

Laurel Elementary School Parent/Student Handbook

2013-2014

Laurel Elementary School
26 Pleasant View Road
Austinville, VA 24312
276-728-9247



“A Special Place to Learn”

Mission Statement

Laurel Elementary School, in partnership with our community, will provide our student with a high quality education, within a safe learning environment, that will enable them to become successful citizens.

School Board Members

Brian E. Spencer, Chair
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Central Office Administration

Strader Blankenship, Superintendent

Dr. Mark A. Burnette, Assistant Superintendent for Instruction

Beverly A. Parker, Director of Middle and Secondary Education

Alvin Davidson, Director of Elementary Education

Dr. Laura C. Goad, Director of Special Education

Jerry King, Director of Personnel

TBA, Director of School Improvement, Accountability and Testing

LAUREL ELEMENTARY SCHOOL STAFF

Office

Angela Beamer-Principal, Debbie Johnson-Secretary, Donna Thomas-Nurse, Ken White-Guidance

Pre K

Linda Burnette-aide, Charlotte Deskins

Kindergarten

Pam Carter, Sheila South

First Grade

Debra Christman, Debra Cone, Trina Crouse

Second Grade

Anita Dalton, Janet Martin

Third Grade

Pam Martin, Lucy Nottingham

Fourth Grade

Megan Harner, Jennifer Martin

Fifth Grade

Mark Nottingham, Tabatha Porter

Specialty

Angela Robinson-Library, Vickie Sowers-Music, Lindsey Spencer-Art, Terry Warf-P.E.

Special Education

Treasea Dorsey, Dawn Quesenberry, Shannon Young,

Speech

Jill Saunders

Custodians

Debbie Edwards, Robbie Pickett, Terry Roberts

Cafeteria

Vicky Alderman, Linda Pickett, Christy Sharp, Sherry Thomas

Title 1

Edna Frazier, Amber Lineberry, Alison Watson

Reading Coach

Amy Hash

ESL

Dianne Marshall

Technology

Jude Raffeinner

AmeriCorps

Emmalee Gallimore, Jeanne Gallimore, Tonyia Gibson-Supervisor

Wildcat Pledge

**I have come to Laurel Elementary today to learn
And I will learn
I will behave in such a way
That I will be proud of myself
And others will also be proud of me.**

I WILL HAVE A WILDCAT DAY!

NOTICE TO PARENTS

As a parent of a student in Carroll County Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires Carroll County Public School Division (CCPSD) to provide you this information in a timely manner if you make this request. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether Virginia Department of Education (VDOE) has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether VDOE has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major and whether the teacher has any advanced degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and if they do, their qualifications.

Currently, all teachers in CCPSD hold or are applying for the following license:

- Postgraduate Professional License
- Collegiate Professional License
- Provisional License
- Special Education Conditional License
- Technical Professional License

If you would like to receive any of this information, please call the office at (276) 728-9247

SCHOOL HOURS:

Carroll County schools do not open their doors until 7:45 a.m. Upon arriving at school, all students report to the cafeteria. At 8:00 a.m. students will report to homeroom. Classes begin at 8:30 a.m. with a **tardy bell at 8:15.** Tardy-slips will be administered at that time. Classes end at 3:05 p.m. Students arriving in private vehicles are to be discharged at the front office entrance of the school. **Please do not use the bus area for drop off or pick up for safety reasons. This includes the afternoon.**

The afternoon dismissal times are as follows:

3:05 p.m. Bus Release
3:10 p.m. Parent Pick up

In accordance to current state law, LES will have a one-minute silence time in the classroom at the start of each morning.

PARENT PICK-UP:

Afternoon pick up is at 3:10-3:30 p.m. (Parents must send a note or telephone the school in advance for students to be listed as parent pick-up). LES Parent Pick-up students will exit from the **front door only.** **Please do not park your vehicle in the pick-up lane. This is a no parking zone that must remain clear for emergency vehicles. There are adequate parking spots available.**

In order to maintain the security and safety of students who are to be picked up, we ask that you complete a form in the office with list of names you authorize for parent pick up of your child.

If parents do not arrive by 3:30 p.m. to pick up their child, they must pick up their child in the office.

SCHOOL OFFICE:

During regular school days, the school office is open from 8:00 a.m. until 4:00 p.m. You

are always welcome to stop by and share any concerns with the principal, school nurse (if medical), or guidance counselor. **All parents/visitors must report directly to the office to receive a visitor's pass.** All parents and visitors must enter through the front doors. The side entrances are for faculty and staff only and bus loading and unloading. Every student leaving the school during class hours must be checked out through the office. **A safe school means: Access to a classroom requires a visitor's pass.** Please **do not** go directly to class room for parent pick up. Teachers give last minute instructions, check back packs, and prepare students for end the day. When students see their parents during this time, their excitement can disrupt that process for the whole class. Thank you for your cooperation. We encourage you to schedule times during the day to visit or volunteer in your child's class. Contact your child's teacher for information on volunteering.

SECURITY SYSTEM:

This year the school will be using a new security system. All doors will be locked including the front doors unless someone is in attendance of the doors. When no one is present, you will need to be buzzed in at the front office door. The buzzer is located to the right side of the front doors.

ATTENDANCE:

All students are required to attend school regularly and to be in the building by 8:15 a.m. Children who are "checked in" and then "checked out" are counted as present at school but absent from class. The actual time of attendance will be documented in PowerSchool. Children need to be at school and present in class to learn. Class grades are significantly impacted by class attendance and participation. **Poor attendance can have a negative affect on grades and may result in retention or**

mandatory summer school attendance.

Per school board policy, students who are absent more than 20 days during the school year will not receive academic credit for the year. If your child is absent from school, please call the school at 728-9247. Please consult the attendance section of your county handbook.

Class activities will begin at 8:30.

Students not reporting by 8:15 will be designated tardy and must have a tardy slip to be admitted to class. Late arriving students must report to the office before going to class. **Students who are absent must bring a note or a doctor's excuse** explaining why they were absent on the day they return to school.

PROCEDURES FOR CHANGING STUDENTS' TRANSPORTATION WHEN LEAVING SCHOOL:

Students will not be permitted to leave school prior to dismissal unless expressed permission of the parent or guardian is first secured. No student shall be permitted to leave school premises before the appointed hour or school closing, except in cases of illness, emergency, or at the specific written or personal request of the parent or guardian. Parents are required to sign students out in the office if a student is leaving early. The student will be called to the office at that time. If someone other than the student's parent or guardian is picking up the student, a note or phone call giving permission is required. **We cannot accept the word of the child in regard to transportation changes. In the absence of a parental note or phone contact, the child will always be placed on his/her designated bus. Please include an address for the change of destination in order to prevent confusion and insure proper delivery of our students.** Students shall present to the classroom teacher a note signed by the parent before they will be given permission to change buses or leave the school to spend

the night or afternoon with a classmate. The classmate's parent giving permission for their child to bring a friend home **must also** send a note to the school. Both notes must be given to their classroom teacher. **THERE MUST BE NOTES FROM BOTH PARTIES.** The teacher will sign the notes and send them to the office to be filed. The office will complete a bus note to be given to the students. They will then give this note to the bus driver who will be responsible for the children getting safely to their destination.

Parents are encouraged to avoid signing out students before 3:05. This will help avoid congestion and confusion while improving the probability of maintaining a safe environment. It also disqualifies students from 6 weeks award drawings.

DELAYED OPENING/EARLY CLOSING:

It may be necessary to delay the opening of school or close school early due to inclement weather or other emergency situations. Delays or early closings will be announced on local radio and television stations as well as notifications made on the School Reach telephone notification system. **Please let your child's teacher know if your child needs alternate plans due to an early closing.**

HEALTH SERVICES:

Laurel Elementary has a school nurse who is qualified to assist us in emergency situations. Any accident or injury will be treated in the prescribed Red Cross way. A clinic is furnished for immediate and temporary care. If the injury or illness is serious, the nurse will call the parent and contact professional help if necessary. Professional help will be secured according to procedures outlined on your child's emergency card, which is filled out when you register your child for school. **Please keep the office updated on any changes in**

your address, phone number, medical information, etc. This information is crucial in case of an emergency concerning your child.

Dispensing Medications: Dispensing medications on school property or at school activities should be done only when medically necessary and will be done only with signed parent/guardian permission. Medication permissions are good for one school year. Permission forms are available from the school nurse. Medications should be given outside of school hours whenever possible. Generally, unless a medication must be administered more than twice a day the doses should be administered at home. The first dose of any new medication should always be administered at home. For prescription medicines that must be taken at school, ask the pharmacist to divide the dose and to provide a separate labeled container for the school. Changes in the original order need a new written order and prescription label. All medications, including over the counter drugs, must be provided by the parent/guardian, as schools do not supply these. Prescription pain medications and controlled (scheduled) drugs will, when delivered to a school, be counted by two people who will document the amount of medication delivered and will sign and date the count.

Medicines will be secured in a locked area and will be administered by designated staff and recorded on a medication log. All staff administering medications will be trained according to the Virginia Department of Education *Manual for the Training of Public School Employees in the Administration of Medication*. In addition, in schools with diabetic children there will be at least two staff members who have additional training in diabetes, and in administering insulin and glucagon for students with an order for such medications. This training will be according

to the Virginia Department of Education *Manual for Training Public School Employees in the Administration of Insulin and Glucagon*.

Because nurses do not accompany students on field trips, parents need to make arrangements with the nurse for special medication needs, other than oral medication, to be met while their child is on a field trip.

Also, the school nurse and speech pathologists screen each kindergarten child for vision, hearing, and speech problems. Thereafter a vision and hearing screenings are performed on alternate years.

New state law effective July 1st, 2012 requires schools to keep Epipens (Epenefrine Injections) on hand at the school in case of an allergic reaction to an unknown allergy for students or staff who is not prescribed these pens. Contact the school nurse for more information.

CUSTODY RIGHTS & OUR STUDENTS:

If one parent has custody rights as a result of a divorce or separation, then **a copy of the current court order must be on file in the school office. In the absence of such an order, we cannot legally prevent the other parent from picking up the child. WE CANNOT TAKE THE WORD OF ANY PARENT OR STUDENT.** Please help us by providing the supporting documentation concerning custody rights and notify us promptly of any changes.

STUDENT EMAIL ACCOUNTS:

Beginning with the 2013-2014 school year, Carroll County Public Schools will be providing an email account to every student. Teachers will be able to use this instructional tool to communicate with their students as they prepare them to be 21st

Century Learners. These student accounts will be restricted to receive and send emails within the Carroll County Public Schools domain only. Parents will receive the username and password for their child's account and may access it at any time. You will be receiving additional information about these accounts and a permission slip after the beginning of school.

BREAKFAST AND LUNCH PROGRAMS:

A student may bring a lunch or buy the hot lunch/breakfast at school. Full price for breakfast is \$0.95 and lunch \$1.75. A free or reduced priced lunch and breakfast program is provided to those who meet the Federal guidelines. Forms will be provided at the school. Any changes in income must be reported to the office throughout the school year. Reduced price for lunch is \$0.40. A carton of milk is \$0.50. Weekly payment is preferred on the first day of each school week. Adult breakfast cost \$1.50 and adult lunch is \$2.50. The school provides a monthly lunch menu that is sent home with the students.

Parents can access their child's lunch & breakfast account on MyNutrikids.com. Payments can be made 24/7 using their secure website. Parents can track account balances, and your child's transaction history via the website as well. Checks and cash will also be accepted at each school. Please make sure to include your child's full name, grade, identification number, and teacher's name on all payment envelopes. All returning students will have the same Identification number and PIN as the previous school year.

All point of sale transactions are secure and anonymous; as students input their PIN number into a keypad. If your child forgets their PIN, the cashier can access the account using his or her name. All children are strongly encouraged to learn and memorize

their PIN, so that the lines can move as quickly as possible. If parents have any questions or concerns please contact the Director of Dining Services at 276-728-3191 or via email mgmorris@ccpsd.k12.va.us.

SNACK:

We provide a healthy snack on a daily basis for the students at a cost of 50 cents per item. Your student's teacher will handle collecting snack money.

EMERGENCY PROCEDURES

Emergency Procedures will be practiced in compliance with state guidelines. Fire, Tornado, Lockdown and Evacuation Drills will be conducted periodically. In an extreme emergency requiring evacuation and being unable to return to the building, students will assemble at the Laurel Rescue Building.

DRESS CODE:

Grooming and attire shall not be permitted which presents disruptive, demoralizing (alcohol/cigarette advertisements), or revealing clothing.

Hats are not to be worn at school unless permission is granted by the administration during "hat day" special events. Please read your county student handbook for full details.

Each year we have unclaimed items of clothing that are left at school. These unclaimed items are delivered to a local charity. Coats, hats, and gloves are the majority of lost items. Please label your child's clothing with name and grade level.

RESTRICTED ITEMS:

In keeping with Carroll County school system policy, students cannot carry or possess anything that may be considered a

weapon or be mistaken for a weapon. Look-alike guns or knives will be treated as real. Students possessing knives, guns or any related items may be suspended or expelled from the school as outlined by our school system policy. Squirt guns or toys will be confiscated and not returned. Squirt guns on buses or at school will result in suspension from the bus or school. Your county handbook should be consulted for the severe penalties that can result from the policy violation.

According to the Carroll County Public Schools student handbook, cell phones, beepers, Personal Digital Assistant (PDA), or other communication devices are allowed on school property. However, they are to be turned off and out of sight while on school property, including playground areas. Electronic entertainment devices such as MP3 players, I pods, and game systems should not be brought to school and will be confiscated except for special events designated by the classroom teacher and approved by the principal. Confiscated items will remain in the office until claimed by a parent.

BUS RULES:

The Carroll County Public Schools operate a free bus service. For reasons of safety, students are expected to be reasonably quiet and orderly while loading, riding, and unloading the bus. The bus service is a “privilege and not a right.” Driving a school bus requires the bus driver’s full attention. Any incident that causes a bus driver to divert attention from their primary responsibility may jeopardize the safety and well being of other students. The following rules must be observed on the bus:

1. Follow all directions and school rules.

2. Keep your hands, feet, and objects to yourself and inside the bus.
3. Sit in your seat facing to the front.
4. Talk quietly and use proper language.
5. Behave in a safe and orderly manner.

HALLWAY RULES:

1. Walk silently and orderly.
2. Walk in single file
3. Keep hands, feet and objects to yourself.

CAFETERIA RULES:

1. Enter the cafeteria quietly and orderly.
2. Keep hands, feet and objects to yourself.
3. Follow directions of adults.
4. Remain seated until it is time for your class to leave.
5. Clean your area before you leave.

PLAYGROUND RULES:

1. Follow directions of adults.
2. Keep hands feet and objects to yourself.
3. Use good sportsmanship.
4. Do not leave the playground without your teacher’s permission.

DISCIPLINE/REWARDS:

Laurel Elementary School practices and adheres to assertive discipline. This system employs a minimum number (usually 4-6) of classroom rules that each child is expected to obey. Rules are explained and taught to students. Consequences get more severe with repeated violations. You will notice that the county handbook specifies the equivalent approach to consequences. Either a severe behavior (fighting, disrespect to a teacher, etc.) or three repeat offenses of classroom violations result in a referral to the principal. In-school suspension or out of school suspension may be among the

consequences for office referral. Classrooms and school incentives will be provided for students demonstrating desired behaviors. Classroom and specialty teachers may have specific class rules as they deem necessary. School wide rules are as follows:

- Keep your hands, feet, and objects to yourself.
- Keep quiet in the hallway during class hours
- NO BULLYING. Teasing, making fun of, or threatening others is not acceptable
- In the cafeteria, talk quietly
- No Toys (accept when part of a teacher approved project or activity)
- Students may not engage in personal sales of items to other students for personal gain.

Parents will be called immediately to pick up students who refuse discipline or exhibit defiant behavior.

NEED FOR VOLUNTEERS:

Our school welcomes qualified volunteers in the educational process. If you have a hobby, area of expertise, or extra time to share, we can use your help. Please contact the principal, or guidance counselor if you are interested in helping at LES.

ASSEMBLIES:

Assemblies are held for various educational purposes. In planning, efforts will be made to provide varied types of programs, which will include student participation and professional presentation. Occasionally an assembly may be held at CCHS for specified grade levels.

PARENT/TEACHER/STUDENT ORGANIZATION (PTSO):

The LES Parent Teacher Student Organization (PTSO), plans and promotes many child-centered activities throughout

the year. All parents are encouraged to become participating members of the PTSO. Notices are sent home to parents before each meeting. Please plan on being an active member. Your input and participation is greatly needed in order to have successful events and projects for our children.

GRADING SYSTEM:

Report cards are issued in grades K-5 every six weeks. PreK-2 report cards contain information on SOL mastery, subject area progress, work habits and citizenship. Grades 3-5 report cards adhere to the following marking system:

A:	94 -100	Excellent
B:	87 - 93	Above Average
C:	76 - 86	Average
D:	70 - 75	Below Average
F:	0 - 69	Unsatisfactory

You will have access to your student's progress through PowerSchool.