

# Vienna Elementary



# STUDENT HANDBOOK

## 2020-2021

<http://wsfcs.k12.nc.us/ves>

**The Vienna Way**

Respect, Responsibility, Teamwork, and Excellence in everything we do!

**Mr. Lee P. Koch, Principal**

**Mrs. Lisa G. Davis, Assistant Principal**

**VIENNA ELEMENTARY SCHOOL**

**1975 CHICKASHA DRIVE**

**PFAFFTOWN, NC 27040**

**<http://wsfcs.k12.nc.us/vienna>**

School Mascot - Tigers

School Colors - Orange and Black

School Phone - 336.703.4178

Cafeteria Phone - 336.703.4179

FAX Number - 336.945.9506

Office Hours - 7:30 a.m. - 4:30 p.m.

School Hours - 7:50 a.m. - 8:00 a.m. (early arrivals to cafeteria) - **During Plan B, students will go straight to their classrooms**

\*Students are not allowed at school before 7:50 a.m.

8:20 a.m. - Tardy Bell Rings

8:20 a.m. - 2:50 p.m. - Student Instructional Day

**Attendance, Arrival and Dismissal**

Winston-Salem/Forsyth County School Board policy does not permit students to arrive at school more than 30 minutes before class begins and does not allow them to remain more than 15 minutes after school ends. This policy is to free teachers from supervising students during their planning time, which is crucial to the instructional program. At Vienna, this means that students should not arrive before 7:50 a.m. or remain after 3:05 p.m. The policy also states that students cannot go to the classroom until 15 minutes before school begins, so students who arrive at Vienna between 7:50 a.m. and 8:00 a.m. will go to the cafeteria. We appreciate cooperation in adhering to this policy.

Students should be in their seats and ready to hear morning announcements at 8:20 a.m.

When a child is tardy, critical instructions for the day are missed. Please assist us by getting your child to school on time each day. Students arriving after 8:20 a.m. must report, with a

parent/guardian, to the office before going to class. **During Plan B, parents must wait in the office vestibule while their children are health screened.** No student shall be authorized to leave the school grounds during the school day except on written request from the parent or guardian. Students are NOT called to the office to wait for parent's arrival.

### **Students arrive to school one of 3 ways:**

During Plan B, no parents are allowed to walk their children to class. All students who arrive by bus or by car will be health screened. Parents of bus riders must turn in an attestation form verifying that their child has no health symptoms related to COVID 19.

- Students who arrive on a bus will be greeted by the Assistant Principal or other school personnel. Students go straight to the cafeteria for breakfast or to their classroom upon arrival. During Phase 2,
- Students can be dropped off at the car rider line beginning at 7:50am. Students then sit in the cafeteria until 8:00am. At 8:00am, they are dismissed to their classroom. School personnel and safety patrol are at the car rider line to help with the unloading of students. If your child has a class in one of the mobile units, they may walk from the car rider line to the mobile unit and bypass the cafeteria, otherwise they must walk through the cafeteria to enter the building. **During Plan B, students will walk straight to their classroom and will not be held in the cafeteria.**
- If you have an HOV sign, your children may be dropped off in the old church parking lot starting at 7:50am. A staff member will be posted in the parking lot beginning at 7:50am.

### **No HOV during Plan B.**

- Please do not drop your child off at any other location. A staff member is not posted at every entrance - only the designated spots listed above.
- Parents are welcome to walk their students to class until Independence Day, which usually occurs around the 10th day of school. After this, Vienna students walk themselves to class.

### **Students will be dismissed in the following ways in the afternoon:**

- Students are dismissed at the car rider line in the cafeteria. Students are supervised by staff and safety patrol.
- Students who ride the bus home will be called to the bus lot by their bus number.
- If you have an HOV sign, your children may be picked up in the old church parking lot starting at 2:50pm. A staff member will be posted in the parking lot beginning at 2:50pm.

### **No HOV during Plan B**

- If you live within walking distance of the school, parents may walk to the school and meet their child at the main entrance upon dismissal. Your child can only be considered a walker if you live within walking distance of our school and the principal has approved that you are picking up your child as a walker.

## **Transportation Changes**

If your child has a transportation change for the afternoon, you must send a note with the child. If there's an emergency change during school hours, you must email the Assistant Principal (lgdavis@wsfcs.k12.nc.us), your child's teacher and the Financial Secretary. Your child's teacher may not always have time to check their email during the day. In order to minimize classroom disruptions, please arrange transportation before school each day.

**During Plan B, your child can only have one stop for AM and one stop for PM.**

## **Accurate Student Information**

Please keep our office up-to-date by letting us know of changes in address, email, and phone numbers. We often need to call parents during the school day. We must have current home and work addresses and phone numbers, cell phone numbers, and emails. Call our Data Manager at 336-703-4178 when changes occur.

Current health information should be shared with your child's teacher. This includes allergies and other medical conditions.

When a child's legal name is changed, a court order showing the change must be submitted to the school for recording and for a revision of the pupil's records.

## **Car Riders**

Students must be dropped off in the car rider line behind the cafeteria. Please do not leave until school personnel have arrived. If it is necessary for parents to walk in with their child, they must park in the upper parking lot and walk the student in the front door. **During Plan B, parents are not allowed to walk children to the classroom.**

All students who are car riders are dismissed from the cafeteria. If you need to check out your child for any reason during the day, please come to the office prior to 2:35 p.m.

## **Conferences**

Parents should address classroom concerns with the teacher first. Parents are encouraged to email the teacher to schedule a conference. Conferences are generally scheduled before or after school, between 7:35 a.m. - 8:05 a.m. & 3:20 p.m. - 4:00 p.m. Walk-in conferences are not allowed.

## **Custody Information**

In cases where custody of a child is not court ordered and substantiated by legal papers, the school is without authority to prevent either parent from having contact with the minor child. If custody changes occur during the school year, please present the proper legal documents to the principal or assistant principal immediately.

## **Release of Students During the School Day**

We want to take necessary precautions to ensure student safety and protection while at school. Therefore, parents and students must adhere to the following procedure:

- There must be a note from the parent/guardian specifying the individual who will be picking up the student as well as time of pick-up. The note should contain: reason for departure, hour of departure, and expected hour of return.
- An authorization list for each student is kept on file in the office. This list includes parents/guardians and adults authorized by parents. A court order must be placed in the student's permanent folder if a parent/guardian is unauthorized to pick up the student.
- Parents must enter the building through the main lobby. All other entrances will be locked on the outside during the school day. **During Plan B, parents are not allowed in the building, unless you are picking up a child.**
- Picture identification (driver's license) will be shown in the office when the student is released. Students will be released to only those adults on the authorization list and who have valid identification.
- No student may leave the school grounds during the school day without authorization. Students must remain in school for 50% of the instructional day to be counted present. The midpoint of our school day is 11:35 a.m.
- Release of students during the school day should be kept to a minimum. Our school day ends at 2:50 p.m.
- Local Board Policy, No. 6112 prohibits the early release of students from school for private lessons, tutoring or other similar instruction (i.e., dance lessons, gymnastics lessons, etc.) unless the student is certified as a child with special needs and the tutorial program is included in the student's Individual Education Plan (IEP). There is no provision in State or Local Policy that authorizes the early dismissal of a student simply for the convenience of the parent.
- At the beginning of the year, parents will designate on the transportation form, whether or not the student will regularly ride home on a bus or in a car. During the year the student will be expected to use that designated method of transportation unless the parent sends written permission for a student to: ride another bus, ride home in a car (designated driver's name), or stay after school for planned activity.
- ALL CAR RIDERS must be picked up in the Car Rider line behind the cafeteria.

## Conduct

At Vienna Elementary, we will teach the students the standards of behavior outlined on the following pages. Parents can help by reviewing the standards at home with the children. After the standards have been taught, we will work with the students to guide them to use self-discipline to abide by these standards.

In the restrooms, students are expected to:

- Use the facilities and immediately leave the restroom.
- Throw all paper towels and other trash in the garbage containers.

- Talk quietly only when necessary.
- Flush toilets they have used.
- Never mark on restroom walls.

In the halls, students are expected to:

- Always walk (running, shoving, and pushing will not be tolerated).
- Keep to the right.
- Do not talk.
- Refrain from congregating or blocking the flow of traffic.
- Help keep the halls free of litter. Food, candy, and drink are not allowed in the halls.

In the cafeteria, students are expected to:

- Eat a healthy lunch every day. Students are discouraged from skipping lunch or bringing an unhealthy snack.
- Enter in an orderly manner with their class.
- Refrain from breaking in line for any reason.
- Wait in the serving line quietly.
- Remain in their seats until they get permission from the adult supervisor to leave their seats.
- Talk quietly (loud, boisterous behavior will not be tolerated in the cafeteria).
- Leave their eating areas clean and neat for those who follow.
- Clean up food, trash, etc. and place all paper trash in their milk carton, and return trays to the designated place after they finish lunch.
- Clean up lunch boxes and make sure all paper products are put in the trash.
- Microwaves are for teacher use only.
- Soft drinks are not allowed.
- Students are not permitted to take food or drinks out of the cafeteria without permission from their teacher.
- Students are encouraged to eat a balanced lunch with limited sugar and carbohydrates.

**During Plan B, all students can receive free breakfast and free lunch.**

In an assembly, students are expected to:

- Enter the gym in an orderly manner with their class and their teacher.
- Sit quietly and demonstrate a courteous reception to the assembly participants.
- Show that they like a performance only by clapping (whistling and yelling are inappropriate forms of showing approval at school.)

**During Plan B, we will have no school wide assemblies.**

In the classroom each teacher will explain the classroom discipline plan and post it for your information.

We realize that all students are individuals with individual needs. We will help our students adjust and learn our expectations. If a student is having problems with behavior, we will involve parents and Vienna staff to help resolve problems.

### **Classroom Standards of Conduct**

You should do your best work and give your best effort when you are in class.

- Use your time wisely and take responsibility for your homework and class work assignments. Turn in assignments on time.
- Show respect for your teacher and classmates by using courteous and appropriate speech. Do not use profanity or loud and rude speech.
- Be in the right place at the right time. Do not leave the classroom without permission of the teacher.
- Help to make Vienna a safe, clean and attractive place to learn.
- Pick up paper anywhere you see it.
- Hats may not be worn in the building.

### **School Rules**

- Fighting on the school grounds will not be tolerated.
- Profanity will not be allowed.
- Vienna is a smoke-free facility. Parents and guests are not allowed to smoke in the building or on school grounds.
- Knives, water guns, virtual pets, toys, etc. are not to be brought to school.
- Students will not be permitted to buy, sell, or trade items from one another at school.
- Students will not be allowed to damage school property or litter the school grounds.
- Students are forbidden to pull a fire alarm falsely.

- Students will be allowed to use the telephone in the office only in cases of emergency and with teacher approval.
- Students should not bring excessive amounts of money to school. They should only bring money, which is needed to purchase lunch or fees for a school activity.
- Students should represent themselves in a kind and courteous way in all interactions with students and teachers. Bullying and harassment are not tolerated.
- It is prohibited for students to borrow money from the office or from each other.

### **Code of Bus Conduct**

The code of bus conduct was taken from WS/FCS School Board Policy 5131.1.

#### **Conduct at the Bus Stop**

- Students will arrive at the bus stop in adequate time to catch their bus. If the bus leaves too soon or too late, this fact should be reported to the assistant principal or WSFCS Transportation (336-748-2287).
- Students will wait for their bus at the location designated by Transportation Department personnel.
- Students will not stand or play in the street while waiting for the bus.
- Students will report any acts of misconduct at the bus stop to the assistant principal.

During Plan B, students must wear masks and sit apart from other students on the bus. Parents must turn in an attestation form that verifies students don't have any COVID 19 symptoms.

### **Common Area Expectations during Plan B**

#### **Hallways Expectations**

- Students should walk one way during the school day
- arrival and dismissal team will work on when hallways are not one way - see map

#### **Restroom Expectations**

- If you have a bathroom in the classroom, don't use the group bathrooms
- Assign classroom guidelines for using large bathrooms - notice sinks that cannot be used (they are duck taped) and 6 feet apart paw prints. Please model the in and out flow of traffic.

#### **Playground Expectations**

- We can use equipment and it will be sanitized each morning
- Wash hands before and after playground - teachers take out safety bag and include hand sanitizer, wipes, etc.

#### **Cafeteria Expectations**

- Students will hand sanitize before going into the cafeteria



- Students will walk six feet apart
- There is one entrance and one exit
- Students will hand sanitize on the way into the lunchroom and wash hands when they return to class (before eating lunch)
- Breakfast - grab at car or bus rider line, eat in classroom, dispose of trash in classroom trashcan or hallway trash can (we will have 1 per hallway)
- Lunch trash from trailers - 2 trash cans will be put out at 11 for lunch and cafeteria staff will bring back in when lunch is over

## Bus Issues - 748-ABUS (2287)

### Conduct When Boarding or Leaving the Bus

- Students will only board and ride their assigned bus unless a change is authorized by the principal or area transportation supervisor. Requests for temporary changes in bus assignments should be made in writing to the assistant principal.
- Students will not enter a bus while it is parked on school grounds without the permission of the principal or area transportation supervisor.
- The only adults allowed to ride a school bus are the drivers, the monitor, and other persons as approved by the principal.
- Students will not board the bus unless the driver or a school official is present.
- Seating on the buses will be assigned by the driver at the beginning of the school year. Assigned seating is required on every bus by the Winston-Salem Forsyth County School system.
- No student shall be allowed to stand or ride in the area beside the driver's seat or in the step well.
- Upon arrival at school, students will move from the bus to their homerooms or assigned areas in an orderly manner. Upon dismissal of school, students will go directly to their buses and board in an orderly manner.
- Students should not get water while going to the bus.

### Conduct While on the Bus or Enroute

- Students will obey the bus driver.
- Students will take a seat and remain seated until the bus stops at a student's destination.
- Students will keep all parts of their bodies inside the bus at all times.
- Students will not throw any object off the bus at any time.

- Students will not engage in any activity which might distract the driver's attention, such as shouting, fighting, throwing objects about the bus, or moving up and down the aisle while the bus is en route.
- Students will not damage or deface the bus in any way.
- Students will not eat, drink, or use tobacco products or controlled substances on the bus.
- Students will conduct themselves in the same manner as they would in class and will give the bus driver the same respect that they give the teachers.
- Students shall not bring on or possess on a school bus weapons, gasoline, explosives, drugs, alcoholic beverages of any kind or any other objects that are prohibited on public school campuses in accordance with the policies of the Board of Education.
- If your child is in K-2nd grade, they must have an adult or 4th or 5th grade sibling there to get them off the bus. If there is not an adult or older sibling to get them off the bus, they will be taken to the next school the bus is scheduled to go to. If this happens, our school secretary will call you to let you know where to meet your child. You must go immediately to pick up your child at the school office.

You may follow your child's bus via a GPS app and also get updates about the bus status. Please download the app, *Here Comes the Bus*, and follow those directions. Our school code is 74254. You will also need your child's school ID (lunch number).

Riding the bus is a privilege which may be withdrawn for misbehavior or for any other reason the principal or assistant principal feels necessary.

## **Discipline**

At Vienna, we believe that all students should behave appropriately while they are on school property. We will not tolerate student behavior that hinders the teaching and learning process; therefore, we clearly define both school wide expectations and individual classroom rules. Good behavior will earn respect for our students. However, when a rule is broken, consequences will be enforced.

We are aware of the basic responsibility of the home to teach manners and appropriate behavior. Therefore, we ask parents to read and discuss with their children the following school wide and classroom rules. We will keep parents informed and involve them in finding solutions to problems as they occur.

## **Disciplinary action**

If a child is having difficulty and is sent to the office for misbehavior, the following consequences may be used:

- A verbal reprimand
- Not being allowed to participate in an activity
- A note home to parents

- Assignment to time-out/intervention
- A conference with the parents
- Assignment to a community service activity
- Suspension from school
- Expulsion from school

### **Dress Code**

Children who come to school neat and clean are more likely to take pride in themselves and in their work. Anything worn that interferes with the learning of other students is prohibited. Students wearing "inappropriate" clothes will be asked to change them. The proper dress for school should be clean, neat and comfortable. The use of lipstick, eye and facial cosmetics is discouraged.

Always remember that:

- You will need tennis shoes for P.E. class.
- Hats are not to be worn inside the building.
- In warm weather, wear clothes that will be comfortable and proper for school.
- Orange and Black are our school colors. Vienna Wear is encouraged. Show your school spirit.
- No "short" shorts, no spaghetti strap tops, no tank tops
- No belly buttons or backs are to show, no halter tops

### **Attendance Policy**

One of the goals for our school system and Vienna Elementary is to improve school attendance. Students must be in school during school hours. When children miss school, instruction is missed.

The State Board of Education has established the conditions that shall constitute valid reasons for lawful absences.

- Illness or injury or quarantine
- Death in the immediate family
- Medical or Dental appointments
- Court or Administrative proceedings
- Religious observances

- **Educational Opportunity**

While the principal may excuse a student's absence for a substantial cause (in addition to those listed), our tendency is not to excuse most absences. Therefore, an absence that is not excused is unlawful.

Send a note to the teacher on the first day after each absence stating the reason for the absence. It must be coded lawful or unlawful by school officials. On the third day, the child will be coded unexcused if the office has not received a note. The principal or designee will contact parents after three unexcused absences. After six unexcused absences, parents will be notified that they may be in violation of the Compulsory Attendance Law. After ten unexcused absences, parents will be notified by U.S. Mail. The principal will review any reports and confer with the parents or student. If the parents are found in violation, the District Attorney will be notified. If the parents have made efforts to comply with the attendance laws and the student continues to be absent, the principal may file a complaint with the juvenile intake counselor, stating that the student is habitually absent without a valid excuse.

If anyone in your household is exhibiting symptoms of COVID 19, please do not send your child to school. Also, please report anyone that may be COVID positive to the school and we will be in touch with proper timelines for quarantining.

### **Educational Leave**

To be excused for an educational opportunity, the principal must receive a request 10 days before the absence with an outline of the educational activities and the student is required to write in a daily journal. This opportunity must be aligned with the grade level standard course of study. It is also necessary to contact the child's teacher in advance of the absence to make arrangements for make-up work. There is no substitute for the uninterrupted personal contact between teachers and students where learning takes place. Work may be made up after an absence, but it does not take the place of instruction. Students who have good attendance achieve more than those who have poor attendance. We highly recommend scheduling vacations during holidays and doctor appointments after school. Vacations will be coded as an unexcused absence.

### **Make Up Work and Absences**

When make-up work is requested, parents are expected to call the school office before 11:00 a.m., and the assignments may be picked up from the office between 3:20 p.m. - 4:00 p.m. on the day the request is made or on the next school day. This gives the teacher time to prepare the packet of work. Children will NOT be able to reenter the classroom after school for forgotten books or homework assignments, lunch boxes, coats, etc.

### **Early Dismissal due to weather**

It is sometimes necessary, due to inclement weather to close school early. School officials, in cooperation with the weather bureau, make the decision to close. An announcement will be made on radio, television, and WS/FCS website. Buses will operate earlier than usual and children will be taken to their normal afternoon stops.

## **Delays due to weather**

If school is delayed for any reason, the bus will pick up your child 1 - 2 hours later than the normally scheduled time. Please check the local TV stations for updates on school delays or closings.

## **Medications/Health**

Medications - whether prescription or over the counter - must have a doctor's note. Teachers cannot give any non-prescription medication to students. Prescription drugs can be given if the medicine is in the bottle from the drugstore and the doctor's instructions are on the bottle. Students must bring the medication to the office upon arriving at school. Medication requires a form filled out by the doctor. These forms are available upon request.

Students who are ill will go to the office. A staff member will call the parents if a student needs to go home. Parents need to report to the teacher any communicable diseases that their children might have, i.e., chicken pox, strep throat, ringworm, head lice, impetigo, scabies, and shingles.

In order to keep sickness to a minimum, please keep your child at home until he/she is fever or throw up free for 24 hours.

Our Public Health Nurse serves several schools in addition to her other duties in public health care. She is in our school one day each week. She is available to us for consultation on other days. She also coordinates the screening of our students for vision, hearing, and other health conditions. If your child is ill or injured, seek medical help from a doctor.

Minimal treatment is given to students with minor injuries when an accident occurs in school. The parents or guardians are always notified by the school when medical care may be indicated for an injury or illness, provided a correct telephone number is listed with the school.

If your health insurance does not cover your child at school, we strongly suggest that you get school insurance to cover rising health costs in case your child is injured.

If anyone in your household is exhibiting symptoms of COVID 19, please do not send your child to school. Also, please report anyone that may be COVID positive to the school and we will be in touch with proper timelines for quarantining.

## **Homework**

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child develop work and study habits that will assist throughout the years spent in school.

Grades K-2 can expect 0-30 minutes daily; grades 3-5 from 30-60 minutes. Students in grades 1-5 will have assigned reading Monday through Thursday. All graded papers and important information will be sent in a special packet on Tuesdays. Parents are to sign and return the packets the following school day.

You can help your child develop routines that will assist them in successfully completing homework assignments. The following suggestions are offered for this purpose.

- Become interested in your child's homework. Ask your child to show the homework to you and explain the completed homework. Sharing your child's work reinforces the importance of homework and helps the child to understand that you are interested in progress.
- Ask your child about homework each day. Be aware that homework is generally assigned every day except Friday, the day before a holiday, and PTA event nights. By asking your child about homework, you are helping the memory of an assignment to be completed.
- Remember that homework is your child's work - not yours. You should not do the work for the child; rather, you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem. It is the teacher's responsibility to make homework assignments understood by the student.
- Help your child set a regular homework time each day and stick with it. Free your child of other responsibilities at that time.
- Provide your child with a quiet place to work and study where there are no distractions from younger children, pets, etc.

### **Label Clothing**

Boots, coats, hats, gloves, book bags, lunch boxes, and so forth should be labeled for young children. This avoids loss and confusion of similar articles. Lost articles are kept in the gym. Unclaimed items are donated to charity after each quarter.

### **Lunches**

In order to protect instructional time during the day, we will not interrupt classes to announce the delivery of lunches or lunch money. Please have your child check in the front office if they do not have lunch or lunch money.

**During Plan B, lunches are free for all students.**

### **Money and Valuables**

Students, not the school, are responsible for their personal property. Therefore, leave your personal property at home unless authorized by a teacher. Toys and electronic equipment should not be brought to school. Children should not bring money to school, except to buy milk or lunch. If money is required for other reasons, students and parents will be notified. The school cannot assume responsibility for money or valuables either accidentally lost or taken by another child.

### **After School Activities**

Discretionary after school activities such as clubs or performances are non-academic and voluntary. Each activity has rules or guidelines which must be followed by all participants. Students must be picked up within ten minutes of the activity being dismissed. If a child is not picked up within 10 minutes of dismissal, a written warning will be given to the parent of the

child. A second incident of late pickup will result in the child being asked not to return to the activity.

**During Plan B, there will be no after school activities.**

## **Evening Activities and Special Events**

### **Expectations of Students and Parents**

- Students must be accompanied by a parent or guardian. An older sibling does not count as a guardian. Please do not "drop off" children and leave them unaccompanied.
- During a performance or activity, students are to sit or stay with their parents. Young children need supervision. It is the parents' responsibility to provide supervision.
- During a performance, please ensure that children in your care sit quietly and listen respectfully.
- When directions are given over the intercom system, please comply with them. Adults expect students to follow directions. As a parent or guardian, you must set an example by following directions.
- Students are not to be dismissed to play on the playground, unless the playground is part of the activity.

**During Plan B, there will be no after even activities or special events. .**

## **PTA (Parent/Teacher Association)**

The Vienna Elementary PTA is an active and involved group dedicated to the total welfare of children. The PTA offers parents an opportunity to become involved in activities at Vienna. The Vienna Elementary PTA is a member of the Winston-Salem/Forsyth County PTA Council, and the state and national PTA. Joining the PTA during the membership drive is an excellent way to support our school. The dates for our PTA meetings are listed on the Vienna website under PTA. Most general meetings are held in conjunction with a special event. The PTA Board meets before each special event.

**PTA Membership Drive:** Each fall every parent is invited to join the Vienna PTA. Part of the dues go to national and state PTA. The remaining amount is kept for the operating budget at Vienna.

## **Volunteer Responsibilities**

An excellent volunteer program is determined by the competency of the volunteer and the creativity of the teacher in using the volunteer in relation to the needs of the student.

A good volunteer:

- Accepts readily the tasks assigned by the teacher or a Vienna staff member.
- Is a model of character behaviors that are expected from the children.

- Provides services, allowing more teacher-student contact.
- Completes tasks rather than creating tasks for school staff.
- Understands that no job is too small.
- Is a Vienna School advocate in the community and private sector.
- Abides by the Vienna staff guidelines in the care and maintenance of the school.
- Adheres to the rules & regulations of the school and is a role model for the students.
- Completes and submits for approval any required district volunteer forms, as needed.

### **Volunteer Suggestions for Working Parent**

Teachers are appreciative of any contribution of your time. Even a small project can be a big help. There are many things you can do to help that do not require you to be at school during the working day.

- Join the PTA and attend all meetings.
- Be a grade parent. You can help by sending class treats for parties, providing tissues or other items, and by letting the Vienna staff know that you appreciate them.
- Participate in our major fund raising events. Give generously!
- Join a PTA committee. A lot of the work is done after regular working hours.
- Volunteer to help with the school grounds and participate on non-working days by maintaining the gardens and grounds.
- Have lunch with your child.
- Be a Watch D.O.G.
- Share your profession or special talent with a class.
- Share your ideas.

The Vienna Staff is also a part of the working sector. Therefore, we are well aware that your first obligations are home and work. We are appreciative of any contribution of your time and talent.

### **Volunteering**

Here are five good reasons to volunteer:

- Your children will benefit. Even if you are not in their classroom, your children will know you are at school. They will feel important and they will know you think learning is important.
- You will get to know your child's teacher. That makes it easier to ask for help when your child needs it.



- The school will benefit. Whatever you volunteer to do, you are freeing school staff to spend more time with kids. That leads to better learning.
- Volunteering is easy. Vienna School offers training to volunteers. There are volunteer jobs that can be done at home, at night, or on weekends. Every parent can get involved.
- Volunteering is fun. You meet parents in your neighborhood. You may learn new skills. You get a good feeling from knowing you have done something important.

Interested? Call the school at 336-703-4178 to see how you might help.

**During Plan B, no volunteers are allowed in the building.**

## **Safety**

Safety is the most important priority for our staff. Children should be encouraged to practice good safety habits. Safety instruction is given at school and safety measures are practiced in the building and on the playground. You can help your child develop good safety habits for providing safety instruction at home.

- Assist in learning the safest route to and from school.
- Encourage the use of intersections when crossing a street rather than the middle of the block. Stay between the lines when crossing at a crosswalk. It is the child's responsibility to make certain that traffic from both directions has stopped.
- If there are no sidewalks, the child should walk on the left side of the street facing oncoming traffic.
- Encourage your child to come home immediately after school. Discourage any stops along the way home.
- Students are to obey traffic lights and look both ways before crossing a street.

Remind your child to:

- Never accept rides or gifts from strangers.
- Report to the teacher, a police officer, the bus driver, or to you, any strangers seen loitering on foot or in a car near schools, playgrounds, etc.
- Always try to secure the license number of the car and write it down.
- Always try to remember what the stranger looked like and any particular clothing.
- Contact a police officer if you need help.

When a child is to go home with another child or to be left at another stop, there must be a note from home.

**During Plan B, students may not ride the bus home with their friends.**

## **School Parties**

Grade parents and the PTA graciously provide refreshments for students at certain times of the year. Parties at other times are discouraged. It is important to use time wisely for daily instruction.

## **Visitation**

If you are interested in learning more about our instructional program, you may visit our classrooms and special programs. We suggest making arrangements before the visit with the teacher. Classroom disruptions are discouraged. It is disruptive when preschool children are brought to classroom visitation (crying, diaper changes, feedings, etc.). Cell phone usage and talking to teachers or students is prohibited during classroom visits. All parents and visitors must register in the office. For your child's protection, we need to be aware of persons in the building at all times. You are invited to share lunch with your child during the child's lunch period. Vacationing friends, siblings, or relatives of school age will not be allowed to attend school with our students.

**During Plan B, visitors are not allowed in the building.**