

SNOWVILLE ELEMENTARY SCHOOL HANDBOOK 2016-2017



4858 Lead Mine Rd.
Hiwassee, VA 24347
540-643-0766
Fax 540-643-0413

<http://www.pcva.us/snowville.html>

Table of Contents

VERIFICATION FORM	
SNOWVILLE FACULTY AND STAFF	4
ATTENDANCE POLICY	5
BULLYING PREVENTION PROGRAM	6
COMMUNICATION DAY	6
DOORS OPEN	6
DROPPING OFF/PICKING UP STUDENTS	7
EXCUSED FROM PHYSICAL EDUCATION	7
FEES SCHEDULE	7
FIELD TRIPS	7
HOMEWORK	8
LOST AND FOUND	8
MEDICATIONS	8
NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAMS	9
PARENT HANDBOOK	10
PARENT NIGHTS	10
PARENT/TEACHER CONFERENCES	10
PERSONAL INVITATIONS TO PARTIES	11
PERSONAL PASSWORD	11
PTO	11
SAFETY DRILLS	11
SCHOOL CALENDAR	11
SCHOOL RULES	11
A. Student Conduct	11
B. Possession of cell phones and other electronic devices	12
C. Toys at school	13
D. Playground Rules	13
E. Lunchroom rules	13
SCHOOL AND DIVISION REPORT CARD	14

SCHOOL SECURITY PROCEDURES	14
A. Procedures for Entering the School	14
B. Morning Procedures	15
C. Parent Pickup	15
D. Meeting with teachers	15
E. Taking things to classrooms	15
SILENT LUNCH	15
STUDENT DRESS CODE	15
TELEPHONE USE BY STUDENTS	16
TRANSPORTATION	16
A. Bus transportation	16
B. Transportation by parent	16
TREATS	17
T-SHIRTS	17
VISITORS	17
WALKING STUDENTS TO CLASS	17
WELLNESS POLICY	17

SNOWVILLE FACULTY AND STAFF

Dr. Bridget Parsons, Principal

(540) 643-0460

School Phone - (540) 643-0766

FAX: (540) 643-0413

Attendance Line: (540) 643-0192

* Dial 643-then extension #

Akers, Butch	Custodian	643-0766
Arnold, Angela	Fourth Grade	643-0465
Aylor, Laura	Art	643-0970
Boothe, Rebecca	Cafeteria	643-0766
Bopp, April	Third Grade	643-0468
Brillheart, Diane	Librarian	643-0682
Bryson, Mary Anne	Para	643-0766
Burrell, Amy	Fourth Grade	643-0792
Burrus, Shelly	Inst. Tech.	643-0908
Carter, Suzette	Special Ed.	643-0462
Chrisley, Glenda	Kindergarten	643-0793
Covey, Cherish	Para	643-0766
Dishon, Traci	Preschool	643-0459
Edwards, Meghan	Guidance	643-0589
Fizer, Olivia	Cafeteria Mgr.	643-0457
Foster, Virginia	Speech	643-0461
Fox, Kim	Second Grade	643-0472
Goad, Stephanie	Fifth Grade	643-0463
Graham, Diane	Gifted	643-0735
Hagar, Erin	Fifth Grade	643-0464
Hall, Mary	Nurse	643-0531
Jarrells, Nancy	Office Asst.	643-0455
Marshall, Amanda	First Grade	643-0473
Meredith, Maren	Para	643-0766
Morrison, Barry	P.E.	643-0470
Morton, David	Custodian	643-0453
O'Dell, Carolyn	Reading	643-0471
Parsell, Amy	Kindergarten	643-0591
Payne, Trina	First Grade	643-0474
Shinn, Stephanie	SB Clinician	643-0126
Simpkins, Eileen	Second Grade	643-0590
Sykes, Kelsie	Music	643-0684

ATTENDANCE POLICY

ATTENDANCE PHONE NUMBER - 643-0192

Please call this number if your child is absent or will be tardy only and leave the information on the answering service. You no longer need to call the main school number. DO NOT USE THIS NUMBER TO CHANGE AFTERNOON TRANSPORTATION.

To prevent being counted tardy, you might consider synchronizing your watch with our office clock.

School begins at 8:15 a.m. and dismisses at 3:00 p.m. Arriving after 8:25 a.m. will be considered tardy. Parents need to call by 8:30 a.m. if a child will be absent or tardy. School attendance is directly related to academic achievement. To assure that students achieve at their fullest potential, it is imperative that they be in attendance regularly at school. Regular attendance means that the student is at school on time and remains for the entire day. All late arrivals and early dismissals will be recorded and reviewed for intervention and parent notification. When a student has an excessive number of absences, retention can and will be considered. Attendance at school is required under the current laws in the Commonwealth of Virginia. If at all possible, arrange doctor, dentist, and all other appointments before or after school, or on vacation days. If your child misses school to visit the doctor, dentist, etc., please provide written documentation to the office upon return.



Regular school attendance is crucial to ensure student success. In 2013-14 the Pulaski County attendance policy was revised to include the following:

- 5 Unexcused Absences = Attendance Improvement Plan (AIP): The student and parent will meet with the Guidance Counselor or Principal to develop strategies to help ensure daily attendance.
- Upon additional absences, the school may refer the student to the Pulaski County Truancy Team. This meeting will help the student and parent develop a plan of action to ensure school attendance. This plan is submitted to the Juvenile Court Judge if the student continues to miss school.
- If absences continue following the Truancy Team Meeting, the school will refer the child to the County Truancy Officer who will then determine if a CHINS petition or a "Failure to Send" petition will be filed with the Juvenile and Domestic Relations Court.

- Parent call-ins/notes are limited to a total of 10 per school year. All in excess of 10 will be viewed as unexcused absences.

"Out of zone" students attending Snowville Elementary, who have chronically poor attendance, or excessive tardies or checkouts, may be asked to return to their home school.



Students who are absent from school during the day should not participate in afternoon and evening events on that day including PTO programs and sporting events.

BULLYING PREVENTION PROGRAM

We want all students to feel safe at school. All Pulaski County schools will be participating in the *Olweus Bullying Prevention Program (OBPP)*. Parents will receive information about this program during the PARENT NIGHTS. This program is designed to prevent bullying and to intervene when it occurs. OBPP is a researched-based program that has had great success. Bullying is defined as:
A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.

***Dan Olweus, *Bullying at School: What We Know and What We can Do* (Oxford, England: Blackwell Publishing, 1993).

COMMUNICATION DAY

Good communication between home and school is vital to a successful school experience for each child. In order that parents may know when to expect written communications, Monday has been chosen as the regular Communication Day at Snowville. In addition, teachers may be sending home weekly work packets, classroom news, bulletins, etc. Please check your child's book bag daily, and sign assignment books in grades 3-5 daily.



CHECK YOUR CHILD'S BOOK BAG, ESPECIALLY ON MONDAYS.

DOORS OPEN

No one is available to supervise students until 7:30 a.m. Please do not drop students off until 7:30 a.m. Doors will be unlocked for parent pickup at 2:55.



DROPPING OFF/PICKING UP STUDENTS

Parents who bring children to school or pick them up after school are asked to do so near the stenciled car painted on the sidewalk next to the tree near the curb. Do not park at the curb to escort children into the school as this disrupts the flow of traffic and creates a safety hazard. If parked in this area, a notice will be placed on your windshield reminding you of this policy. If you choose to enter the building, you must park in a designated parking space in the parking lot. Please do not park along curbs, especially during the school day. This will prevent those who are parked in designated spaces from backing into your car. Parking along the curb may also prevent someone else from being able to move their car in the event of an emergency. Also, only allow students to cross into the parking lot at the end of the yellow painted curb. Crossing directly in front of the parent pickup line is very dangerous as you or your child might not be visible to the drivers in the parent pickup line.



EXCUSED FROM PHYSICAL EDUCATION

Students are expected to participate in their scheduled P.E. classes. Occasionally a student may be excused with written permission from the parent for one day. To be excused beyond more than one day will require a note from the doctor. Students who are not allowed to participate in P.E. will also be excluded from recess for that day.

FEE SCHEDULE

Pulaski County Elementary Schools request a supplemental fee of \$5.00 for the following instructional materials where applicable to individual classrooms: Weekly Reader, National Geographic, and Scholastic News. Fees may be assessed for lost or damaged textbooks, library books, lost daily assignment books or plastic homework folders.



FIELD TRIPS

We appreciate your volunteering to chaperone our class field trips throughout the year. Local policy now requires that background checks be required for those wishing to volunteer or chaperone especially for overnight field trips. Due to transportation and safety however, we do need to limit the number of parents based on the needs of the field trip. Field trips are very important in our program for academic reasons not just for enjoyment. The staff will determine the number of chaperones needed, consider the special needs per trip (ex: nurse, male chaperones) and chaperones will be chosen at the discretion of the principal. Non-

school aged children will not be permitted to accompany parents when chaperoning a field trip.

We recognize that field trips are fun and exciting experiences for students and it is our hope that every student will have these opportunities. When taking students off campus, we want to make sure that they are safe and well behaved. There may be times when a student is excluded from a field trip because he/she has not been able to demonstrate the self-control needed to participate in these off-campus events. The principal and teachers will make these decisions jointly. Parents of students who are in danger of being excluded from a field trip will be notified in advance of the trip. Parents and teachers will communicate throughout the year so that students can work toward gaining the necessary self-control.

HOMEWORK

Homework is assigned to reinforce skills taught and improve test scores. All grades K-5 have assigned homework. The amount reflects the grade level.



Grades 3-5 have designated assignment books that are brought home and must be signed by the parent nightly. This will tell the teacher you have checked to see if his/her work was completed. Checking over your child's homework will help to ensure their success. (You should not sit with them while they are completing their work or do the work for them.) We are teaching them responsibility, and they are the ones that need the practice.) ☺

LOST AND FOUND

Clothing and personal items that are brought to school should be labeled with your child's name. Found articles are turned into the school's *Lost and Found* box. Unlabeled, unclaimed property will be donated to a local agency at the end of each nine weeks.

MEDICATIONS

Medications will not be given to any student without a Pulaski County Schools Medication Authorization Form filled out and signed by the physician and the parent. This includes prescription medications, as well as, eye drops, cough drops, etc. Chapstick and sunscreen are allowed but must not be shared among students. If there is a question regarding medications of any type, please call the school nurse and ask before it is brought into the school to be given to a student.



According to School Board policy, no medications are to be brought to or from school by students.

NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAMS

	Daily Price	Weekly Price
Student Breakfast	\$1.15	\$5.75
Reduced Student Breakfast	\$.0	\$.0
Adult Breakfast	\$1.60	\$8.00
Student Lunch	\$1.75	\$8.75
Reduced Student Lunch	\$.40	\$2.00
Entrees	\$1.25	
Adult Lunch	\$2.70	\$13.50
Milk	\$.50	

** Anyone (including children) who is not enrolled in school and eats lunch at school must pay adult prices.

You may apply for free or reduced lunch at any time during the school year. If you are experiencing a difficult time paying, please request an application from the office. Once an account goes to a negative balance, an application will automatically be sent home.

School lunches are well balanced to provide proper nutrition. Lunches can be paid by depositing money in a lunch account that will be used until notification of additional money is needed. You may pay for meals by the week, month, or year. Make checks payable to Snowville Elementary School. ** Lunches cannot be charged.



Children are not to bring drinks or food in glass containers. Sodas are not permitted. Breakfast food or drinks cannot be brought to school. Fast food should not be brought to children during lunch. Visitors who plan to eat lunch need to notify the lunchroom at 643-0457 no later than 9:00 a.m.

The breakfast and lunch programs will start on **August 11th**.



Parents/guardians are encouraged to utilize the convenience of prepay. They are welcome to contact the school nutrition manager to monitor account activity. Cash and checks are accepted. Please write the student's name at the bottom of the check to ensure payment is correctly applied.

ONLINE Pre-pay

To pay online, go to **My School Bucks** at www.myschoolbucks.com. The process is very easy and convenient. Parents/guardians may pay or view account history and check account balances 24/7 using this online system to:

- View student cafeteria purchases,
- Make payments using VISA, Master Card or Discover - credit/debit cards,
- Make payments automatically each month if desired,
- Receive deposit confirmations directly to an email account,
- Receive low-balance emails.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

PARENT HANDBOOK

To view the Parent Handbook for additional information about Pulaski County Public School policies and procedures, visit the county website at <http://www.pcva.us/departments/leadership/handbooks/ParentHandbook.pdf>.



PARENT NIGHTS

At the beginning of each school year, teachers at each grade level hold **PARENT NIGHTS**. During these meetings important information and expectations are shared with parents. Having this information will help parents to help their child to have a successful year. **ALL parents are expected to attend.**

PARENT/TEACHER CONFERENCES

Parent/teachers conferences are held twice a year. It has been a long standing tradition at Snowville Elementary for **ALL** parents to attend these conferences.

PERSONAL INVITATIONS TO PARTIES

Neither parents nor students may distribute invitations unless each child in the classroom receives one.



PERSONAL PASSWORD

Parents may be requested to provide a personal password for their child so that when calling in to change transportation arrangements or provide other information, the office staff will know that the person providing the information is authorized to do so.

PTO

PTO is an organization through which parents and teachers work together for the betterment of the school. Throughout the school year families are encouraged to participate in various PTO sponsored events such as the Fall Festival, PTO meetings, and Halloween Trick-or-Treat Trail. Funds raised by the PTO help provide the school with supplies and materials and help students attend many fun and educational field trips (i.e., Appomattox, Jamestown, Williamsburg, Virginia Beach, the Taubman Art Museum, just to name a few). We encourage all parents to become active in this supportive organization. PTO meetings will be posted on the school's website <http://www.pcva.us/snowville.html#Cal>.

SAFETY DRILLS

Classroom teachers are instructed to emphasize bus and pedestrian safety during the first days of school. Emergency bus exit drills are held twice during the school year with the first one occurring during the first 30 days of school. Other drills will occur throughout the year including fire, tornado, intruder, site evacuation, etc.

SCHOOL CALENDAR

Parents can view upcoming events by viewing the online school calendar. This calendar will be updated monthly so check back often.

<http://www.pcva.us/snowville.html#Cal>.

SCHOOL RULES

A. Student Conduct

Students are expected to conduct themselves as ladies and gentlemen. These rules have come from students and teachers for the purpose of making our school as fine a place as possible for all children.

1. Physical contact is not permitted.
 - a. The first offense will be a conference with teacher/guidance. (Depending on the severity of the offense, suspension may occur after the first incidence.)
 - b. The second offense will be a conference with the principal and/or parents.
 - c. The third offense will be suspension - number of days depends on incident.
2. The weapon and drug policy and bullying policy are strictly enforced.
3. Threats are not permitted and may result in suspension.
4. Bicycles must not be ridden on the school grounds.
5. No throwing of rocks, gravel, or other objects.
6. No loitering or playing in the restrooms.
7. Children are not permitted off the school grounds at any time during school hours unless by special permission from the principal.
8. Students are not to sell candy, articles, etc., at school unless approved by the principal.
9. Children should never accept rides with strangers or anyone else they are not sure about. They should ride only with those people approved by their parents.

B. Possession of Cell Phones and Other Electronic Devices (from the PCPS Parent Handbook)

School principals have the authority to interpret these regulations in cases where judgment is called for and to enforce compliance with them in accordance with applicable Code of Conduct provisions. Students may possess a cellular telephone, Personal Digital Assistant (PDA) or other electronic communication devices on school property, including school buses, provided that the device remains powered off and out of sight on school buses and during the school day, except when there is an identified emergency by the school administration. A school day is defined by when students first enter the building in the morning and the dismissal time at each individual school. Students may possess electronic audio and visual devices to include MP3 players, CD and DVD players, video game units, cameras, and other similar electronic devices, provided that the device must remain off and out of sight during the school day. However, students may use electronic audio and visual devices for pre-approved academic and extra-curricular activities. Use of these devices on school buses may be permitted if the devices are muted or headphones are used. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device

may be confiscated from the student and returned only to the student's parent or guardian. Pulaski County Public Schools is not responsible for any damaged, lost, or stolen electronic devices.



C. Toys In School

It is school policy that students do not bring toys to school because it may interfere with the instructional program and cause other problems. If the teacher gives special permission to bring certain toys for a special reason, then she will assume responsibility in case there are problems. Unapproved materials will be kept in the office and can only be picked up by the parents.

D. Playground Rules

1. Students need to walk from the building to the appropriate playground and back. PreK & K will use the equipment behind the gym and 1st-5th will use the equipment behind the cafeteria.
2. No sticks, rocks or other objects on the playground.
3. Children are not to leave the school playground.
4. Children are not to climb trees or fences.
5. Children are not to hang upside down on equipment.
6. Children should use P.E. equipment appropriately and in a safe manner.
 - a. No jumping out of swing
 - b. Slide down slide feet first only - no climbing off
 - c. No climbing on top of the monkey bars
7. Rough play is not permitted at school.
8. Forgive and forget!

E. Lunchroom Rules

1. Speak in soft voices.
2. Stay in your seat. Raise your hand if you need assistance.
3. Respect the adults in charge.
4. Eat politely!
5. Clean your personal space before leaving lunch.
6. Silent lunch notes are to be signed and returned.

SCHOOL AND DIVISION REPORT CARDS

All schools and divisions in the Commonwealth are issued a yearly performance report card. The one for Snowville can be found at <https://p1pe.doe.virginia.gov/reportcard/report.do?division=77&schoolName=804>.



SCHOOL SECURITY PROCEDURES

In an effort to continue to make our school an even safer place to be, we have put some security policies and procedures in place. Your cooperation in abiding by these procedures will help keep all of our children safe. These include the following:

Procedures for Entering the School

Pulaski County Public Schools maintains electronic door locks on the main entrance to all schools. These electronic locks are operational once the school day begins. The procedure to enter the school is as follows:

1. Adjacent to the main door is a small grey camera system with two-way communication.
2. On the system you should locate and push the button that rings in to the office area.
3. Stand in front of the camera system and have your photo identification (e.g. driver's license) ready. Even though you may be known to your child's teachers, the individual responding might not recognize you. Therefore, they will ask you to show your identification to the camera and/or ask your business at the school.

Once approved, the electronic lock will disengage and allow you to enter the building.

4. Please report directly to the main office for your meeting or to secure a visitor's badge if your business is elsewhere in the building. Parents and visitors are not permitted to go anywhere in the building without a visitor's pass.
5. We have a new security device in place. Each visitor will be required to provide a driver's license or I.D. card. The system scans the visitor's license (or I.D.) and checks it against the National Sex Offender Registry. We will begin using this system on Tuesday, September 6th.
6. Once approved for entry, the system issues a guest pass.



7. Upon leaving the building, you must stop by the office and return the pass.



Morning procedures - When entering the school building in the morning, all students are to proceed to the cafeteria. Parents will not be permitted to enter the building without signing in at the office. Students will not be allowed to sit in the foyer waiting for the bell to ring. Students arriving between 7:30 - 8:00 a.m. will report to the cafeteria. PK-2 grade students arriving between 8:00 and 8:15 will report to the cafeteria while students in 3-5 will report to the upper grade hall.

Parent pickup - Parents are encouraged to stay in their cars and allow students to come to them in the pickup line near the car stenciled on the sidewalk. Adults who come to the door to pick up students must park in a designated parking space and will not be allowed in the building until 2:55 p.m. Do not park along any of the curbed areas.



Meeting with teachers - It is difficult for teachers to teach when parents stop by the classrooms in the morning or during school hours to talk to the teacher. For this reason we ask that parents make an appointment or call to talk to the teacher during their planning time or after school.

Taking things to classrooms - Parents bringing things that need to be delivered to their child's class will bring them to the office. Someone from the office will deliver it to the classroom.

SILENT LUNCH

Students who have silent lunch will be asked to return a signed letter by the parent or to sign a teacher's note sent in the student's assignment book. This letter or note will state the reason for the silent lunch.

STUDENT DRESS CODE

Students are dressed appropriately if their clothing is in good taste, not distracting and does not interfere with the instructional program. Short shorts, miniskirts, halter tops, spaghetti strap tank tops, pants hanging over shoes, belly shirts, crop tops, midriff shirts, fishnet athletic shirts and cut off shirts are inappropriate dress and not conductive to a good school climate. Likewise, clothing that displays gang symbols and slogans, liquor, weapons, and/or drug advertisements and suggestive or vulgar sayings are not permissible. If students

wear this type of clothing to school, parents will be notified and students will be requested to go home to change. Footwear needs to be safe and allow the students to run, climb and stop safely, Therefore, FOOTWEAR MUST BE ATTACHED TO THE FOOT. Parents will be called to bring appropriate shoes if the child has on flip flops, loose sandals, etc. Tennis shoes are required for ALL P.E. CLASSES. Hats are only to be worn outside. See the PCPS Parent Handbook, for more detailed information on the Student Dress Code (Board policy JFC-R2) at <http://www.pcva.us>.

TELEPHONE USE BY STUDENTS

Students who bring cell phones to school must keep them turned off. (See cell phone policy above.)

TRANSPORTATION - RIDING A BUS IS A PRIVILEGE NOT A RIGHT!

A. Bus Transportation

Parents must inform the office of any changes in bus transportation. Changes include riding a different bus and getting off at a stop other than the usual stop. If a student desires to go home with another student, the parents of BOTH students must make this request in writing to the principal.

B Transportation by Parent



Parents who transport their children by car in the morning should pull up to the main door and instruct the child to enter on the sidewalk through the main door. Instruct the child to exit the car quickly. Students may be dropped off no earlier than 7:30 a.m. Students must be in the classroom by the 8:25 tardy bell; however essential morning classwork begins at 8:15 a.m. Those students arriving after 8:25 a.m. must stop at the office with a parent/guardian to check in and receive a pass to go to class. If you must escort your child into the building, please park in the parking lot. Do not park in the drop-off zone as this disrupts the flow of traffic and may become a safety hazard.

Parents who transport their children by car in the afternoon will pick up the child at the main entrance at the stenciled car on the sidewalk. The child will be dismissed at 3:03 p.m. and remain inside the building near the front exit door until the parent arrives. Parents are reminded to leave as quickly as possible so as not to hold up traffic. **Parents who come into the building to pick up their child need to park in the lot and NOT along the curb.**

The front door will be unlocked at 2:55 p.m. Parents who enter the building for afternoon pick up need to remain in the foyer for the child to come down. Do not proceed to the child's classroom. This is a busy time and things can become confusing.

ANY CHANGES IN TRANSPORTATION MADE BY PHONE MUST BE CALLED IN BY 2:30 P.M. Please make sure these changes do not become an everyday practice. DO NOT leave these changes on the school answering machine.



TREATS

Class treats are allowed on occasion, but please limit these to special occasions only. Frequent class treats are of course unhealthy and can be a disruption to instruction and the class environment.

T-SHIRTS

Orders are taken during the school year. Information for ordering T-shirts will be sent out at a later date during the year.



VISITORS

All visitors, including parents, **MUST** at all times come into the office to sign, show a valid I.D. and get a visitor's pass before going anywhere in the building. Upon leaving the building, you must come into the office and return the pass. This security measure is in place to protect our students.

WALKING STUDENTS TO CLASS

Parents are asked to refrain from walking students to class beyond the first day of school, especially in PK, K, and 1st grade. Students must learn independence and responsibility.

WELLNESS POLICY

We have a countywide **Wellness Policy (Policy IGAL)**. This is a very detailed policy outlining specific nutritional guidelines for all food and drink sold or consumed by students during school hours including classroom parties, snacks, etc. If you would like to see this complete policy, go to <http://www.pcva.us>.