

SNOWVILLE ELEMENTARY SCHOOL HANDBOOK 2011-2012



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<http://www.pcva.us/schools/SNO/index.htm>

Table of Contents

SNOWVILLE FACULTY AND STAFF	3
ATTENDANCE POLICY	4
COMMUNICATION DAY	5
FIELD TRIP ATTIRE	5
HOMEWORK	5
LOST AND FOUND	5
MEDICATIONS	5
NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAMS	6
PARENT HANDBOOK	7
PERSONAL INVITATIONS TO PARTIES	7
PTO	7
SAFETY	7
SCHOOL RULES	7
STUDENT DRESS CODE	9
STUDENT FIELD TRIPS	10
TELEPHONE USE BY STUDENTS	10
TRANSPORTATION	10
VISITORS	11
WELLNESS POLICY	11
VERIFICATION FORM	12

SNOWVILLE FACULTY AND STAFF

Bridget Parsons, Principal

(643) 0460

School Phone - (540) 643-0766

Arnold, Angela	Fourth Grade	0465	Meredith, Maren	Para	
Boothe, Rebecca	Cafeteria		Morrison, Barry	PE	0470
Bopp, April	Third Grade	0468	Morton, David	Custodian	0453
Brillheart, Diane	Librarian	0682	O'Dell, Carolyn	Reading	0471
Butch, Akers	Custodian		O'Dell, Shellie	Cafeteria	
Carter, Suzette	Special Ed.	0462	Parsell, Amy	Kindergarten	0591
Chrisley, Glenda	Kindergarten	0793	Patton, Becky	Second Grade	0473
Dishon, Traci	Preschool	0459	Payne, Crystal	Office Asst.	0455
Eakin, Maria	Music	0684	Payne, Trina	First Grade	0474
Edwards, Erin	First Grade	0466	Saltz, Chime	Art	0970
Fisher, Megan	Guidance	0589	Simpkins, Eileen	Fourth Grade	0590
Fizer, Olivia	Cafeteria Mgr.	0457	Soper, Karen	Inst. Tech.	
Foster, Virginia	Speech	0461	Trail, Marie	Para	
Fox, Kim	Third Grade	0472	Tuck, Aaron	Para	
Graham, Diane	Gifted	0735	VanWyk, Persis	Second Grade	0463
Groot, Gail	Fifth Grade	0464	Watson, Nicole	Fifth Grade	0792
Hall, Mary	Nurse	0531			

* Please dial 643-then extension #

Listed below is information for this school year that concerns you, your child, and Snowville Elementary School. After reviewing this information with your child, please sign and return the last page to your child's teacher.

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. (PLEASE NOTE THE CHANGE FROM 8:30 A.M. IN PREVIOUS YEARS). 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 their potential, it is imperative that they be in attendance regularly at school. Regular attendance means that the student is in attendance and that he/she reports 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. If your child misses school to visit the doctor, dentist, etc., please provide written documentation to the office upon return.

At the end of each nine-week grading period, the teacher will review attendance records. Direct contact will be made with the parent when the 5th absence occurs. After the 10th day of absence, or because of excessive tardies and/or check outs, the attendance will be referred to the truancy officer at the School Board office. Parents of students with attendance problems the previous year will need to meet with the principal after 5 absences.

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 will be sending home weekly work packets, classroom news, bulletins, etc. Please check your child's book bag daily, sign assignment books in grades 2-5 daily. **CHECK YOUR CHILD'S BOOK BAG ESPECIALLY ON MONDAYS.**

FIELD TRIP ATTIRE

Snowville t-shirts are needed for each child to wear on field trips throughout the school year and spirit days. Orders are taken during the school year. Information for ordering T-shirts will be sent out at a later date during the year.

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 2-5 have designated assignment books that are brought home nightly and must be signed by the parent nightly. This will tell the teacher you have checked to see if his/her work was completed. (You should not sit with them while they are completing their work. We are teaching them responsibility). Checking your child's homework will insure better grades.

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.

MEDICATIONS

Medications **will not** be given to any student without a Pulaski County Schools Medication Authorization Form filled out and signed by the physician. This includes prescription medications as well as chapstick, eye drops, cough drops, etc. If there is a question regarding medications of any type, please call the school 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 on school property by students.

NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAMS

	Daily Price	Weekly Price
Student Breakfast	\$.95	\$4.75
Reduced Student Breakfast	\$.30	\$1.50
Adult Breakfast	\$1.20	\$6.00
Student Lunch	\$1.50	\$7.50
Reduced Student Lunch	\$.40	\$2.00
Adult Lunch	\$2.40	\$12.00
Milk	\$.35	
Ice Cream (sold on Fridays only)	\$.50	
Water	\$.50	

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

The breakfast and lunch programs will start on **August 24**.

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. (Please pack)**

Children are not to bring drink 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.

Students who have silent lunch will be asked to return a signed letter by the parent. This letter states from the teacher the reason for the silent lunch.

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

For additional information about Pulaski County Public School policies and procedures, visit <http://www.pcva.us/foodservices/wellnesspolicy.htm> to view the PCPS Parent Handbook.

PERSONAL INVITATIONS TO PARTIES

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

PTO

President - Shawn Burchett

Board Members: Holly Smith, Carol Smith, Kim Fox, Bridget Parsons

PTO Meetings - To Be Announced

SAFETY

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. Bus and pedestrian safety are continually emphasized during the school year.

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 regardless of race, creed, color, sex, national origin, or economic status.

1. Physical contact is not permitted.
 - a. The first offense will be a conference with teacher/guidance.

- b. The second offense will be a conference with 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. Baseball (hardball) is not permitted because of dangers involved especially without proper equipment.
 7. No loitering or playing in the restrooms.
 8. Children are not permitted off the school grounds at any time during school hours unless by special permission from the principal.
 9. Students are not to sell candy, articles, etc., at school unless approved by the principal.
 10. 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.
 11. Children do not enter the school building after school is dismissed without permission from the teacher on duty.

B. Cell Phones, Toys and Games In School

It is school policy that students do not bring toys, games, radio/tape players, computer games, electronic equipment (ex: gigo pets, Game Boys, CD players, iPods, yo-yo's) to school because it interferes with the instructional program and causes other problems. If the teacher gives special permission to bring certain toys, etc., for 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.

C. Playground Rules

1. Students need to walk from the building to the appropriate playground and back. PreK & Kg will use the equipment behind the gym and 1st-5th will use the equipment behind the school.
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 should use PE equipment appropriately and in a safe manner.
 - a. Swing facing mountains - no jumping out of swing
 - b. Slide down slide feet first only - no climbing up
 - c. No climbing on top of the monkey bars
6. Rough play is not permitted at school.
7. Forgive and forget!

D. 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.

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, mini skirts, halter tops, spaghetti strap tank tops, pants hanging over shoes, belly shirts, crop tops, midriffs, fishnet athletic shirts and cut off shirts are inappropriate dress and not conducive to a good school climate. Likewise, clothing that displays gang symbols and slogans, liquor 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 PE 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/studentservices/Parent%20Handbook%2010-11.pdf>.

STUDENT FIELD TRIPS

We appreciate your volunteering to chaperone our class field trips throughout the year. Due to transportation and safety however, we do need to limit the number of parents based on the needs for 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.

TELEPHONE USE BY STUDENTS

Students are to use the telephone in the office for urgent business only. Teachers are asked to screen the students very carefully when the student requests permission to use the telephone. Forgotten papers or school materials do NOT constitute an emergency.

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

A. Bus Transportation

Parents must inform the principal 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, the parents of **BOTH** 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 7:45 a.m. Students must be in the classroom by the 8:25 tardy bell; however essential morning classwork begins at 8:15 a.m. Parents should exit from the sidewalk quickly. 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 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 in the circle.**

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.**

VISITORS

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

WELLNESS POLICY

We have a countywide **Wellness Policy**. 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/foodservices/wellnesspolicy.htm>.

VERIFICATION FORM

(Please sign this form and return it to the office or your child's teacher.)

I _____, acknowledge that I have read
Parent's name

the Snowville Elementary School Handbook 2011-12 and have

discussed its contents with

my child, _____.
Child's name

Your child's teacher's name: _____

Date