



## **STUDENT HANDBOOK 2016-2017**

### **Campbell County Schools Mission Statement**

Campbell County Schools will provide a world-class education that enables every student to choose and pursue any post-K12 endeavor.

### **Campbell County's Educational Philosophy**

The Campbell County School Board is committed to providing equal opportunity for every student to achieve maximum intellectual, social, emotional and physical growth, and ensuring that each student be equipped to communicate effectively with other people, to be competent both in the work place and in higher education, and to feel confident of the ability to make creative and constructive decisions in his/her life.

## Altavista Elementary Faculty

### **Pre-K**

Mrs. Dana Taylor  
Mrs. Martha East

### **Kindergarten**

Ms. Rose Saunders  
Mrs. Jennifer Andrews  
Mrs. Emily Hudson  
Mrs. Cynthia Brooks

### **First Grade**

Mrs. Kay Hubbard  
Ms. Trish Christian  
Mrs. Judith Hedgpeth  
Ms. Marlo Henderson

### **Second Grade**

Mrs. Lori Wright  
Mrs. Shae Caldwell  
Mrs. Susan Niblett  
Ms. Victoria Campbell

### **Third Grade**

Mrs. Lori Goad  
Mrs. Alice Jackson  
Mrs. Hilary Yeatts  
Mrs. Beth Simpson  
Mrs. Leslie Haskins

### **Fourth Grade**

Mrs. Jennifer Foreman  
Mrs. Kay Dillard  
Ms. Kerri Burroughs  
Mrs. Haley Wolgamot  
Mrs. Kelly Miller

### **Fifth Grade**

Mrs. Kim Johnson  
Mrs. Samantha Janiak  
Ms. Ashlee Hicks  
Mrs. Kelly deBernard

### **Special Education**

Mr. Derek Fowler  
Mrs. Christel Coman  
Mrs. Kristen Vaughan  
Ms. Ashley Gruss  
Mrs. Cathy East

### **Speech**

Mrs. Martha Scruggs

### **Librarian**

Mrs. Jane Green

### **Music**

Mrs. Aimee Rosser

### **Physical Education**

Mrs. Dawna Johnson  
Mr. David Mabry

### **Title I Reading**

Mrs. Jennifer Teegarden  
Mrs. Apryl Hunley

### **ESL**

Mrs. Karen Raasch

### **Guidance**

Mrs. Jessie Herndon

### **Gifted and Talented Coordinator**

Mrs. Carrie Wilmer

### **Assistant Principal**

Ms. Rachelle Herndon

### **Principal**

Ms. Wendy Younger Thomas

## **Students' Responsibilities**

It is the function of the Altavista Elementary School administration to enforce local regulations for the proper conduct of the student body. This includes conduct in going to and returning from school. Such local rules and regulations shall be in harmony with the general rules of the state school statutes of Virginia.

Parents are encouraged to reference the Campbell County Policy Manual for more detailed information and regulatory information regarding things in this handbook. The manual is available in the school or at [www.campbell.k12.va.us](http://www.campbell.k12.va.us).

## **Arrival and Dismissal**

1. Pupils are not to report to school until 7:45 A.M. At that time, they will report directly to their classroom or to breakfast.
2. Pupils are considered tardy if they arrive after 8:10. Tardiness distracts from the learning environment. **Parents must park and escort their child into the main office if they arrive after 8:10.**
3. The morning's intercom announcements will be made at 8:10 A.M.
4. All pupils are to be seated in the classroom and prepared for instruction by 8:10 A.M.
5. Pupils may not leave before the dismissal bell without written permission from the parent/guardian. They may **not** be checked out after 2:45.
6. Dismissal starts at 3:00. Students will be walked from their respective hallway to the bus ramp or front sidewalk by a grade level teacher.
7. Afternoon dismissal concludes at 3:10. **Students must be picked up by 3:10 P. M.**
8. Parents must send in a note if they need to change their child's mode of transportation. If students are riding a bus to another address that address needs to be included on the note. On occasion the school understands that an emergency occurs after the child has left for school and changes need to be made. Parents should refrain from making late day phone calls for transportation changes. To ensure the child receives the information, parents should contact the school by 1:30 to make changes to their child's transportation.

## Attendance

*Revised 10/3/16*

Attending school regularly helps children perform better academically. Students are encouraged to start building this habit right away that going to school on time, every day is important. Good attendance will help students do well.

Absences 1-10 may be excused with a note from a parent. Absences will be considered unexcused until a note is received. Absences, tardies, and early dismissals are only excused if they meet the criteria listed in the Campbell County Schools Policy Manual (Policy JED and Policy JED-R) and Campbell County Schools Student Handbook. Starting on day 11 for an absence to be excused a student must have a Doctor's note.

### **Policy for Unexcused Absences:**

- After 3 unexcused absences, a letter will be mailed home requesting notes.
- After 5 unexcused absences, a letter will be mailed home requesting a parent conference. At this conference, a Truancy Plan will be developed.
- After 6 unexcused absences, a Truancy Referral will be sent to the Truancy Coordinator.
- After 7 unexcused absences, a Truancy Referral may be made to the Campbell County J & D Court Services Unit.
- **When a student has accumulated 10 total absences (excused and/or unexcused), a doctor's note will be required to excuse any future absences.**

## Dress

*Revised 9/16/16*

We want to make every effort to ensure that all AES students are dressed in an appropriate manner while at school. Students are expected to dress appropriately for the varying weather conditions and come to school wearing clean clothing. Any student who is not wearing appropriate clothing may be removed from class and a parent / guardian will be contacted.

We have included additional information regarding our dress code to ensure clarity of our expectations. Please refer to the Campbell County School Board Policies for more information.

Shoes must be worn at all times. Tennis shoes must be worn in physical education classes, music classes, and for recess due to mulch around the playground equipment. Outside play will occur on a daily basis except during inclement weather or when temperatures drop below 35° F.

Students are not allowed to wear the following items to school:

- Flip flops, shoes with wheels, wooden shoes, platform shoes, jelly shoes, or water shoes;
- Hats, caps, or any head covering (worn inside the building);
- Clothing that is tight and revealing, or that has writing and/or pictures which are obscene or questionable in taste for a school setting;
- Dresses, skirts, shorts, and skorts that are shorter than the student's fingertips when arms are held straight down towards knees (leggings may be worn under long shirts or long sweaters);

- Mesh style jerseys, spaghetti straps, or tank tops that are less than two inches wide;
- Pants that are in the "sagging" position (waistline hanging too low, so as to expose underwear);
- Clothing that exposes the midriff area;
- Key chains, toys or hand sanitizers on back packs, belts and/or around the neck.

### **Food and Celebrations**

If food is being provided for any type of celebration, in order to keep all students safe and protect students with life-threatening food allergies, we will only allow pre-packaged food items that have been purchased from a store, with complete ingredients listed, to be distributed. Therefore, potential food allergens can be identified.

For birthdays, parents may bring in a snack or cupcakes during specific grade level lunch times only for the whole class.

Candy, gum, soft drinks or other confectioneries may not be brought to school, on the bus, or eaten except for special occasions as directed by the administration or teacher. Ice cream will be sold during the lunch period on **Friday** and eaten during the lunch period.

The sharing of food among students at any time is not permitted due to potential health and allergy concerns.

### **Plan for Emergencies**

Detailed plans for emergencies such as armed intruders, bomb threats, fires, tornadoes and mock disasters are outlined in the teacher handbook.

Each teacher will become thoroughly familiar with this information which will be reviewed and practiced with the students.

### **Vehicular Traffic Flow for Car Riders**

In order to provide for student safety and the orderly movement of students, staff and visitors, drivers should adhere to the following plan when entering or leaving the school premises.

Parents will proceed to the area in front of the entrance when bringing children to school. They should let them off beginning at 7:45 A.M., but no earlier.

In the afternoons, to prevent traffic congestion on Lynch Mill Road, a staggered schedule will be established for parents, who will enter through the same driveway as in the morning delivery procedure. Students who will be picked up by private vehicles will exit through the front doors of the school. All other students who ride buses will be dismissed on designated bells through the side door to awaiting buses.

Drivers must stay in the double lines of traffic until signaled to move forward by a school employee. Drivers are not to pass other vehicles in the mornings or afternoons when children are being delivered or picked up.

If a parent has to enter the building they should wait at the flagpole and cross at the cross-walk when a duty teacher signals. Parents should not block other cars when they are parking.

In the afternoon if a parent needs to enter the school they must park their car and walk in. Cars should not be left in the car rider's line as this holds up the flow of traffic.

Students will exit the building in the front of the building and wait on the sidewalk quietly until a school employee calls their name. They will then walk to the car. Parents should not leave their car to pick up their child nor should they motion for their child to come to the car.

DO NOT park in the gravel parking lot and walk across the bus lane to pick up or drop off your child. This is extremely dangerous.

The orange car rider card given to parents should be displayed on the dashboard with the name of the child being picked up clearly written on the line.

### **Buses**

Bus transportation is a privilege provided by the Campbell County school system for students living in our attendance area. Students are to sit quietly while on the bus so the driver can concentrate on the bus route. **Bus drivers will not let students off the bus if a parent/guardian is not visibly present.** Students will be returned to school and a parent/guardian will be called to pick the child up from the school. It is extremely important to always be on time and ready at the bus stop awaiting your child's arrival.

All buses will enter the first driveway, coming from the bypass directly across from "E and S" Market. No other vehicles will be permitted to enter the bus loop during bus delivery time. Students will depart buses at the covered canopy and proceed through the side entrance, located at the end of the covered walkway. If they wish to eat breakfast, they will report directly to the cafeteria from their bus, eat quickly and promptly report to class.

### **Library**

All students in grades Kindergarten through 5<sup>th</sup> are allowed to check out books from the school Library Media Center. Books are checked out for one week at a time, and can be renewed. Students are expected to use care when handling books, and students will be charged for damaged or lost books. Students may not check out books if they already have overdue books or fines for loss or damage. Fines and over-dues carry over from one grade to the next, and from the Elementary School to Middle School.

Pupils will be allowed in the library at 7:50 A.M. each morning after checking into their homeroom.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held on a regular basis throughout Campbell County Schools. Each principal schedules conferences in such a way as to accommodate the needs of his or her respective school and community. The individual progress report serves as a supplement to the parent-teacher conference.

### **School Closing**

Occasionally it becomes necessary to close schools due to inclement weather. Campbell County will use the instant alert system to notify you of any closings. Please be sure to keep phone/e-mail information up to date with the school so you will not miss these important notifications. Local radio and television stations will also have closing information.

Parents are requested **not** to call the schools to receive information on school closing. The result of such calls "ties-up" telephone communications to the extent that important information becomes unavailable to the school principal.

### **Field Trips**

Field trips are a privilege and can be taken away by the principal for violations of the Campbell County Schools Code of Student Conduct. Field trips for students are scheduled by the teacher with the approval of the building principal and the director of elementary education. Such trips are approved only after their educational value has been well established.

### **Selling and Soliciting**

Students are not allowed to sell items or services at school. Soliciting by students is also prohibited by School Board policy.

### **Fund-raising**

Fund-raising activities which involve elementary students in door-to-door solicitation are prohibited.

### **Guests at School**

Upon arriving at the school, all visitors, including parents, must register their presence in the school office. Visitors must present a driver's license or state issued identification card. All visitors must have their visitor's badge displayed while in the building.

### **School Pictures**

School pictures are taken at the school as a service to both parents and students. No purchase is required at any time.

### **Illness at School**

Schools are not staffed to care for children who are sick, nor do they normally have the necessary staff to transport sick children from school to home. After calling the parent, the staff will make every effort to assure that the sick child is made as comfortable as possible until the parent's arrival.

### **Emergency Information**

Up-to-date emergency information is necessary in case a child becomes ill or injured at school. It is the parents' responsibility to provide complete information to the school and also new information to the school when it becomes available. (For example: new employment, new telephone number, new doctor, etc.) Parents with an unlisted telephone number are requested to provide an emergency number for school use. It is crucial that parents provide the names and phone numbers for others who can be contacted in the event that their child becomes ill and they cannot be located.

Annually, parents will be asked to update this information.

### **Homework**

Homework is recognized as an effective learning tool; however, the assignment of homework must be made only after the consideration of the following factors:

1. The assignment should be appropriate for the age of the student. (Research indicates that the attention span of youngsters in the first three grades is more limited than that of older students.)



2. The homework assignment should serve to reinforce material which has been introduced and thoroughly explained in the classroom by a professional teacher.
3. Individual projects, assigned over a period of several days, may serve as a tool to provide enrichment experiences for certain students. (The teacher will make every effort to assure that the student has access to the data necessary for completion of the project.)
4. As a general guide, students will not be assigned more than one hour per night on homework assignments in grades 4-5. (It is more important that the child receive proper rest and come to school alert than to spend additional time on homework.)
5. Students will not be assigned an excessive amount of homework. A parent who feels that homework assignments are excessive should contact the teacher and arrange a conference.

**PTO**

Our elementary school cooperates with parents in the operation of a Parent-Teacher Organization. This is an important area where parents' assistance and input can make school more rewarding for the child. All parents are invited to join and participate in the school PTO.

**ALTAVISTA ELEMENTARY EXECUTIVE P.T.O. BOARD**

President.....Judith Hedgpeth	Treasurer.....Nikki Souser
Vice-president.....Sonya Stinnette	Principal.....Wendy Younger Thomas
Secretary.....Kim Johnson	Assistant Principal.....Rachelle Herndon

**Gifted Education**

Odyssey, a program for gifted students, is offered in all Campbell County’s elementary schools. Identified students are provided enrichment activities in the regular classroom as well as the services of Odyssey resource teachers. Individual student nominations for the Odyssey Program are accepted any time during the year, however, annually during the month of March, division wide referrals are sought for the gifted program. Parents wishing more information relative to the Odyssey Program should contact the principal of their school.

**Homebound Instruction**

In the event of prolonged illness, parents may apply through their principal for Homebound Instruction.

## **Sex Offender Registry**

You may access information in the sex offender and crimes against minors registry at the following website: <http://sex-offender.vsp.virginia.gov/sor/>?

### **HOW PARENTS MAY HELP THE CHILD**

Parents can help make each school day a happy one if they will:

- See that the child gets up in time to eat a good breakfast and to avoid hurrying to school.
- See that the child has sufficient rest and sleep--usually ten or eleven hours.
- See that the child has his own lunch money.
- Start the child off to school in a happy frame of mind.
- Send only a healthy and well child to school.
- Encourage the child to talk about things he or she does and sees.

- Show interest in what the child does at school and what he or she is learning.
- Get to know the child's teacher and help the teacher to understand some of the experiences the child has had that may affect his or her success in school.
- Schedule medical and dental examinations regularly and see that immunizations are up-to-date.
- Praise the child for tasks well done.
- Provide opportunities for the child to be independent at home.
- Give the child responsibilities at home.
- Avoid comparing the child with other children or forcing him or her into tasks impossible for his or her maturity.
- Treat the child's ideas with respect and consider his or her in family plans that affect him or her.
- Be consistent in their expectations as to the child's behavior and his or her responsibilities.
- Help the child to understand that one cannot always win or have his or her own Way.
- Teach the child his or her name, address, phone number, where his or her parents' work, and the way to and from school.