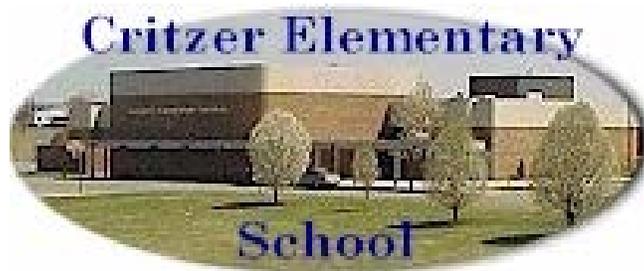


***Critzer Elementary School
2016 – 2017
Student Handbook***



***100 Critzer Drive
Pulaski, VA 24301
Phone: 540-643-0274 Fax: 540-543-0501
<http://www.pcva.us/critzler.html>***

***Critzler Elementary School is dedicated
to building a community of lifelong learners
who care about themselves and others.***

**In order to model proper school procedures and to prevent
uncomfortable situations, parents and staff are respectfully asked
to comply with all school rules and procedures.**

Parent Signature: _____ Student Signature: _____

Policies and Procedures

Critzer Elementary maintains a website that is updated frequently to provide current information on progress and activities. This handbook is also available on our website. We encourage you to visit us at <http://www.pcva.us/critzer.html>.

Admissions

Before admission to Critzer all students must have a physical examination, a copy of their social security card, and a copy of their birth certificate on file. Immunizations must be up to date and records filed in your child's permanent record.

All students living outside the Critzer attendance zone are required to fill out a request to transfer to request admittance to Critzer. Forms are sent to the school board office for review. Admittance is based on available space and circumstances surrounding the request.

Arrival and Dismissal

Parents providing transportation for their children to school will travel through the parking lot and let students out near the map. All students who arrive **after 8:25** must use the main entrance of the school. Parents or another adult should accompany these students into the building. Any student who is not in their classroom by 8:25 will be counted tardy by their homeroom teacher. We hope you understand our need to have each child in class when the bell rings in order to begin the instructional day.

The school day ends at 2:55 p.m. when the bell rings to dismiss first bus students. At 3:00 p.m. we dismiss students who are picked up by their parents to the Little Theater. Each parent must have a parent pickup card or password to retrieve their child. When you pull up to our bus duty supervisor, they will say your child's name and direct you to a colored cone. When you arrive at the cone your child should be waiting for you. This dismissal process typically takes about 15 minutes so there is no need to begin lining up early.

Assignment Books

In an effort to improve home/school communication and to aide students in organizational skills, the school will provide an assignment book for each 3rd, 4th, and 5th grader. This book is provided to your child at no charge at the beginning of the year. Each class will use the books as part of the standard curriculum and supplies. Students will be required to write down homework and long-term assignments. As these books are part of the curriculum, your child will be required to have his/her book daily in the same way that pencils, paper and texts are required. Please make every effort to ensure that your child has this book daily. If he/she loses the book, a replacement must be purchased for \$5.00 from the office.

All students will be given a folder, which will be sent home at the teacher's discretion. Parents should review the folder, return homework, and any other form of communication.

Attendance

The Code of Virginia states that it is the parents' responsibility to see that students attend school "all day, every day."

It is important for every student to be at school each day. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism and/or checking in or out create obstacles to learning. **If a student must be absent, the parent or other responsible person is required to report the absence and the reason by 9:00 a.m. on the day of the absences to verify the child's whereabouts.** The office telephone has an answering machine so your calls may be made at any time. If your child misses school to visit the doctor, dentist, etc., please provide written documentation to the office upon return.

The principal or his/her designee will regularly review attendance reports and make contact with parent/legal guardian of any student who has five (5) unexcused absences. All parties shall jointly develop an Attendance Improvement Plan (AIP) to resolve the student's non-attendance. Unexcused absences include an absence that is not acknowledged or supported by the parent/guardian, an absence resulting from a student's refusal to attend school, an absence occurring in excess of the allowable ten (10) absences with parent notification, or a combination of the above. This also includes ten (10) tardies. A tardy is defined as the late arrival to school, assigned classroom, or learning location without professional documentation. Please see the attendance policy JED-R under the Board Docs section at www.pcva.us for a full policy review.

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The School Board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation, including radio and TV. In the unusual circumstance that school must be cancelled during the school day, teachers will refer to the Inclement Weather/Emergency Closing Procedures Information sheet to determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

Communications

It is very important for emergency and administrative reasons that the school has an up-to-date telephone number, mailing address, and official 911 address for every student. Updated home, work, and/or cell telephone numbers are essential in keeping the lines of communication open with parents and the school. If your child is referred to the office for medical or disciplinary reasons, it will be important that the office be able to contact you in a timely manner. Notify the office **immediately** if you have a change of address, status, telephone number, or emergency contact during the school year.

A calendar and menu will be sent home with each student at the beginning of every month. This is to help the parent plan for lunch and other activities. Periodically, other materials will be sent home to keep parents informed of upcoming events. Outside organizations must have permission from the Pulaski County School Board to distribute flyers or other materials. If a child takes objectionable material home, the parent is encouraged to call the school.

Conferences (Parent-Teacher)

Parent-teacher conferences are scheduled several times throughout the school year. Parents are asked to make an appointment with the teachers of each of their children, regardless of the progress of the child. These conference times are valuable to the overall education program. A letter will be sent out approximately a week before conferences are scheduled and your child's teacher will contact you to confirm the conference time and date. Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. At Critzer we believe "it takes a whole village" to educate a child, so your participation is considered crucial to the process.

It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year. Additionally, teachers or the administration may request conferences at other times to discuss issues as they arise.

Curricular Areas

Art

All children are enrolled in art classes for one semester of the year. These classes are given once a week during alternating grading periods. The art program provides opportunities for children to develop art skills and have a better understanding and enjoyment of art. An SOL guide has been developed and a copy of this curriculum is available in the school office.

Library

The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are provided for all grade levels. They are held for the purpose of library instruction as well as for enjoyment of the materials and books. Students are allowed to visit the library during the day with the permission of their classroom teacher. They may use the library to read, check out and return books, use computers, research work or special projects.

Music

All children are enrolled in music classes for one semester of the year. These classes are given once a week on alternating grading periods. The music program provides opportunities for children to develop skills and have a better understanding and enjoyment of music. An extensive curriculum guide has been developed by our music teachers to meet (and exceed) SOL expectations. A copy of this curriculum is available in the school office. The basic elements of music are presented to students through various cycles of experience involving singing, playing instruments, listening, movement, and expression.

Counseling Services

Critzer is fortunate to have a full time guidance counselor on staff. She is available to assist students with questions regarding social problems, family crises, or school related problems. Students and parents may request that the guidance counselor see them or their students. Our guidance counselor is a valuable resource for outside agencies within the community to meet special needs of children. She also conducts guidance classes for each grade during the year.

Physical Education

The staff at Critzer believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program.

Physical education classes are provided three times a week for all students. Due to the nature of the class, certain special rules apply to physical education. They are:

- **All participants must wear tennis shoes with absolutely no heels.** Tennis shoes worn for fashion as opposed to functionality are not permitted. Sandals, dress shoes, flip flops, etc. are not permissible. The PE teachers will judge what is permissible for participation based on safety considerations. Alternate activities may be given to students who are unprepared to participate.
- No sunglasses or hats are allowed.
- Hands and feet must be kept to oneself.
- All students must attempt all activities unless exempted due to medical conditions.
- Students may be exempted from PE for 2 consecutive classes with a parent note. A doctor's note will be required if another exemption is requested. An administrative review may be conducted in cases of frequent requests for exemptions.

Students exempted from physical activities will complete alternative health related assignments during the physical education class.

Honor Roll

The Honor Roll is a very special recognition for academic achievement and exemplary citizenship and effort. It is based on the grades given for the current nine week period. To receive honor roll recognition, the student must earn all A's or all A's and B's. Honor roll recognition is available to students in grades three, four and five at Critzer.

Custody Issues

In order to comply with any particular custody requests you might have, Critzer Elementary must have a copy of any court orders to be filed in your child's permanent record. In the absence of these papers, we are legally obligated to give both biological parents equal access to records, their children, and privileges of parenthood. It is the parents' responsibility to provide the school with current custody papers.

Doctor and Dental Appointments

Parents are expected to make every effort to schedule doctor and dental appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. Please provide the office with documentation of the appointment for your child's attendance record. These documents will be used in mitigating any absences that must be reviewed for truancy.

Emergency Information

In addition to up-to-date cell phone numbers, work phone numbers, mailing address, and 911 address, the school must have documentation on file for all students in the following areas:

- Emergency telephone number of up to three family relatives or friends
- Physician's name and telephone number
- Medical alert information
- Any court rulings dealing with custody of student(s)

Food Services

Food service is coordinated through the School Board Office. Critzer Elementary does not make cafeteria policy or administer the program.

In the fall of the 2015 – 2016 school year, Critzer was granted a Community Eligibility Provision under the Healthier Hunger-Free Kids Act of 2010. This program has made provisions for all students to receive breakfast and lunch at no cost. In order to keep this provision, we must have a high percentage of participation. We encourage all of our students to take advantage of this program and enjoy breakfast and lunch every school day.

In lieu of the regular menu, students may choose a peanut butter and jelly uncrustable or create a salad from our salad bar. Money may be added to your child's lunch account at any time in order for students to purchase additional items. Parents may give money for their child's lunch account directly to the office staff and they will be responsible for getting it to the cafeteria. If you do not choose to put money on your child's account, he/she will be responsible for his/her lunch money until lunchtime.

Our plan is to make breakfast available every day for students on regular and delayed school days. Menus may change due to days missed for inclement weather. If you have questions or concerns about the School Nutrition Program please contact our cafeteria manager, Lynn Jones, at 643-0515.

Hours

The office will be staffed from 7:30 a.m. to 4:30 p.m. Students are not permitted on school property before 7:30 a.m. Students arriving before 8:15 a.m. must immediately report to the gym (3rd, 4th, and 5th) or Little Theater (pre-K, K, 1st, and 2nd). Students are dismissed at 8:15 to go to their classrooms.

Any student arriving by parent drop-off after 8:25 a.m. will be counted tardy and must check in at the front office to get a pass to class. All students who are transported by parents must be picked up by 3:25 p.m.

Illness or Injury

In case of illness or injury the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, the child will be taken to the emergency room at Pulaski County Community Hospital. **Remember, an emergency telephone number for parent and the name and telephone number of the student's family doctor must be on file at the school.** Our usual rule of thumb when a child complains of illness is to take his or her temperature. If the child is running a fever of 100 degrees or more, a parent is called and asked to pick up the child. If the child's temperature is below 100 degrees, we will generally send the child back to class to attempt to finish out the day. Of course, obvious illness is an exception to this rule.

Immunizations, Vaccinations, and Physicals

State law requires that every child who is admitted to public school must have evidence of immunizations and a physical on file. Any child with an incomplete record will be sent home until proof of vaccinations and physicals are provided.

Lost and Found

All clothing found on campus is placed in "lost and found" in the gym or cafeteria. Please check these areas frequently. All items left at the end of the year will be donated to a local charity. To ensure return of lost items, parents are encouraged to mark book bags, sweaters, jackets, and other clothing items with a permanent marker inside the item. We will attempt to return all lost items to their owner.

Medications

Please read the medication policies provided in this packet. No exceptions can be made to this policy, so please read it carefully.

Nurse

Our school nurse is responsible for maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health screenings. She also trains staff on the proper procedural use of any special medications or health related apparatus specific students might need. Please contact her if your child has any unusual health problems. Please alert the school if your child is absent from school due to a communicable disease. Precautions may be taken to protect other children. The school nurse can be reached at 643-0567.

Parent Pickup

The parent pickup process begins at approximately 3:00 p.m. Parents do not need to come into the building to pick up students at the end of the day. Instead, students will be delivered to parents in their cars on the parking lot circle. Both the drop-off and pick-up points will take place near the U.S. map that is painted on the walkway. Cars will be restricted from parking in the pickup line until 2:45. Traffic will move in a single file line. Anyone arriving after 3:25 will have to come into the building through the front entrance to pick up their child.

Critzer now uses a school Parent Pickup (PPU) card system. Each family requesting to use the parent pickup option will be issued two PPU cards. The names of your children that are enrolled at Critzer this school year will be placed on the back of the cards. The card entitles the bearer to check out and/or receive the named student(s) at parent pickup time.

The school will issue two cards (at no cost) to each requesting family that has children enrolled at Critzer. It is the responsibility of the custodial household to determine who will possess the PPU card. The school will assume that the holder of the card is entitled to possess the card and has permission to receive the children named on the card.

If a card becomes lost, the parent or guardian is to notify the school immediately and that card will be cancelled. We will not permit a check-out or a pickup to take place using that PPU card (the cards are numbered). Additional PPU cards can be purchased for a \$2.00 fee. The card will be good for the current school year, with new cards being issued for the next school year.

If a person does not have a PPU card, they will be asked to park and enter the school by the front entrance. Identification will need to be provided in addition to the "password" that Critzer is using to assist in emergencies.

Written notification from a custodial parent should accompany any request to change transportation for any student. Any student who has permission to go home with another student, either by bus or parent pickup, must have written notification from a custodial parent and it must be signed by office personnel. A telephone number on notes is required.

Parent/Teacher Organization (PTO)

The Critzer PTO has been highly involved in improving our school. All parents and teachers are encouraged to become involved in Critzer's PTO by attending meetings and volunteering their time and talents. Meetings are scheduled on a regular basis with a few exceptions. The PTO sends out a newsletter to inform parents of upcoming activities. Each year the PTO sponsors several fundraising projects. With the help of all parents these projects can be very successful. They allow the PTO to fund many important activities at the school.

Parking

Cars parked in restricted parking areas or fire lanes (marked by the yellow curb) are in violation of Virginia law and are subject to action by the Pulaski Police Department. Parents wishing to pick up their children must park in designated parking spaces in the front parking lot. Please see map located in the packet. Cars may begin entering the Parent Pickup (PPU) line at 2:45 each afternoon. Parent pickup will begin at approximately 3:00p.m.

Valuables

The school administrators and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If students do bring substantial amounts of cash or other important possessions to school, registering and leaving them at the main office can safeguard these items.

Visitors

Parents are welcome and encouraged to visit the school. All visitors are required to report to the school office upon entering the building. After signing in, each visitor will be given a visitor's badge. Due to the necessity to maintain a safe and secure environment and the fluid nature of elementary classroom schedules, visitors to Critzer Elementary who have neglected to make arrangements for their visit prior to arriving at the school may experience delays in their meeting and visitation requests. Upon departure, visitors must sign out and return the visitor's badge.

Wellness Policy – Reference Board Policy IGAL

The Pulaski County School Board and Critzer Elementary School recognizes the link between student health and learning and desires to provide a program promoting healthy eating and physical activity for students. A comprehensive program is essential to foster academic, social and emotional growth, and to promote optimal health. The complete Wellness Policy (IGAL) is available on the Pulaski County Schools website. Below are specific items to which Critzer parents, students, and staff should pay particular attention.

An emphasis should be placed on starting nutrition education in preschool and kindergarten. Parents and guardians will not be allowed to bring "fast food" meals to students during breakfast and/or lunch time. The only beverages student may consume on campus during the school day are 100% fruit juice or fruit juice drinks containing 50% juice, water, or low or non-fat milks. Coffee and tea may be available for adults. Please note that the term "consume" has been inserted in the Critzer Wellness Policy and may not necessarily appear in other individual school policies.

No carbonated drinks or "junk food" (snacks with 30 percent of calories from fat and no more than 10 percent of calories from saturated fats) will be consumed by students on campus during the school day. The nutritional content of foods and beverages donated for class parties or other school events is considered. Each event or activity should include no more than one food or beverage that does not meet nutritional guidelines. Schools will not use foods or beverages as rewards for academic performance or good behavior.

Lists of nutritional snack options for class parties or other events will be made available.

Snacks Appropriate for School

Remember: Watch portion sizes ☺ Experiment with new foods ☺ Read labels ☺ Limit high sugar, high fat items ☺ Include a wide variety of brightly colored fruits and vegetables

Fruits

Dried fruits (apple rings, apricots, figs, peaches, banana chips, raisins)

Banana

Canned peaches or pears

Unsweetened applesauce

Fresh pears or peaches

Apples

Kiwi slices

Orange wedges

Grapes

Pineapple chunks

Strawberries

Vegetables

Vegetable sticks (carrots, celery, broccoli, sweet potato, cucumbers)

*Fresh vegetables and dip**

Milk and Cheese

*Yogurt**

Pudding cups

*Cheese slices**

*Cheese cubes**

*String cheese**

Meat Substitutes

Peanut butter

Peanuts

Almonds

Sunflower or pumpkin seeds

Nuts

*Hardboiled eggs**

Lean beef jerky

Bread, Cereal and Pasta

Whole grain bread

Unsweetened cereals

Whole grain crackers

Graham crackers

Muffins

Rolls

Pretzels (plain, cheese or honey mustard)

Air popped popcorn

Granola

Bagel

Oatmeal-raisin cookies

Ginger snaps

Fig bars

Molasses cookies

Bagel chips

Vanilla wafers

Combinations

Trail mix

Snack mix

*Sandwiches**

Tortilla chips & salsa

Beverages

Bottle water

100% fruit juice

Tomato or vegetable juice

*Milk**

Healthy

=====Snacks for Your Family=====

**Appropriate if you use insulated container or ice pack to keep cold.*

Developed by Sarah D. Burkett, M.A.T., C.F.C.S.,
Senior Extension Agent, Family and Consumer Sciences -
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Student Code of Conduct

Pulaski County Student Code of Conduct

Pulaski County has a code of conduct policy in effect. All students and parents are expected to read and follow all policies therein. If you do not have a copy of these policies, please stop by the office to get your copy.

Alcohol and Drugs

The possession, sale, or use of alcohol, drugs, controlled substances, and over-the-counter medications, on the school campus or busses, is strictly forbidden. Violation of this rule will cause immediate suspension and a recommendation to the school board for expulsion. (Please see county policy regarding this rule.)

Bus Conduct

The following rules have been established in order to insure safety of all students who ride busses:

- Use only the bus and bus stop assigned.
- Orderly behavior is required at the bus stop.
- Remain seated, facing front, when the bus is in motion.
- Talk quietly and make no unnecessary noise.
- Do not talk to the driver unless it is necessary.
- Keep head and arms inside the bus.
- Do not litter the inside of the bus or throw anything out the window.
- Be quiet when the bus is crossing railroad tracks.
- Always use appropriate school language on the bus.
- Keep your hands to yourself at all times.

Infractions of the above rules will be brought to the attention of parents. Basic policy is that on the first formal bus report the parents will be contacted. Further write-ups by the bus driver may result in long-term suspensions from bus transportation. In the case of serious safety violations, the warning will be omitted and the student will be suspended on the first write-up.

Bus Route and Operating Policies

Bus routes and stops are planned and established by the Director of Operations. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies.

Parents who wish to make requests for changes in routes and stops should contact the Director of Operations at 994-2533. Students and parents are encouraged to notify the school immediately of any safety hazards they have observed during bus operations.

Candy

Students are not allowed to bring candy to school. Parents will be notified of occasions or special events that are exceptions to this rule. See the PCPS Wellness Policy.

Cell Phones

Students may have cell phones in their possession but they may not be accessed or displayed during instructional school hours.

Character Counts

Critzer will begin its ninth year as a Character Counts school. Character Counts is based on the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Cheating

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified. A second offense may result in suspension from school.

Cosmetics

Students are not allowed to bring cosmetics (makeup) to school.

Dress Code

Any type of dress or grooming which is distracting will not be permitted. Please review the county dress code as all Critzer students are expected to adhere to this policy. Head coverings (hats, bandanas, etc.) shall not be worn in the building except on special spirit days when the hat is part of the costume.

Equipment Use

Our school contains a variety of educational, safety, and maintenance equipment. Students should not use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the party at fault is held financially responsible.

Fighting

Fighting is strictly forbidden in the school, on its campus, or at the bus stops. Breaking this rule may result in an immediate and automatic suspension from school and a conference with the student's parents.

Gum

Gum is not permitted in school. Any student chewing gum may be disciplined by the classroom teacher. Persistent refusal to follow school rules may result in an office referral.

Harassment

Critzer Elementary is committed to maintaining a learning environment free from sexual harassment and harassment based on race, national origin, disability, or religion. Please refer to School Board Policy GBA-F/JFHA-F for more information and reporting procedures.

Pets

No pets of any kind are allowed at school. Teachers may give special permission for pets to be brought to school as part of a special display or activity.

Rules for General Behavior

The behavior expected from students at school is a combination of common courtesy and safety considerations. There are only a few special areas which require the application of very specific rules. The following types of conduct are never permissible:

- Aggressive behavior
- Destruction of property
- Disruption of learning
- Defiance of school staff
- Use of profanity
- Refusal to prepare assignments or to participate in class
- Possession of weapons, look-a-likes, or other dangerous objects
- Possession or use of tobacco
- Possession or use of any controlled substance
- Gambling
- Verbal or physical threats

Smoking

Smoking or use of smokeless tobacco by anyone is strictly forbidden on school property, including the parking lot.

After-School Detention

As a part of the disciplinary intervention process a child may be assigned to after-school detention. Detention is usually a sixty-minute block of time at the end of each day. Normally, parents are expected to pick up their child at 4:15 PM. The students will be supervised and will complete class assignments or character building exercises. Detention may be assigned for multiple days.

Suspensions

Suspensions from school are a consequence issued by the principal or the assistant principal for the worst and/or repeated infractions of school rules and policy. If your child is suspended, you are required to meet with the principal or assistant principal before reinstatement can take place.

Suspensions are given only as a last resort. A suspension from school signifies that the child's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the child from the school environment. Reinstatement will not be granted until the principal or assistant principal and the student's teacher are satisfied that the reason for misconduct has been effectively eliminated.

Toys

Toys are not allowed at school. Please remind your students of this rule often. If a student brings a toy (including trading cards) to school and the toy is taken by a teacher or bus driver, it is sent to the office to be stored in the "June Box." This box will hold the toy until June when a parent may pick up the toy on the last day of school. The only exception to this rule is when your student's teacher gives your child special permission to bring a specific toy for use as part of the curriculum or we have a spirit day involving a special toy.

Trading and Swapping

No trading or swapping of clothing, toys, or other items is permitted at any time. Students that involve themselves in these activities will be disciplined and materials confiscated and placed in the "June Box."

Vandalism

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.