Assistant Tammy Lewellen (ECSE SPED) Rosemary Louk – Assistant
Kindergarten	Jordan Coffey Sydney Coffman Jessica Pedersen* Taylor Swecker MacKenzie Walling
First Grade	Liz Bell Megan Chandler Nadia Borrelli Libi Herr* Tracy Mason
Second Grade	Stephanie Bailey Nancy Flowe Rachel Lemn Laura Logan* Lori Pillichody
Third Grade	Beth Docev Anna Durren Lauren Harper Kim Mizell*
Fourth Grade	Jennifer Baker Niki Cacciapaglia* Emily Evans Heidi Hutton Mallory Thompson
Fifth Grade	Ellie Harris* Katee Lindsley Rebeca Martinez Charlotte Mitchell

School/Student Support Staff

Custodians	Hanna Foster Katie Gearheart (Lead) Carla Joseph TBD
Cafeteria Monitors	MJ Dandridge Karmy Feller Bayan Rostem Linda Thompson
Cafeteria Staff	Jenny Heatwole Kariann Palmer (Manager) Tabitha Shifflett Lindsay Smith Joseph Santopietro
Bus Drivers	Joe LaPrade Janet Minnick Travis Myers Keith Payne Jessie Pettit

Specialty Teachers and Assistants

Instructional Coach	Stephanie Knicely
Library	Tricia Hass (Librarian) Sabrinia Alumbaugh (Library Clerk)
Literacy Team	Melanie Bair Edy DePoy Erin Eye* Jessi Higgs (Assistant) Tina Knott (Assistant) Jennifer Whetzel
ELL Team	Aaron Carriker Angella Kile* Andrea Skelton
Teaching Assistant Team	Pam Bailey Bailey Colona Anne Elkins Jessica Kennedy Jazmine Mack Shirin Mohammad Wanda Myers Kay Richardson Sandi Riggleman Misti Smith
SPED Team	Rebecca Beachy (Assistant) Kelsey Chico Faith Cowens (Assistant) Liz Gillenwater*

	Alana Irvine (Assistant) Graham Jesteadt (Assistant) Tommy Lewis-Crosby Katie MacDonald Evan Maxey (Assistant) Nell Oakes (Speech) Heather Schultz (Assistant) Sandy Smith (Assistant) Melissa Zook TBD (Assistant)
Specials Team	Tara Counts (Challenge) Chris Eby* (Physical Education) Marianne Houff (Music) Caroline Sanders (Physical Education) Cayse Zwanzig (Art)
SEL Team	Alicia Baker (BSA) Adah Liskey (BSA) Emily Long (School Counselor) Angie Strite (School Counselor)*

*Notes Team Leader

Student Study: Nell Oakes

Social Worker	Jessica Winters
Administrator	Doug Granger/Diane Secord
School Counseling	Angie Strite/Emily Long
School Psychologist	Dr. Phil Wickline
Literacy Team member	As needed
Regular Education	Teacher of student
Family Member	TBD

Other

Testing Coordinator	Ellie Harris
REFI Council	Tricia Hass
New Book Tracking	Tricia Hass & Sabrina Alumbaugh
PTO Representative	Kelsey Chico
TV & Website	Tricia Hass

CURRICULUM

John Wayland Elementary School includes grades Pre-K-5. The kindergarten program stresses the development of the individual child. Planned activities are designed to provide the Pre-kindergarten and kindergarten children with skills to meet the academic work in grades 1-5. The core curriculum at John Wayland consists of reading and language arts, math, science and social studies. Instruction is guided by the Rockingham County Public Schools curriculum and the Virginia Department of Education Standards of Learning.

Special Education Resource Program - At John Wayland we have teachers whose roles are rooted in varied service levels and models for our students. These include: LD Resource, Autism program, and two Cross-Categorical Special Education Classrooms along with an Early Childhood Special Education Program (serves 3-4 year olds). Through these educators, we provide specialized instruction with identified children whose needs indicate a modification of the regular classroom program. Special Education teachers set goals and services necessary to best serve our identified students. They collaborate with classroom teachers and administrators to promote student success as well. Public education is provided for disabled persons ages 2-21, who live in Rockingham County. A Special Education Advisory Committee advises the county schools on the needs of special education in Rockingham County. Members of the Special Education Advisory Committee are available to assist those seeking information concerning special education.

Speech Therapy - The Speech Therapist is a resource person whose job is to diagnose and treat communication disorders. Any person may make a referral to the speech therapist if they suspect that a child is having difficulty saying words or using words correctly when speaking.

Student Screenings- Students in grades K, 3, 7 and 10, as well as students new to Rockingham County Schools, will receive vision and hearing screenings within 60 days of their entrance to school. Kindergarten students and those new to RCPS will also receive a speech/language screening. Parents will be notified **only** if a child does not pass a screening.

Title I/TLC - Instruction of students with reading difficulties is shared between classroom teachers and Literacy Interventionists. Our approach to literacy/reading instruction is explicit, systematic and aligned with the Virginia Literacy Act. RCPS has adopted the Amplify CKLA Curriculum for teacher use. We progress, monitor, and adjust our instruction and intervention in a regular and data-driven way.

Library/ Media Center - The library is the resource center for the school. The librarian is responsible for sharing the library with our faculty, students and community. She also operates as materials specialist, managing library surroundings and funds, selecting materials to maintain a proper collection of educational aids, and providing library skills instruction to the students.

Music Program – Music is important, practical and basic to the school curriculum. Music instruction develops specific skills, attitudes and values and encourages divergent thinking. Our goal is for students to sing, move, listen to music, move to music and engage in learning about rhythm during each lesson. Music can enable students to express their thoughts and feelings and to assert their individuality through creative opportunities

Art Program - The mission of the visual arts program in Rockingham County is to provide a high quality, balanced, sequential program of instruction in art. The intent is to emphasize the integration of art as a specialized area of instruction; visual arts are an inseparable part of our students' education. As students imagine, create and reflect, they develop problem-solving and critical thinking skills which expand the learners' capacities to know, to value, to appreciate and to make educated judgments about works of art.

Physical Education – The Pre-K-5 physical education program at John Wayland Elementary School consists of a wide variety of movement and social experiences. At the elementary level, the focus is on development of motor skills, hand-eye coordination, etc. These are presented on a continuum progressing from simple to complex. As the skills are acquired, they are applied in individual, partner, small group and large group activities and games. The Pre-K-5 program includes experiences in the following areas: movement exploration, game skills, rhythms, physical fitness, and lifetime wellness activities.

Character Education & Counseling Program - The school counselors work with students, parents and school personnel to aid students in becoming responsible and good citizens of our school and of the community. Through classroom, small group and individual counseling, students learn more about themselves and others. The goal of the guidance program is to help students grow in their self-esteem, decision-making ability, self-regulation and interpersonal skills. The services provided by the guidance counselors are complementary and supportive of the efforts of parents, teachers, administrators and other school support personnel.

The Rockingham County School Board has endorsed the “Character Counts” curriculum. The purpose of the curriculum is to provide a solid foundation for character development. The curriculum includes six pillars of character development: trustworthiness, respect, responsibility, fairness, caring and citizenship. The program becomes part of the existing guidance curriculum.

Challenge Program - Rockingham County Public Schools subscribes to the philosophy that intellectually gifted students (those of very superior and superior intellectual ability) possess abilities that differ from those of their peers to such a degree that they require intentional and differentiated educational services beyond the general curriculum to meet their educational needs.

There is a distinction between students who demonstrate qualities of being gifted, and those who are high achievers and advanced learners. The RCPS Local Plan for the Education of the Gifted is intended to address the needs of gifted students (some of whom may also be high achievers and/or advanced learners). Students who demonstrate qualities of being high achievers and advanced learners, and who do not exhibit qualities of giftedness, as much as possible should not be identified for the Challenge Program. Their needs for differentiation should be met by the regular classroom educational program and advanced course selection in the secondary years

In the elementary school years, formal identification for the Challenge Program begins with an eligibility process for students who have been referred in the spring of second grade, with direct services provided for identified students in 3rd-5th grades (45-60 minutes per week). Teachers in grades K-5 complete screening checklists at the end of the first nine-weeks grading period to determine which students may be demonstrating qualities of giftedness and/or those who are high achievers/advanced learners. Students in grades 3-5 (who were not found eligible in 2nd grade) can be referred for the eligibility process in fall and spring. Integrated “STEM” education and Children’s Engineering forms the basis for the elementary Challenge Program. For more information, please contact the Challenge teacher at JWES, Ms. Tara Counts.

SUPPORT SERVICES

Our individual efforts will not meet our objectives if our services stand to function in isolation. Consequently, we have coordinated our services so that each complements the other, striving to provide a unified effort in attaining the goal of educating all of our students in the best manner.

Attempts have been made to schedule large blocks of time for teaching and learning. Master scheduling is employed to provide the most beneficial use of personnel, space, and equipment. The following is a list of committees and services formed to ensure a coordinated effort:

Eligibility/Student Study/Student Intervention Committees - These committees receive referrals from teachers for children who may need special assistance. The function of this committee is to problem-solve and to suggest materials and methods of teaching to the classroom teachers. We then progress monitor and if necessary, the team may recommend further screening. These committees consist of a variety of staff that often include: administrator, selected teachers, a special education teacher, a guidance counselor, and a school psychologist and social worker.

School Nurse – John Wayland Elementary School has a full time school nurse. She works with health and medical information, sick or injured children, and students referred for health or medical concerns. The nurse also serves as a resource person to school personnel, students and their families. Emphasis is on helping students to maintain or improve their physical and emotional well-being, thereby preventing health problems. The clinic is located in the school office.

STUDENT POLICIES

Attendance – Regular school attendance is necessary for each student's academic and social success. The school day at John Wayland begins at **8:20 AM** and concludes at **3:00 PM**. During that time, teachers are providing important instruction and supporting activities for student understanding. Frequent absences, tardies, and/or dismissals interrupt the continuity needed to help students' master important concepts.

Children are expected to attend school unless there is an excusable reason for them to be out. We understand that medical/dental appointments sometimes may have to be scheduled during the school day and that emergencies may arise. **If a student is not at school on a given day due to an unplanned absence (illness, etc.), please email us at jwesattendance@rockingham.k12.va.us or call the school by 9am on the day of the absence. Notes are required if you are unable to do these things - if you call us or email us, no note is required. Any absence that is not explained will be considered Unverified.** The following reasons, once explained to us, will allow us to excuse your child's absence from school: illness, doctor/dental appointment, death of an immediate family member, family emergency (if specifics are offered). **Prearranged Absences:** If you know in advance that your child will miss school for a day or more, please contact our school office and work with your child's teacher to ensure he/she does not fall behind. **Please note that we are only able to excuse five days for a prearranged planned trip or absence from school.** We ask that families plan trips and vacations around the school calendar whenever possible.

Whenever a student fails to report to school on a regularly scheduled day and no indication has been received that the parent is aware of and supports the absence, the school will make a reasonable effort to contact the parent by phone to verify the absence. This may mean calling the child's home, the parents' places of work or other numbers on the students' emergency care card. We must document reasons for absences each and every time.

Each school in Rockingham County addresses the issue of absenteeism in accordance with the Code of Virginia and Rockingham County School Board Policy. Individual cases of what may appear to be excessive absenteeism due to illness, a death in the family, pre-approved absence or other incidents which have been discussed with

school administration may be excused and result in no further action.

In July 8, 2024, the Rockingham County School Board adopted policy JED – “Student Absences, Excuses, Dismissals,” which gives clear direction to parents and schools about expectations, responsibilities of all involved, and procedures for dealing with excessive and/or unexcused absences and tardies. This policy can be found in the newsprint RCPS Parent-Student Handbook. Please keep in mind that a new requirement of this policy is that when a student reaches 5 unexcused absences or 15 total absences (excused, unexcused, or a combination of both), the parent/guardian will meet with school administration for an Attendance Improvement Plan meeting.

John Wayland Elementary will notify parents if a concern arises around excessive absenteeism, tardies or dismissals. We define this to be absences or tardies/dismissals which total over 10% of the total days enrolled or patterns of absences and/or tardies which approach a student missing more than 15 days in a school year. We are required to work together with parents to create an Attendance Improvement Plan whenever a student reaches five unverified or unexcused absences or 15 cumulative absences of any type. Additional absences or when the number of unexcused tardies is greater than ten, the case will be referred to the County Attendance Officer. Doctor's notes may be required for excessive absences.

At John Wayland Elementary School, we believe the patterns of attendance we establish during the elementary years set a child up (for success or lack thereof) in the future. We thank our families for working with us to build great attendance habits in our students.

ATTENDANCE PROCEDURES

1. Tardy students must report to the office to sign in and get a tardy slip in order to be admitted to class.
2. All persons entering the school grounds **must** come through the office.
3. Parents/Guardians will not be permitted to walk their child to class. We do not want to interrupt classroom routines or instruction.
4. Any student wishing to be dismissed early must have a note from home or phone call made by the parent to the school and permission from the office.
5. *Parents/Guardians are asked to have any afternoon transportation changes communicated to our school office no later than 1:00 PM on the day of the change. This ensures everyone involved receives notification and promotes student safety.*
6. Parents/Guardians must sign their student out at the office before taking children out of school early

EXPECTATIONS FOR STUDENTS

Behavior - We all have the responsibility and duty to display and enforce appropriate behavior to make our school a safe and pleasant place in which to learn. Our overarching rules are: Be Safe, Be Respectful, Be Responsible. Below, we offer some specific guidelines and examples of what this looks like in our building and on our campus.

1. Everyone at John Wayland shares in the responsibility of keeping our school clean, attractive and in good repair.
2. Appropriate interactions and behavior are expected and encouraged
3. Throwing objects, pushing, and physical roughness are dangerous and unacceptable.
4. Weapons of any kind are not permitted at school.
5. Toys, trading cards & athletic equipment are **not** to be brought to school.
6. Chewing gum is **not** permitted at school.

Bike Riding Policy - Students are welcome to ride their bikes to and from school with an adult. Students must be wearing a helmet and bring a bike lock to lock up their bike for safety. Please get in touch with the PE teachers if you have any questions!

Change of Address - If you have a change of address or telephone number during the school year, please notify the office so that we may keep our records up to date.

Dress Code – We encourage our students to dress comfortably, layers are often beneficial and sneakers or rubber soled shoes allow students to run and play while outside at recess or in PE. In general, student dress is considered appropriate as long as it does not, or foreseeably could not, interfere with the educational process, cause disruption, including by undermining or distracting from the curriculum, defame, threaten or cause harm, or jeopardize or damage school property. Please refer to the RCPS Parent-Student Handbook for the detailed Dress Code Policy.

Emergency Care Information- Student health information and current Parent/Guardian contact information is very important for the school to have. Please make sure the information is current and correct. We need to have up-to-date phone numbers in case of an emergency and a parent or guardian must be reached. Please let the office know immediately if there is a change in any emergency care information.

Field Trips: Our typical guidelines and practices are below. Teachers will communicate directly with parents/guardians of their students regarding any field trips if/when we are able to have them.

Grade levels plan field trips to support and extend the learning in our students' classrooms. County guidelines emphasize that we must have chaperones for these field trips. Grades K-2 requires one adult chaperone for every five children. Grades 3-5 require one adult for every ten children. Chaperoning is a very serious responsibility. Teachers depend on parents who come on field trips to be responsible for their group's attention and behavior. We appreciate our parents' interest in and help with field trips. However, since the field trips are planned for John Wayland students to supplement instruction, it is our school policy that parent chaperones do not bring siblings along on field trips. The responsibility of the chaperone is to the group of students they are supervising. Younger children require a lot of care and attention that

may take away from the chaperone's primary job. **Please Note:** Per RCPS effective Summer 2024, If a family pays for a field trip but the child or chaperone is absent or unable to attend, a refund will not be issued.

Parents who wish to chaperone must read and sign our [JWE Volunteer/Chaperone Form](#) **In addition, if a parent chaperone wishes to take his/her child from a field trip at the end of the field trip, that request must be made to the principal in writing (email is fine) at least 24 hours prior to the date of the field trip.**

Parent Volunteers/Visits: We welcome parent volunteers at JWES! Please arrange with your child's teacher prior to visiting/volunteering in the classroom so the teacher is prepared with activities for you to do. All volunteers must complete and submit a [JWE Chaperone/Volunteer Form](#).

Outdoor Play Policy – If the temperature or the wind chill temperature is below 32 degrees, students will not go outside for recess breaks or physical education classes. It is permissible for teachers to take students out for a short break (5 minutes or less) on those days when the temperature is too cold for outdoor play. Students should be dressed appropriately at all times for outdoor play. Teachers will not take students outside if it is thundering. Students will be brought in immediately if thunder is heard while playing outside.

School Bus Riding – At the beginning of the year, parents should read the bus rules as outlined in the RCPS parent-student registration process and acknowledge that their student will abide by them. **School bus riding is a privilege, not a right.** Should your child not follow the County's rules regarding the bus, the privilege can be taken away. We do encourage students to ride the bus to and from school.

Anyone wishing to get off at a bus stop other than their regularly scheduled stop, must have written permission from their parents and approval from the office. Students will get off the bus at the assigned stop in the afternoon unless written permission has been received from parents.

Parent Drop-Off – Please observe the following procedures to make the loop run efficiently. Please share these with any adults who may be involved in drop off/pick up. ALL families are asked to follow these procedures every day in order to keep our drop-off/traffic flow moving as quickly and efficiently as possible.

- Students may not exit their vehicle until 7:50am when duty/supervisor staff open the doors.
- Please say good-byes before you pull up towards the front of the line and have students ready with their things to exit on the side closest to the building when it's your turn - This will help keep the flow of traffic moving.
- Drop your child near the crosswalk – not in the upper lot.
- Up to three cars from the stop sign and back may unload at a time.
- We ask that students unload on the side of the vehicle closest to our building whenever possible.
- We ask adults to remain in your vehicles - staff are happy to assist children in exiting cars.
- If you arrive by 8:15 you have plenty of time to get in the school before the 8:20 tardy bell.
- Doors will be closed/locked at 8:20 - drop-offs after that time must report to the office.
- Consider letting your child ride the school bus - they will always be considered on-time to school and this will also help us ease traffic on our campus.

- *Students who are tardy or who are brought back to school from an appointment, etc. are not able to be walked to class by a parent/guardian/family member. In cases in which a child needs to be escorted a JWE staff member will do so.*

School Telephone: The school telephone number is 828-6081. **ANY IMPORTANT MESSAGE WILL GLADLY BE DELIVERED.** Teachers and students will be called to the telephone **only in cases of emergency.** If you wish to speak to your child's teacher, please leave a message. They will call you back at their earliest convenience.

Student Cell Phones: In RCPS, student cell phone use in school at the elementary level is not allowed in school or on the school buses. Any child with a cell phone, smart watch or other electronic communication device is expected to adhere to these rules/policy. Violation of this rule/policy may result in the phone being confiscated and it becoming necessary for a parent/guardian to pick it up from our office. Repeat/chronic offenses will lead to additional consequences.

Sickness / Accidents / Emergencies: All student sickness, emergencies, and injuries should be reported to the office immediately by the teacher. Teachers will be responsible for filling out an accident report in cases of student accident or injury while at school. All accidents of a significant nature will be reported to the parent by the school nurse and to administration.

If medication is necessary for your child during the school day, a parent/guardian must bring his/her medication, in its original bottle to our school office. In order to give medicine, a [Medication Permission Form](#) (linked) must be completed and signed as well. The Rockingham County School Board has a policy regarding the administration of medicine to children in the schools. The policy states the conditions under which both prescription and non-prescription drugs can be administered to a child. It is important to note that written authorization stating medical condition, duration of medical condition and dosage needed must be turned in to the office before medicine can be administered. A copy of the policy, as well as a copy of the permission form is found in the Rockingham County Handbook of Selected Policies for all schools. If you have any questions regarding this policy, please feel free to call the school. We are happy to help give medication to students, as needed. It is appreciated if regular, daily medication doses can be given before and after school, if possible.

Serious Illness and Injuries at School

If a student becomes seriously ill or is injured at school, the following procedures shall be followed:

The school nurse or a staff member trained in basic first-aid and/or CPR will be summoned immediately. If the condition is serious enough (life threatening) emergency personnel (911) shall be notified immediately. Trained staff members should administer first-aid as required until emergency personnel arrive. The nurse or secretary shall call the parents, using the Emergency Care Form. If a parent cannot be contacted, the secretary shall try to contact other individuals listed on the Emergency Care Form and advise them of the situation. If emergency personnel and/or the physician recommend that the student be taken to the hospital emergency room, it shall be done immediately. The principal or designee shall accompany the child to the emergency room and remain with him/her until parents can arrive. If emergency room treatment is not required, the student shall be made as comfortable as possible at school until a parent or designated adult can come to get him/her. Trained staff shall continue to monitor the child's condition.

Student Birthdays -

Invitations: Teachers are not allowed to give out students' names and addresses for birthday invitations. **Birthday invitations may only be handed out at school if every child in the class is receiving one and must be distributed by the teacher.**

Desserts and/or treats: If you would like to provide a special dessert or treat for your child's class during lunch, please contact your child's teacher in advance before bringing any items to the cafeteria. This allows us to coordinate the celebration, accommodate any food allergies or dietary restrictions, and ensure that treats can be shared safely and at an appropriate time.

Unnecessary Items at School -

Students may not bring to school any dangerous items (examples: a knife, firearm or facsimile, explosive device – see School Board policy in RCPS handbook for more information) or unnecessary items which may interfere with students' study habit, or the orderliness of the school and classroom (examples: toys, trading cards, trinkets, electronic games, radios, ipods, etc.).

As stated previously, Personal Electronic Devices are not permitted to be used or visible in school or on school transportation. The school and division cannot, in any way, be responsible for the loss, theft or damage of an electronic device.

SCHOOL SAFETY

At JWE, we practice for safety regularly so that in the event of an emergency scenario, students and staff can respond quickly and effectively.

Doors - All entrances to the school are locked during the school day with the exception of our main doors that allow entrance into a locked vestibule. All visitors and guests must come through the main doors and be granted access to the building through our main office.

Evacuation/Fire Drills - Evacuation/fire drills are held twice during the first 20 days of each school session, and then once a month for the rest of the school year.

Bomb Threat Policy - (Same plan as for fire drills) Students must be quickly removed to a safe distance from the building. An accounting for all students should be made by each teacher as the building is cleared, as in a fire drill. Extremes of weather may require shelter. A procedure is in place and is practiced to ensure student safety.

Hazardous Disturbances - A hazardous disturbance is any situation/condition caused by one or more individuals which threatens the safety and well-being of the students and staff of the school. We will practice lockdown drills periodically throughout our school year.

Preventive Measures: Staff members are tuned into guests in the building/on campus who are not known and/or not wearing a visitors badge. The staff is trained in school disturbance procedure and is committed to the safety of all students.

Playground Rules – Outdoor play is important and we work to facilitate an environment of inclusivity, teamwork and wellness during recess times at JWE. Safety is paramount.

General Guidelines for Recess & PE–

Be a good sport.	Take turns.	Wear tennis shoes.	No rough play.
No gum or candy.	Use equipment properly.	Respect others.	Follow directions.

SPECIFIC PLAYGROUND RULES –

1. Children should not stand on, or jump from swings.
2. One person on a swing at a time.
3. Be careful not to swing too high.
4. Do not hang upside down on any playground equipment, including monkey bars. .
5. Do not sit on top of monkey bars.
6. Students are to go down slides on their bottom and facing forward.
7. Only one person on a slide at a time.
8. Do not run or stand on the slide or climb on top of tube slides/slide areas.
9. See below about activities, equipment, and designated areas:

KICKBALL AREA – lower field or on upper field

BLACK TOP AREA – for 4-square, jump rope, Gaga Ball

PLAY TAG IN GRASSY AREAS, NOT ON THE PLAYGROUND

Asbestos Disclaimer:

In accordance with AHERA (Asbestos Hazard Emergency Act) in conjunction with the EPA (Environmental Protection Agency) we are making our yearly notification that your school building may contain asbestos containing material (see list below). An operation and management plan was developed in 1988, and all 3-year follow-up inspections have been conducted to help us manage the materials in a manner that promotes the safety of our students, employees and vendors. You may examine the O & M plans located in the school office and division maintenance office during normal hours, or you may contact the division Asbestos Coordinator at (540) 434 – 4434.

Schools containing ACM's:

Spotswood High School, Elkton Middle School, J. Frank Hillyard Middle School, Montevideo Middle School, Wilbur S. Pence Middle School, Elkton Elementary School, Fulks Run Elementary School, Linville-Edom Elementary School, McGaheysville Elementary School, John C. Myers Elementary School, Ottobine Elementary School, Plains Elementary School, Pleasant Valley Elementary School, and John Wayland Elementary School.

Lost and Found

A lost and found storage area is maintained at the school. Items of greater value that have been found (glasses, watches, etc.) are often kept in the office. Please be sure to check one or both of these places if you or your child has lost an item while at John Wayland. Notification about the lost and found will be communicated periodically as it tends to become full-overflowing multiple times per year. The school will notify students and families that a deadline has been set for items to be claimed and after that deadline, remaining items will be donated to charity.

Landscaping Reminders

- * Please refrain from walking and/or playing in stone landscaped areas.
- * Please walk on sidewalks and use stairways appropriately.

Quilt Garden Reminders

- *The Quilt Garden area is for learning and enjoyment for all in the JWE community; it is not a play area.
- * Please talk quietly; we have classrooms near.
- * Students should walk on pathways.
- * Please do not pick the flowers or bushes.
- * Please do not stand on benches.

John Wayland Elementary PTO

The John Wayland Elementary School PTO is a non-profit organized with the purpose to enhance and support the educational experience at John Wayland Elementary School (JWES), to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment for faculty, staff, and students at JWES through volunteer, material, and financial support. The PTO includes a full executive board (President, Vice President, Treasurer, and Secretary) and over 100 members. Regular monthly meetings are held on the first Wednesday of each month. The schedule and zoom information can be found on the PTO's Facebook page or by emailing them at jwesptova@gmail.com. We encourage all families to get involved and stay connected. The PTO looks forward to their continued partnership.

Tobacco Free Environment

JWES is a tobacco-free (and drug and alcohol free) site, all who come on campus and/or help supervise and chaperone school activities are expected not to smoke or use vape/juul pens anywhere on campus and/or in the presence of students, this includes field trips.

FOOD AND NUTRITION SERVICES- From Central Office FNS (Updated June 2026)

Mission: To provide nutritious, high-quality, and appetizing meals that support student learning and well-being, served affordably in a clean, safe, and welcoming environment.

National School Lunch Program and School Breakfast Program

- 1) [Rockingham County Public Schools Food and Nutrition Services](#) (RCPS FNS) offers breakfast and lunch meals to all students each school day that meet standards of the [National School Lunch Program](#) and the [School Breakfast Program](#). Breakfast and lunch menus are shared monthly by each school as well as posted to the [RCPS FNS website](#).

- 2) RCPS Meal Prices:

	<u>Breakfast</u>	<u>Lunch</u>
Student (full paying)	\$2.00	\$3.25
Student (reduced price)	\$0.00	\$0.00
Student (free)	\$0.00	\$0.00
Adults	\$3.00	\$4.75
Student 2 nd Breakfast	\$2.50	
Student 2 nd Lunch		\$4.50

3. Free and Reduced Price Breakfast and Lunch Meals

- a) Students may qualify for meals free of charge in the following ways:
 - i) Free/reduced price meal application submission (available [online](#) and at each school);
 - ii) By living in households receiving SNAP or TANF benefits;
 - iii) or by other means by which the family will receive notification by mail of automatic approval.
 - b) The cost of reduced price meals is waived for breakfast and lunch with state funding; therefore, students approved for reduced price meals will not have to pay.
 - c) A new free/reduced price meal application must be submitted each school year. If a student received meals free of charge the previous school year, benefits will lapse after the first 30 days of the current school year.
 - d) Each student receives a free/reduced application paper form at the start of each school year. An online application is also available on the division website, or at www.myschoolapps.com. Only one application is required per family. Parents/guardians are notified about the result of the submitted application by means of a letter and/or email. If the meal status qualifies the student for additional services, the parent/guardian must retain a copy of this approval letter for further documentation.
- In addition to breakfast and lunch, extra food items are available for purchase. While a child will never be denied a breakfast or lunch meal regardless of account balance, students may purchase extra items only if they have sufficient funds in their lunch account. Additional information on pricing and guidelines may be found [here](#).

Financial Procedures

1. Cafeteria Number – Each student is assigned a cafeteria (“Pin”) number upon enrollment which is connected with a student payment account for meals. From Pre-K through 5th grade, students are assigned a “Pin” number that the child will use at the point of service in the cafeteria. From 6th grade through 12th grade, students switch to using their student ID number at the point of service in the cafeteria. The student's “Pin” and student ID number is never to be shared.
2. Payment for Meals – **RCPS FNS accepts cash, check and online payments for meals and extra (“a la carte”) purchases.** Cash or check may be sent with your child to school or dropped off at the main office of your child’s school. Please place payment in an envelope and clearly mark with the student’s name and Pin/ID number. If sending a check, please also put your child’s Pin/ID number on the check. Parents and guardians may also deposit money into their child(ren)’s meal account online at www.myschoolbucks.com. Of note, there is a fee of \$3.75 for each credit/debit card payment. Unless authorized by the parent/guardian, money in the account is for the child of the parent/guardian, and the student is **not** able to purchase items for other students. The parent/guardian and student should communicate about the selection of meals and other items.
3. Charging - Parents and guardians are financially responsible for all items purchased by their child(ren). **Students with a negative account balance are not permitted to select extra items (cash or account).** Students are notified at the cashier’s station as the account balance begins to approach a zero balance. Every effort should be made to avoid reaching a zero balance. **In the event it reaches zero, the following procedures apply:**
 - a. Meals will continue to be served. RCPS FNS will never deny a child a breakfast or a lunch meal. Weekly emails/letters are sent to parents from the school food services manager and/or the central food service office. Parents/guardians are expected to pay charges immediately.
 - b. When a student leaves RCPS or graduates with a positive account balance, RCPS FNS attempts to contact the parent or guardian who then must instruct RCPS FNS on what to do with the remaining funds (ex. transfer to a sibling, a student in need or request a refund). If instruction is not received from the parent or guardian, the remaining positive balance will be sent to the Virginia Treasury’s Unclaimed Property Division.
- D. Offer versus Serve: Students are allowed to refuse certain meal items, however must select a minimum amount of food items in order to have a complete meal. To be considered an allowable breakfast meal, students must select at least three of the four menu items, and one item must be a fruit. To be considered an allowable lunch meal, students must select

at least three of the five lunch menu items, and one item must be a fruit or a vegetable. Students are encouraged to try new foods, especially fruits and vegetables.

- E. Delayed School: Breakfast is available on one and two-hour delay schedules.
- F. Allergies: Students with special dietary needs or allergies require an annual physician statement to be provided to the school nurse and school food service manager.
- G. Guests: Families are encouraged to join their child(ren) for meals and may purchase meals and other items from the cafeteria. Please contact your child's school in advance if planning to eat a meal with your child. We kindly request that guests avoid bringing "fast food" meals as RCPS students are not to regularly consume commercial restaurant foods while in the cafeteria. Please see our [RCPS Student Wellness Policy](#) for more information.

Packed Lunches

Children are invited to participate in the nutritious meal program provided at school. However, if a lunch is packed at home, note the following: The school does not have a way to keep the lunch refrigerated, so an ice pack is recommended if perishable items are included. Please refer to package directions on the refrigeration / freezer requirements for specific foods. Packing students with a positive account balance may purchase milk, juice, or bottled water; but free milk is not available to students who pack and are "free lunch eligible". In the event that a student comes to lunch with only one item of very poor nutritional value in the packed lunch (candy or chips), the student will be provided (and charged) a school lunch and the parent notified. In this regard, school personnel do not intend to be "food police", but the belief is that parents would want to be made aware of this situation. This is rarely, if ever necessary.

The student wellness policy discourages parents and others from bringing commercial restaurant foods-to-go (fast food) into the cafeteria. Students are not to receive food from others during meal periods (exception-parents for their own children). By way of reminder, understand that if free or reduced benefits are received for lunch, this same eligibility also applies to breakfast. Parents are invited to eat breakfast or lunch at school at any time.

OTHER CAFETERIA/MEALS FYIs for JWES Families

Parents/Guardians Joining Students for Lunch

Parents/Guardians are welcome to come and enjoy lunch at school with their students. To help maintain a positive and inclusive cafeteria environment, family members are invited to sit with their child at their class table. Please allow all students to be seated before taking a seat yourself, ensuring every child has a place at the table. We also ask that conversations remain appropriate for all children who are seated nearby. Please do not share food with children who are not your own as some students may have food allergies. Additionally, please maintain a confidential manner when hearing students talk; not everything they share will be accurate or appropriate to share outside of school.

Food Delivery

Food may not be delivered to the school for students unless brought by the parent/guardian or other approved family member. We understand that lunches may be forgotten at home, etc. and want to assure all families that we will always make sure a child has food for lunch - even if they have forgotten theirs at home. Please call the school if your child forgot his/her meal and you are concerned he/she will not communicate with his/her teacher or the cafeteria staff about it. **We cannot allow food to be delivered, this includes directly from restaurants or through a separate delivery service.**

NON-DISCRIMINATION

“It is the policy of Rockingham County School Board to comply with all applicable state and federal laws regarding non-discrimination in employment and educational programs and services. Rockingham County School Board is an equal opportunity employer and education agency.

The Rockingham County School Board will not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment or in educational programs and services on the basis of race, color, national origin, religion, sex (including pregnancy), gender, marital or economic status, age, disability, genetics, or veteran status and prohibits retaliation against anyone who files a complaint of discrimination, participates in such a proceeding, or otherwise opposes discrimination. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

Title I: JWES is a Title I School. Title I is an integral part of the instructional program in the Rockingham County Public Schools and we recognize and are committed to providing students with additional instruction and assistance in reaching state and national standards. Focusing on early identification and intervention, additional instruction is provided to students in the areas of reading and/or math.

All fifteen of Rockingham County's preK-5 schools implement a Title I Schoolwide Program. Services are available to all students for overall school improvement. The goal of schoolwide programs is to improve teaching and learning to enable Title I participants to meet the challenging State performance standards that all children are expected to master. Title I services focus on the implementation of high-yield, research-based strategies, effective responses to intervention, small group instruction, as well as tiered and differentiated instruction to meet the needs of the students served.

Parent and Family Engagement is an integral part of our ability to support students. It is essential that families engage in their child's education as we know this has a direct impact on student achievement and overall success. JWES Parent/Family Engagement Plan for this year can be found on the next pages.

John Wayland Elementary

School Year: 2026-2027

Parent and Family Engagement Policy/Plan and Procedures

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS

- A.** John Wayland Elementary will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.
- *Families will review and give feedback on the proposed Schoolwide Title I plan and Parent and Family Engagement Policy/Plan and Procedures on Wednesday, September 3, 2025 at 6 pm.*
 - *The Parent and Family Engagement policy/procedures will be distributed at the beginning of the school year to the parents of participating children.*
 - *After approval, a copy of the Parent and Family Engagement policy will be available at all times on the school website. If a hard copy is requested by a parent, one will be provided.*
- B.** Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
Title 1 Annual Meeting Date: 9/3/2025
- *JWES in collaboration with the division and Bridgewater College, will host a Family Engagement Event in the Fall of 2025. This event is scheduled for October 23, 2025 and will have Bridgewater College student athletes host math games and workshops for families alongside with our literacy specialist and school staff in our gym and JWE Staff will lead Literacy games and giveaways in the Cafeteria.*
 - *A second Title I Family Engagement event will be held in the Spring of 2026.*
 - *JWES Parent Advisory Committee Parents will attend three Title I District Parent (DPAC) Advisory Meetings (virtually or in person) These meetings provide and update parents about Title I information and parent enrichment activities for home learning.*
- C.** Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.
- *Teachers in grades K-5 will communicate with families on a regular basis. Communication will be in person, over the phone, or virtually (email/Seesaw).*
 - *Meetings and events will be planned in the evenings (after 5:00 p.m.).*

- *Dinner and/or other refreshments may be provided for parents and their children that attend the meetings.*
 - *JWES conducts a survey after each event to solicit parent/guardian feedback.*
- D.** Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.
- *During the initial and follow up development, stakeholders (including parents) will be invited to plan, review, and assist in revisions to improve the school plan.*
 - *Parent survey information is recorded and analyzed so it can be used to inform future events and event planning.*
 - *The JWES Parent Handbook, Parent/Family Engagement Plan, and any Title I newsletters will be posted on the school website.*
 - *Notifications and reminders of events will be sent to families via weekly principal's emails, classroom newsletters, Facebook Page and Thrillshare.*
- E.** Implement an effective means of outreach to parents of English learners, in a language the parents can understand, to inform them regarding how they can—
- *be involved in the education of their children; and*
 - *be active participants in assisting their children to—*
 - *attain English proficiency;*
 - *achieve at high levels within a well-rounded education; and*
 - *meet the challenging State academic standards expected of all students*
 - *Title I newsletters will be translated into home language as specified on the Home Language Survey families completed at registration by our EL teachers/online translation resources.*
 - *All School communications from our principal (emails, texts, newsletters) are translated into the home language of our EL Families.*
 - *JWES has three EL teachers who will assist in our communication with our EL Families.*
 - *Interpreters will be offered for EL Families during Title I events.*
- F.** Provide parents of participating children—
- *timely information about programs under this part;*
 - *a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;*
 - *if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.*
 - *Upcoming Title I events will be advertised a minimum of two weeks prior to the event.*
 - *Descriptions of curriculum and assessments will be located in the school handbook and provided at the start of the year to all families at the annual meeting or via school webpage.*

- *Families may voice comments and/or provide feedback at the annual meeting, during parent education sessions, and through email/phone calls to the Title I staff, classroom teachers, and/or administrators.*
 - *Families may request a conference for their child at any time.*
- G.** If a schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.
- *When a student qualifies for a Title I intervention group, the Title I teacher will send a notification letter along with a copy of the Parent and Family Engagement Policy/Procedures. As part of this, parents will be invited to share feedback and concerns.*
 - *Any suggestions and corrections provided by families will be logged*

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- *Conduct a parent/teacher conference in elementary schools, annually (at a minimum) to discuss individual child's achievement.*
- *Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.*
- *Ensuring regular communication between family members and school staff occurs, and, to the extent practicable, in a language that family members can understand.*
- *Parents will have an opportunity for a parent conference once per semester.*
- *Report cards and interims will be issued throughout the school year following RCPS guidelines.*
- *Provide policies, newsletters, and other information to families on the JWES website, including a direct link to the School Quality Profile.*
- *Opportunities are provided for parents/guardians to visit the school, and/or volunteer. Parents are encouraged to be involved in the school community.*
- *Include a parent education component in our Title I Family Engagement Events.*
- *Parents that request written communication in a language other than English will receive it.*
- *Teachers have access to Propio Language Services to provide a means to communicate with families in their first language. Additionally, a pocket translator is available for staff in the office when working to communicate with families. Staff had been given training on how to use these tools.*

BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must:**

- *Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.*
- *The link to the Virginia Standards of Learning objectives will be posted on the school website for families to access.*
- *Parents will receive login information for their child(ren)'s PowerSchool account to access grades.*
- *Title I staff and classroom teachers will inform parents of the best method to contact them.*
- *Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).*
- *During Title I events, parents (based on grade level events) will be provided with activities and/or training to assist their child at home with reading and math activities.*
- *All families will have an opportunity to participate in parent education sessions during the 2025-2026 school year. Topics discussed will be: support services, Virginia Standards of Learning, and state/local assessments.*
- *Technology tips, such as copyright piracy and internet safety will be placed in the school newsletter.*
- *Parents involved with the DPAC committee will receive resources to use at home with their child.*
- *Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.*
- *PD opportunities will be planned and provided to teachers and staff. Teachers and staff at JWES will communicate and assist parents by building relationships of trust between family members and the school. All staff will participate in appropriate grade level family engagement activities.*
- *Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.*
- *Parents in JWES preschool class will be invited to attend parenting activities and have added support by the RCPS parent preschool home-school liaison.*
- *Weekend Backpack programs.*
- *Title I math and reading evening events will be planned that assist with parent learning and engaging in activities with their child(ren).*
- *Teachers and staff at JWES will communicate and assist parents by building relationships of trust between family members and the school. All staff will participate in relative family engagement activities based on their grade level.*
- *Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents. of participating children in a format and, to the extent practicable, in a language the parents can understand.*
- *Parents that request written communication in a language other than English will be provided such, and when needed, a translator will be made available for conferences and phone calls.*

The following are allowable activities:

- 1) *Academic/social and emotional training/s for faculty and staff in areas of parent concern.*
- 2) *Literacy training/s for parents to enhance family literacy (with an emphasis on virtual learning).*
- 3) *Expenses associated with local Parent and Family Engagement activities to enable parents to participate in school-related meetings and training sessions. Additional funding sources will be pursued.*
- 4) *Parents of JWES students may be encouraged to assist with and seek additional parents to become involved in school activities. Translators will be made available.*
- 5) *Determine school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation. Parent conferences will be scheduled during the day and evening to permit flexibility with scheduling. Parents may also schedule for other days, schedule a phone conference, and/or a virtual conference.*
- 6) *Improvement of Parent and Family Engagement and activities.*
- 7) *On all matters related to Parent and Family Engagement in programs supported under this section. The JWES PTO and School Council will be used to provide advice on Title I matters and Parent and Family Engagement policies.*
- 8) *On community-based organizations and businesses in Parent and Family Engagement activities. Roles for community-based organizations and businesses in family engagement activities will be brainstormed by all stakeholders and followed through by those appropriate for roles.*

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

- *Accommodations, to the best of our abilities, will be made for any parents/guardians or family members with disabilities.*
- *County approved interpreters and translators are used to translate letters, make phone calls, and to attend parent/teacher conferences as well as other meetings. The EL teachers may conduct phone calls and assist with home-school communication, as needed. Teachers also have access to Propio for phone calls to parents.*

PART IV-ADOPTION – John Wayland Elementary School Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.