

***Critzer Elementary School  
2009-10  
“Critter” Student Handbook***



***Mission Statement:***

***Critzer Elementary School’s mission is to build a community of lifelong learners who care about themselves and others.***

***100 Critzer Drive  
Pulaski, VA 24301  
Phone: 540-643-0274 Fax: 540-980-8627  
<http://www.pcva.us/schools/cri/index.htm>***

***Mr. Harold Malcolm, Principal  
Dr. Mickey Hickman, Assistant Principal***

**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.**

## **Table of Contents**

|                                       |               |
|---------------------------------------|---------------|
| Policies and Procedures.....          | Pages 3 - 7   |
| Academic Programs and Activities..... | Pages 8 - 12  |
| Student Code of Conduct.....          | Pages 13 - 15 |

# *Policies and Procedures*

*Critzer Elementary maintains a web site that is updated frequently to provide current information on progress and activities. This Handbook is also available at this web site. We encourage you to visit us at <http://www.pcva.us/schools/criz/index.htm>.*

## 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 form each year 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. If a transfer request is not received by August 1<sup>st</sup>, the student's records will be forwarded to the school of residence.

## Arrival and Dismissal

Parents providing transportation for children should use the school's main entrance. The school building is open at 7:35 AM and breakfast is served beginning at 7:50 AM. Students who do not ride a bus and need to eat breakfast should report to the cafeteria by 8:10 AM. The school day begins at 8:30 AM and students not in the classroom at that time will be marked tardy. You must bring your child to the office to check him/her in when arriving after 8:30 AM.

**The school day ends at 2:55 PM. Early check-outs disrupt learning and are discouraged.** If you have an emergency or urgent need to pick up a student during the day (before 2:55 PM), you must come to the office and check your student out. Your child's attendance record will reflect check-outs and check-ins during the school day. Students not riding the bus must be picked up by 3:30 PM unless special arrangements are made with your child's teacher.

## Assignment Books

In an effort to improve home/school communication and to aid students in organizational skills, the school will provide an assignment book for each 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grader. This book is provided to your child at no charge at the beginning of the year. Each class will use the books as a 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 bought for \$5.00 from the office.

All students will be given a white folder which will be sent home, at the teacher's discretion, for parents to review, sign, and return.

## Attendance

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

Regular attendance is essential to a student's success in school. 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. ALL absences, check-ins and check-outs should be documented by a written note from a parent, a doctor's excuse, or court papers. **Additionally, parents are required to notify the school by 8:30 AM on days their child will be absent.** If the school is not contacted by a parent by 8:30 AM the school will make an attempt to contact the parent. This telephone call will not constitute a parent contact for truancy purposes.

Please recognize that all check-ins and check-outs will be recorded for attendance purposes. **Excessive check-ins and check-outs (10 or more) may require a referral to the Pulaski County Truancy Team.** Please see the attendance policy in the school board handbook for a full policy review.

If a student misses 5 days that are recorded as unverified, the principal or designee will make contact with the parents. Parents will be reminded of the attendance policy and consequences will be discussed if any additional unverified days are recorded. An attendance improvement plan will be developed with the parents, student, and principal or designee. Such plan will be documented in the student's permanent electronic record. If parents cannot be contacted, a plan will be developed in their absence by the principal or designee and the student, and will be mailed to the residence.

When a student reaches 6 absences that are recorded as unverified, the principal or designee will refer the case to the Pulaski County Truancy Team for action. On the 7<sup>th</sup> absence marked as unverified, the principal or designee will

refer the case to the Division Attendance Officer and this will be documented in the student's permanent electronic record.

For students that miss a total of 10 days, parent contact and/or unverified, the principal or designee will notify the parent by telephone or in writing that 10 absences have occurred and a conference will be scheduled to discuss possible truancy issues.

Please contact the office at 643-0274, if unable to attend the scheduled conference.

### **Bomb Threats**

The school staff, teachers, and administrators are well prepared for a variety of emergency situations, including bomb threats. We review and implement a crisis plan each year. A copy of this year's plan is available in the office and in your child's classroom for your inspection.

### **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 where 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.

### **Change of Address/Telephone Number**

It is very important for emergency and administrative reasons that every student maintains an up-to-date telephone number, mailing address, and official 911 address in the school office. Notify the office **IMMEDIATELY** if you have a change of address, status, telephone number, or emergency contact during the school year. We must have both your mailing and 911 address reported accurately at all times.

### **Communications**

If your child is referred to the office for an infraction of school rules, a note from the principal or designee will be sent home or the principal or designee will contact you by telephone. It is the student's responsibility to secure a parent signature and return the note to the office.

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.

Telephone communication is very important in the school setting. Updated home, work, and/or cell telephone numbers are essential in keeping the lines of communication open with parents and 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.

### **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 Dentist 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 case of emergency each student is required to have on file at the school office the following information:

- Parent(s) or Guardian(s) name(s)
- Complete and up-to-date 911 AND mailing address
- Home and/or cell telephone number and
- Parent(s) work telephone (in the absence of a home telephone, we MUST have a number at which to reach you)
- Emergency telephone number of friend or relative
- Physician's name and telephone number
- Medical alert information
- Any court rulings dealing with custody of student(s)

### **Food Services**

Food service is coordinated at the school board office. Critzer Elementary does not make cafeteria policy or administer the program. Please direct any questions or concerns to the cafeteria manager at 643-0515.

On regular school days, Critzer provides both a breakfast and lunch program available to all students in school during the serving times. Students are encouraged to take advantage of these programs. In addition to the regular menu, students can preorder a chef salad, a plain peanut butter sandwich, or a peanut butter and jelly sandwich. Currently, breakfast is \$.85, lunch is \$1.35, and additional milks are \$0.35 each for students. Adult lunches cost \$2.25 and adult breakfast costs \$1.10. (These prices are subject to change.) Lunch orders are taken first thing in the morning during opening exercises. Free and reduced priced breakfasts and lunches are offered for those who qualify. Please see the cafeteria manager for questions concerning these programs.

Students are limited to three unpaid charged lunches. Students who must charge a lunch a total of three times (without repayment) will on the fourth time receive a peanut butter sandwich, cheese log, and milk until the charges are paid in full. The cafeteria manager will send a letter home with the student on the third day a student charges his/her lunch.

In addition to regular lunch menus, children have the option of buying snacks, ice cream, juice, and/or water. These options are available on certain days for certain grades, so check with your child's teacher to get more information. Parents may contact the cafeteria manager and request that their child not be able to purchase extra items or limit the number of extra items their child may purchase during lunch.

Money can be added to your child's lunch account at any time. If you choose not to put money on your child's account he/she will be responsible for his/her lunch money until lunchtime.

Birthday treats are welcome at lunchtime if you would like to celebrate your child's birthday at school. Please see Wellness Policy and approved snack list attached.

Students are **not** allowed to drink sodas or have "fast food" during lunch! Please see Wellness Policy attached.

If schools are operating on a 1-hour delay, breakfast will be served. However, if schools are operating on a two-hour delay breakfast will not be available. Menus may change due to days missed for inclement weather.

You are encouraged to join your child at lunch any time you can. Students are very proud to have parents at lunch with them and your presence signals to your child that he or she is an important part of your schedule. Additionally, students see your presence as an affirmation of your dedication to the education process. If you would like to join your child, please call ahead and let the cafeteria manager (643-0515) know your choice of menu items so our cafeteria staff can plan adequately.

### **Hours**

The office will be staffed from 7:35 AM to 4:30 PM. **Students are not permitted on school property before 7:35AM.** Students arriving before 8:20AM must immediately report to the gym (3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>) or Little Theater (K, 1<sup>st</sup>, and 2<sup>nd</sup>). Students are dismissed at 8:20 AM to go to their classrooms. Any student arriving by car after 8:30 AM 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 3:30 PM.

### **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 where parents can be reached 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.

### **Insurance**

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care and parents are encouraged to take advantage of this service.

### **Lost and Found**

All clothing found on campus is placed in the lost and found in the cafeteria. Please check this area frequently. All items left at the end of the year will be donated to an area 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 clothing. 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 or 643-0531.

### **Parent Pick Up**

**To minimize disruption at the closing of the day, parents should never go to the classroom** prior to the parent pick-up announcement. *Note: Teachers are very busy at the closing of the day. Please do not expect your child's teacher to have time to conference with you during parent pick-up time. Teachers are eager to meet with parents; however, they appreciate the courtesy of scheduled parent conferences.* **Parents are required to wait in the front lobby/cafeteria areas for the announcement to pick up their child from the classroom. Students are not allowed to wait for parents in the front lobby or meet their parents in the parking lot.** At 3:15 PM students are sent to the Little Theater/gym for afternoon bus duty. In order to insure student safety, teachers will not release students to any person other than a custodial parent unless special arrangements have been made prior to the end of the school day. **Written notification from a custodial parent should accompany any request to change transportation for any student.** Students that have permission to go home with other students, either by bus or parent pick up, must have written notification from a custodial parent and it must be signed by office personnel. A telephone number on notes is necessary.

### **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.

2009-10 PTO Board

President – Jamie Zander  
Vice President – Cindy Warden  
Secretary – Angelia Spence  
Treasurer – Melissa Remington  
Teacher Representative – Amanda Butler

### **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.

### **Parent Volunteers**

Critzer Elementary considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs and activities. Please call the office if you have time or skills you can donate to make our school a better place for students to learn and grow.

#### **Responsibilities and Duties of Teachers**

The primary responsibility of our teachers is to guide the learning experiences within the capabilities of each student. We hope to develop the skills, knowledge, appreciation and ideals necessary to create a productive member of society. There are five areas of specific responsibility for each teacher:

- Continued acquisition of subject matter knowledge and effective techniques of instruction.
- Daily professional preparation including lesson plans with SOL citation and the posting of SOL objectives to be covered for the day (or week) in the room.
- Providing a favorable learning environment through effective classroom management.
- Continuous pupil evaluation and periodic reporting based on subjective and objective observation.
- Outside classroom duties such as attendance at professional meetings, hall duty, bus duty, and other duties as needed.
- 

### **Substitute Teachers**

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

Our school uses only highly skilled professionals as substitute teachers. All substitutes must be trained and submit to a background check before being put on the approved substitute list.

### **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 special circumstances make it necessary for a student to 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. Upon departure, visitors must sign out and return the visitor's badge.

# *Academic Programs and Activities*

## **Accelerated Math (AM)**

AM is a supplemental math software program that helps teachers motivate students to master every math objective. AM generates unlimited practice assignments that are tailored to each student. It gives the student and the teacher immediate, individualized feedback that shows what mistakes each student makes and how they can be corrected. AM lets the teacher know that all objectives are being mastered - covering each student's needs, abilities, and learning style. This program automatically scores all assignments and tests.

## **Accelerated Reader (AR)**

AR is a supplemental reading software program that improves students' critical thinking skills and builds the intrinsic love of reading. Students choose their own books, read them at their own pace, and take a quiz on the computer. The results of this quiz give both the student and the teacher immediate, individualized constructive feedback to direct ongoing reading practice. All of the books in the library are labeled with a reading level sticker so that students can independently choose books that are challenging, but not frustrating for them read. Students earn points for every AR quiz that they pass

## **After School Tutoring Program**

The after school tutoring program is an opportunity for all students in grades 3, 4, and 5 to improve their reading, math, and writing skills. The tutoring program is free and snacks and bus transportation are provided. Typically, the tutoring program is held two days a week from 3:30 PM – 4:30 PM. The specific operation of this program is contingent upon funding.

## **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.

## **Assemblies**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include cultural presentations, professional speakers, community programs, and SOL pep rallies. There is a significant investment in time and money in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students.

## **Awards**

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, good citizenship, or improvement in progress. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students.

## **Counselor**

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.

## **Education Goals**

The basic goal of our school is stated in our county's mission statement: REACH EACH CHILD. This means developing the academic and social skills of each student to the highest possible degree. The specific goals of the school are established and guided by the state, our local school board, our superintendent, and teaching staff. Our

faculty uses assessment data to provide a school improvement plan annually to address our specific needs. These goals are intended to reflect the needs and desires of all citizens.

### **Field Trips**

Field trips to correlate with Sol's are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. The school board must approve all trips. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs. Parents are encouraged to volunteer as chaperones for field trip outings. All students are required to use the transportation provided by the school to and from all field trips.

### **Homework**

Homework is an important extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. We have adopted the following guidelines concerning homework:

- Homework is designed to reinforce material covered in class—therefore, it should never be something your child is seeing for the first time and is not meant to be a puzzle or mystery.
- Homework is practice—the last bit of it may be challenging.
- Homework assignments are collected and graded on various scales by teachers (see your child's teacher for her particular policy).
- Expect homework daily, especially in upper grades. (If you are not seeing homework come home on a consistent basis, please contact your child's teacher immediately. Also, require that your student have his/her assignment book signed daily if you suspect that homework assignments are not being brought home).
- Reading for a period of time each night should always be a part of the homework routine at your house.

If your child is spending an extraordinary amount of time on homework on a regular basis, please contact your child's teacher for a conference to determine the reason. Minor adjustments can be made to individual assignments as needed.

### **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 weeks 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. In non-graded areas such as physical education, music, and art, a student must receive a satisfactory (S) report to be eligible for the honor roll. In addition, students must earn all G's or S's in every effort grade.

### **Instructional Time**

Public schools are changing rapidly. If you visit us, you will probably see a very different type of school than the one you attended. Our world is rapidly changing, doubling our knowledge base at phenomenal rates. We, at Critzer, are striving to meet the changing needs your child will face when he or she moves into adulthood. This task is very challenging. However, with the help of all people involved, we are confident that we can meet the changing needs of your child. One way we are addressing this issue is by protecting our instructional time as much as possible. We schedule blocks of time and are concentrating on the core areas of language, math, science and social studies. Field trips have all been aligned with SOLs and every teachable moment is considered valuable time. Therefore, we encourage you to help us provide the best learning environment possible for your child.

Here are some important tips on how to help your child be successful in school:

- Make sure your child comes to school on time.
- Make sure your student is rested, has had breakfast and brings all materials.
- Schedule all appointments outside the school day.
- Make school and homework a priority in the family.
- Give your child lots of opportunities at home to burn off energy by playing outside and being active.
- When visiting, make an appointment with your child's teacher to insure minimal disruption to the classroom environment.
- Read to your child and have your child read to you every day.
- Be involved in what your child is doing at school and take an active part in the learning process.
- Sign and return all papers promptly.

- Remind your child frequently how important education is to a secure future.
- Volunteer to help out so your child will see you "walking what you talk" and will see by example that you value the school and education.

### **Library**

The library is open on a regularly scheduled basis and is supervised by the librarian, the library aide, the principal, or the classroom teacher. Library classes are held for grades K-5. 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 at our school 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.

### **Nine Weeks Tests**

County-wide nine weeks tests are given towards the end of every nine week grading period in reading, writing, math, science, and social studies. The nine weeks tests represent 20% of the final nine weeks grade. Nine week test grades will be recorded on the report card. The tests are considered "secured material" and will not be sent home. Any specific concerns or comments may be addressed with your child's teacher.

### **Pacing Guides**

Pulaski County Schools have adopted a county wide curriculum and instruction pacing guide for each grade level for each content area. The Pulaski County Schools pacing guides can be viewed at <http://www.pcva.us/inst/index.htm>. The pacing guide will let you know what your child's studying during a specific nine week period. If you are unable to access the website above, please contact your child's teacher and a copy will be provided for you.

### **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.
- No sunglasses or hats 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 P.E. for 2 consecutive classes with a parent note, after that, a doctor's note is required. 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.
- 

### **Positive Action**

Positive Action is a morning meeting-based relationship and character building program piloted at Critzer in 2006-2007.

### **Report Cards**

Report cards are issued every nine weeks at approximately one week after the grading period ends. Please carefully review your child's progress and contact the school if you have questions regarding grades. Conferences may be scheduled at any time during a grading period.

### **STAR Math**

STAR Math computer-adaptive testing delivers helpful, time-saving data within seconds after a student completes the test. STAR Math reports provide objective information to help teachers monitor pretest and post-test progress, compare students to national norms, and place new students.

### **STAR Reading**

STAR Reading is a reading software assessment program that helps determine a student's reading level/ability. The questions on the test continually adjust to the student's responses. If the student's response is correct, the difficulty level is increased. If the student misses a question, the difficulty level is reduced. When testing is complete, STAR Reading provides the teacher with a report to help him/her instantly place new students and identify those who need individual help. STAR Reading makes it easy to match appropriate books and curricular materials to each student.

### **Standardized Testing**

Pulaski County is committed to the use of a variety of assessments. We do not test for testing sake, but in order to gain valuable information about the quality of learning our students are obtaining. After testing is done, teachers and the principal sit down with the results and analyze them to improve all our instructional practices and find both our areas of strength and weakness.

- As most of you know, our school is accredited by use of the Virginia Standards of Learning Assessments (SOL's). SOL tests are currently given in grades three, four, and five. All SOL testing will be taken on the computer. The third grade assessments test reading, math, science, and social studies material taught in grades K – 3. The fourth grade assessments test reading and math material taught in grade 4. The fifth grade assessments test reading, writing, and math material taught in grade 5 and science and social studies material taught in grades 4 and 5. Students that do not pass the reading/writing and math sections of the SOL test may be required to attend summer school. The Virginia Standards of Learning can be viewed at <http://www.pcva.us/inst/index.htm>.
- Cognitive Abilities Test (CogAT) is a tool used to understand how students learn. It measures reasoning abilities that are critical for success in school at all levels. Score reports describe the level and pattern of each student's developed reasoning abilities. The CogAT is given to second and fifth graders.
- The Phonological Awareness Literacy Screening (PALS) is used to identify students at risk of reading difficulties. PALS are designed to measure young children's knowledge of important literacy fundamentals and can be used as a diagnostic tool to provide teachers with explicit information to help guide their teaching. PALS are given to students in grades K – 3.
- The Stanford10/OLSAT8 is a nationally-normed standardized test (compiled of sub-tests) given to fourth graders. It gives us objective, valid evidence of what students know and are able to do compared to other fourth graders across the nation.
- SELP-An assessment of English proficiency for students who may not speak English as their primary language of communication.

### **Weekly Religious Program**

Critzer students have a voluntary opportunity to participate in the Weekly Religious Education Program. This program is conducted off campus and transportation is provided by the sponsoring religious organizations. Written parental permission is required. The program coincides with the grade level specials block which means that participating students will miss either P.E., music, art, or library for one semester.

### **Critzer Wellness Policy**

#### **Reference Board Policy IGAL**

The Pulaski County School Board and Critzer Elementary School recognize the link between student health and learning and desires to provide a program promoting healthy eating and physical activity in division 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/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. (note: 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 -  
Nutrition and Wellness, Virginia Cooperative Extension -  
Pulaski Unit, April 2006.

# *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 Wellness Policy.

### **Cell Phones**

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

### **Character Counts**

Critzer will begin its sixth 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 (make-up) 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.

### **Effective School-wide Discipline (ESD)**

Critzer has initiated the implementation of ESD to develop the most reasonable, consistent, and enjoyable student conduct policy possible.

### **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. Students caught 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 a 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 object
- 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 at Critzer Elementary School. 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 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 before reinstatement can take place.

Suspensions are given only as a last resort. It 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 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 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.