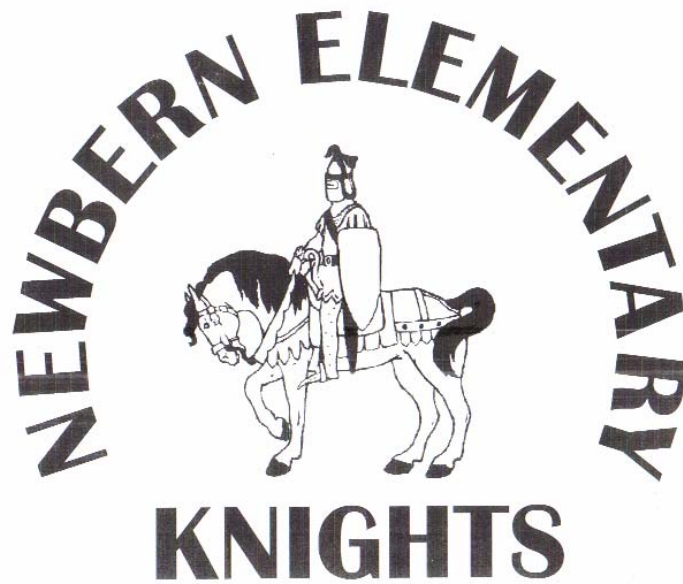


Newbern Elementary School
Parent/Student Handbook
2007-08



Mr. Joseph Reed
Principal

**THE
HELPING
HAND**

**“IF IT HADN’T BEEN FOR
TEACHERS, I DON’T
KNOW WHAT WOULD
HAVE HAPPENED TO
ME.”**

THANK A TEACHER DAILY.

Newbern Elementary Faculty and Staff
2007-08

Administration

Joseph Reed, Principal
Charleen Danner, Office Manager &
Bookkeeper

Classroom Teachers

Wendy Bentley, Kindergarten
Amy Brooks, First Grade
LaTrissia Archer, Second Grade
Ashley Hughes, Third Grade
Jeanie Anderson, Fourth Grade
Diane Pruitt, Fifth Grade

Support Staff

Marsha Bowen, School Nurse
Janet Gregory, Cafeteria Manager
Jane Moore, Cafeteria
Bill Saunders, Custodian

Support Teaching Staff

Teddy Carper, Reading Resource
Breanna Hager, Special Education
Jennifer Wilson, Guidance Counselor
Chad Owen, Physical Education
Kathryn Flint, Music Teacher
Mitch Gilmore, Art Teacher
Diane Brillheart, Librarian, Media
Specialist
Carmen Price, Library Paraprofessional
Steve Hale, School Psychologist

Susan Hickman, Paraprofessional
Pam Hodges, Paraprofessional
Leanne Duty, Speech Therapist
Dianne Graham, Gifted Teacher
Tonya Freeman, Physical Therapist
Tara Baker, Occupational Therapist
Leslie Houde, Occupational Therapist

Admissions

Before admission to Newbern, all students must have a physical examination on file. Immunizations must be up to date and records filed in your child's permanent record. All students living outside the Newbern attendance zone will be required to fill out an Out of Zone Transfer Request each year to request admittance to Newbern. Forms are sent to Max Cecil at the school board office for his review. Admittance is based on available space and circumstances surrounding the request.

Alcohol and Drugs

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

Arrival and Dismissal

Parents delivering or picking up students at school should use the main entrance of the school. The school building opens daily at 7:45. To ensure appropriate supervision **students should not be dropped off before this time**. Breakfast is served beginning at 8:00. Students not riding a bus must report to the cafeteria by 8:15 in order to be served breakfast. If your child will be arriving later than 8:15, please make arrangements for him or her to eat at home. Classes start at **8:30**. Any student not in the classroom at that time is considered tardy and will be marked tardy. **You must bring your child to the office to check him or her in when arriving after 8:30.**

The school day ends at 2:55 and all attempts should be made to pick up students no earlier than that. If you have an emergency or urgent need to check a student out during the day (up to 2:55), you must come to the office and check your student out. Your child's attendance record will reflect early check-outs and late check-ins during the school day. Students not riding the bus **must be picked up by 3:30** unless special arrangements are made with your child's teacher.

Art

All children at our school are enrolled in art classes for one semester of the year. These classes are given once a week on alternating quarters. The art program provides opportunities for children to develop art skills and have a better understanding and enjoyment of art.

Assemblies

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

Assignment Books

In an effort to improve communication between school and home, as well as to aid students in organizational skills, the school has bought each 3rd-5th grader an assignment book. This book is given to your child at no charge at the beginning of the year. Each day, your child will be required to write down what he or she did that day in their assignment book and what homework is due the next day. Students will be encouraged to write down long-term assignments as well.

This book will also be used at home by you to check homework. As these books are part of the curriculum, your child will be required to have his or her book daily in the same way that pencils, paper and texts are required, so please make every effort to ensure that your child has the book daily. The Assignment Books will also be used as hall passes and office passes. If he or she loses the book, a replacement must be bought for \$5.00 from the office.

Assignment Books must be signed EACH WEEK. Failure to have books signed at least once per week may result in the student being disciplined by his/her classroom teacher. Teachers may request some Assignment Books to be signed more often than once weekly. If you find a need for this situation, please contact your child's teacher.

Attendance

Regular attendance is essential to a student's success in school. The negative social and academic consequences for a student that is either absent or chronically late is avoidable by ensuring your student is at school in plenty of time to socialize with his or her peers BEFORE students are dismissed to their classrooms from bus wait. Please give your child the best situation possible by getting him or her to school on time. You can refer to the PCSB Policy & Regulation for Attendance.

School Board Policy JED-R

On the first day a student returns to school after any absence, he/she must present a note from his/her parent to the school attendance clerk or his/her parent or guardian must call the school to verify the absence. All notes must include parental signature and a phone number where the parent may be reached during the day for verification.

Students checking in to school or planning to check out of school must present a note to the schools attendance clerk on the day of the check in/ check out; or have his/her parent or guardian call the school to verify the reason for checking in to school or checking out of school. Notes must include parental signature and a phone number where the parent may be reached during the day for verification.

School attendance clerks will check attendance every day school is in session using the following standard operating procedures for daily attendance accounting:

- a) Prepare a report, which identifies teachers/personnel who did not record attendance for that day or any class period. This report will be forwarded to the principal or his/her designee.
- b) A report on all students unverified as of that day will be sent to the guidance office.
- c) The following reports will be prepared daily and forwarded to the principal or his/her designee: (1) Students with 6 or more absences that are recorded as unverified (2) Students who have accumulated a total of 10 absences whether verified or not **and (3) Students who have any combination of check outs or check ins that total ten (10) or more.**

Students with six absences recorded as unverified will immediately be referred to the Division Attendance Officer for action.

Students with 10 absences or any combination of check outs or check ins which total ten (10) or more, whether verified or not, will have their record reviewed by the principal or his/ her designee. Parents or guardians must be notified either by telephone or in writing that 10 absences or ten (10) check outs/check ins have occurred. Parents or guardians will be given the opportunity to discuss possible truancy issues.

The principal or his/her designee will check forwarded attendance reports on a daily basis and make contact with parents either by telephone or in person of any students who have 5 unverified absences. Parents are to be made aware of the attendance policies and consequences of further absences. The attendance officer, the student, and the student's parent or guardian shall jointly develop a plan to resolve the student's nonattendance. This plan shall also include documentation of the reasons for the student's nonattendance. Results of this contact involving change in the status of any previous absence(s) are to be updated in SASI immediately. If contact with the student's parent or guardian cannot be established, then a plan of improvement will be developed in their absence by the attendance officer and the student.

If a student accumulates an additional absence that is considered as truant, then the attendance officer shall schedule a conference within ten school days with the student, the parent or guardian, school personnel, and the Pulaski County Truancy Team. This conference must be held no later than fifteen school days after the sixth unverified absence.

Upon the occasion of the 7th unverified absence, regardless of whether or not the student has appeared before the Truancy Team, the principal will refer the student and his/her parent(s) or guardian(s) to the division attendance officer. The principal's referral shall be noted in SASI Attendance Notes. The officer will file a Truancy petition with the juvenile court system.

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.

Bus Conduct

School bus drivers have a tremendous responsibility. They must deliver students to and from school safely. Out of control or disruptive behavior will not be tolerated. Basic policy is that on the first formal write-up, parents will be contacted in writing and informed that further incidents will result in a temporary suspension of bus riding privileges. Further write-ups by the bus driver will result in automatic suspensions of bus riding privileges. In the case of serious safety violations, the warning will be omitted and the student will be suspended from the bus on the first write-up.

Bus Duty

Students are expected to act in accordance with Pulaski County Schools and Newbern Elementary School's rules for student conduct. Bus duty aids will not be responsible to issuing consequences beyond the bus wait time for poor or inappropriate behavior. For example, the bus duty aids can separate students or take away items that are inappropriate or causing a disturbance. However, bus duty aids will not be responsible for issuing "silent lunches" or other methods when students are in the control of their teacher. Students will be removed from their peers if their behavior warrants such action.

Students are to enter the cafeteria upon arrival in the morning and sit at their designated table (by class). Once breakfast is announced the students will eat. If a student is not interested in eating at that time, he or she will not be able to choose to eat breakfast at another time on the same day. Students will line up to exit the cafeteria at the 8:12 A.M. bell, and will be released at the 8:15 A.M. bell. Students eating breakfast will be encouraged to finish quickly and report to class. If a student must remain at the breakfast table after 8:30, he or she will be given a Breakfast Pass so his/her teacher will know not to count him/her tardy. Teachers are not to allow students in their class after 8:30 without a Breakfast Pass or a Tardy Slip from the office.

Bus Operating Policies

If your child is going to ride a different bus or get on/off at a different stop, please write a note to the bus driver. He/she will not allow your student to change their bus or stop without a note. Also, if you are having another student ride the bus home with your student, please write a note to the school so we are aware. We require a note from both students.

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 that 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 determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

Parents are asked to complete an **Early Release Instructions (attached)** form at the beginning of each school year and keep it updated throughout the year. Information put on this form will be used in the event that schools are closed early due to inclement weather or in other emergency situations. Information included on this form are changes in bus number and bus stop, telephone numbers for notification, and other changes in normal transportation. These forms will be kept on file in the office.

Our phone system is dependent on a power source, so during power failure our telephones are not reliable. Refrain from calling the school when we are suffering from a power outage. Please monitor local radio and television stations for the latest closing information.

All efforts will be made to change the school's voice mail greeting to reflect any changes in our schedule.

Change of Address

It is very important for emergency and administrative reasons that we maintain an up-to-date mailing address for each student, as well as your official 911 address on record in the school's office. Notify the school IMMEDIATELY if you have a change of address, status, or emergency contact during the school year. We must have both your mailing and 911 address reported accurately at all times.

Cheating

The student will have to redo his/her work with supervision & parents will be notified. A second offense will result in severe penalties such as suspension.

Communications

Newbern Elementary School's newsletter, The Newbern Knight, will be distributed quarterly. The Newsletter will contain items of interest for parents and students. Additionally, letters outlining major events at Newbern will be sent regularly. Please check your child's book bag for these information sheets. Each teacher has a web page outlining their assignments updated weekly. You can access your child's teacher's page from the Newbern homepage at: www.pcva.us and then choose Newbern Elementary School from the drop down menu.

Your student's Assignment Book (grades 3-5) is another means of regular communication. Refer to the section addressing the Assignment Books for further information. Your child's class may use school folders if the instructor chooses.

Conferences (Parent-Teacher)

Parent-teacher conferences are scheduled several times throughout the school year. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. These conference times, if spent wisely, can be very valuable to the overall education program. A sign up letter will be sent out approximately a week before conferences are scheduled and your child's teacher will contact you to confirm your conference time.

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 Newbern, 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.

The conference dates for the 2007-08 school year are planned as follows:

November 15th from 4 PM to 8 PM OR November 16th from 8 AM to 12 PM
AND
February 21st from 4 PM to 8 PM OR February 22nd from 8 AM to 12 PM

Counselor

Newbern is very fortunate to have Mrs. Jennifer Wilson on staff as our part time counselor. She is available to assist students with questions regarding social problems, family crises, or school related problems. Students and parents may request that Mrs. Wilson see them or their students on the day scheduled for her to be at Newbern. In the case of an emergency situation, special arrangements can be made for Mrs. Wilson to see students on a day she is not scheduled at Newbern. In addition, Mrs. Wilson is a valuable resource for outside agencies within the community to meet special needs of children and their families. She also conducts guidance classes for each grade during the year.

Custody Issues

In order to comply with any particular custody requests you might have, Newbern Elementary must have a copy of any court documents. They will 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.**

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 bring back documentation for your child's attendance record. These documents will be used in mitigating any absences that must be reviewed for truancy.

Dress Code

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of dress or grooming which is disruptive will not be permitted. Please review the county dress code as all Newbern students are expected to adhere to this policy.

Newbern does not have a central air system and hot days both in the fall and spring can become an issue. On the warmest days, students need to dress as comfortably as possible. However, school dress is still expected. Therefore, all garments must comply with the county dress code.

Education Goals

The basic goal of our school is stated in our 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 Newbern's 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. Our Academic Initiative Project is Newbern Elementary School's framework for continual school improvement. This document lists specific goals for the school and strategies that will be implemented throughout the school year. This document can be checked out from our library at any time for your review.

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.

Explorer's After School Program

Newbern Elementary School hosts an after school program managed by Pulaski County's Office on Youth. Mrs. Melanie Lester operates the program at the school every day school is in session. Please contact Mrs. Lester for more details.

Field Trips

Field trips to correlate with SOLs 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. All trips are approved by the school board. 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. Money may be requested from each student to help defray transportation or facility use costs. Students will not be denied participation due to the inability to pay. Parents are encouraged to volunteer as chaperones for field trip outings.

Newbern's PTA is not responsible for paying for or planning field trips.

Food Services

You are able to pay for lunches by the week, month, or year. Paying in advance helps the cafeteria service line operate more efficiently. Each student has an account that money can be applied to for breakfast, lunch, and a la carte items. Students are asked to add money to their account on Monday mornings.

On regular school days, Newbern 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 (except on Mondays), or a peanut butter sandwich. Sodas are not allowed in the lunchroom.

2007-08 Meal Prices (Elementary Schools)

Student Lunch	\$1.35	Reduced Student Lunch	\$.40
Student Breakfast	\$.85	Reduced Student Breakfast	\$.30
Adult Lunch	\$2.25	Adult Breakfast	\$1.10
Milk	\$0.35		

(Awaiting SBO approval) In addition to regular menus, children have the option of buying snacks or drinks. Students will be limited to buying one item. This limit is in effect due to the high number of transactions involving more than one student and a high number of students failing to eat balanced meals.

In the case of school being an hour late, breakfast will still be served. However, if school is operating on a two-hour delay, no breakfast will be available for that day. 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 school know your choice of menu items so our cafeteria staff can plan adequately.

Please do not bring food from outside vendors (fast food) to school.
Please refer to School Board Policy I-GAL Item D Line #3

Homework

Homework is important. It is an 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.

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.

Your child's teacher will be communicating her expectations for homework shortly after school begins.

HOMEWORK MUST BE COMPLETED AND TURNED IN WHEN DUE. Failure to follow this procedure may result in disciplinary action from the classroom teacher and/or principal.

Honor Roll

The Honor Roll is a very special recognition for academic achievement. It is based on the grades given for the current nine weeks period. To receive honor roll recognition, the student must have all As, or all As and Bs. Honor roll recognition is available to students in grades four and five at Newbern. Students are excluded from the honor roll if they receive an N in any academic subject except handwriting.

Hours

School doors will be unlocked at **7:45** AM on regular school days. Students are not to be dropped off prior to this time. The opening of doors will be delayed an equal amount of time school is delayed. For example, the doors will not be unlocked until 9:45 on days that schools are on a two hour delay.

All students arriving prior to 8:15 must report to the cafeteria for bus wait.

Illness or Injury

In case of illness or injury a child will be cared for temporarily by the school nurse or a member of the school staff. 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 designated on the student information form.

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 with a note explaining your child's complaint and what actions were taken. Obvious illnesses are 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.

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 Newbern 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 try to work in blocks of time to give your child maximum advantage of the 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. Some ways you can help us are:

- **Make sure your child comes to school on time every day and stays all day.**
- Make sure your child is rested, has had breakfast and brings all materials.
- Schedule all doctor and dentist appointments outside the school day.
- **Make school and homework a priority in the family** (lead by example).
- 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 ensure minimal disruption to the classroom environment. Impromptu conferences in the hallway takes your child's teacher away from her class.**
- **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.

Insurance

School Accident and Dental insurance plans 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.

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 use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books and return books, use computers, research work or special projects.

Students in grades 1-5 are able to check out two books. One book **MUST** be within their zone of proximal development, or ZPD. The ZPD is the reading level your child is most likely to improve his or her reading skills. Each class will have Silent Sustained Reading during the school day and each student is to read quality material.

Lost or damaged books will need to be paid for by student/parent.

Lost and Found

Please mark items with child's name. All clothing found on Newbern Elementary School's campus is placed in the lost and found in the office. Please check this area frequently. All items left at the end of the year will be donated to an area charity.

Make-up Work

Students are to make up all work missed due to illness, appointment, school activity, or suspension. Students have 1 day for each day missed to turn in completed assignments. Assignments not turned in cannot be graded and will have a 0 recorded for the score in their teacher's grade book.

Medications

Students may not bring any type of medication to school. This includes over the counter medications such as aspirin, Tylenol, cough drops, eye drops, ear drops, etc. We must have a doctor's order on file before we can administer any type of medication to a student. Please contact the school if you need a form for the doctor. Parents will be required to bring any medication to school. **STUDENTS ARE NOT TO BRING ANY MEDICATION TO SCHOOL.**

Midterm Reports

Each child will receive a midterm report from his or her teacher. Please take a close look at your child's midterm and contact the teacher if you have any questions.

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 quarters. The music program provides opportunities for children to develop music skill and have a better understanding and enjoyment of music. The basic elements of music are presented to students through various cycles of experience involving singing, playing instruments, listening, movement, and expression.

Nurse

Our school nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, 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. Also alert the school if your child is absent from school due to a communicable disease. Precautions may be taken to protect other children.

Parent Volunteers

Newbern 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.

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. However, under no circumstances is a potentially dangerous pet to be brought to school.

Physical Education

The staff at Newbern 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 heel to participate. Tennis shoes worn for fashion as opposed to functionality are not permitted. Sandals, dress shoes, flip flops, etc. are not permissible. The PE teacher is the judge of what is or is not permissible for participation based on his judgment concerning safety.
- No sunglasses or hats allowed.
- Hands and feet must be kept to oneself.
- All students must attempt all activities.
- Students may miss P.E. for ONE day with a parent note, after that, a doctor's note is required.

PTA

Newbern Elementary School's PTA will be determining their goals for the year and will need your help. It is important that you show your support of our PTA by becoming a member. You may not vote on PTA issues or be an officer if you are not a member. The slate of officers is as follows:

Mrs. Betsy Cash, President
Mr. Lora Covey, Vice-President
Mrs. Joie Horton, Secretary
Mrs. Katrina Compton, Treasurer

PTA will have a general membership meeting on the second Monday of each month at 6:30 p.m. EXCEPT for November and January. Your attendance is highly encouraged. Meetings are currently scheduled for:

Sept. 10, Oct. 08, Dec. 10, 2007
Feb. 11, Mar. 10, Apr. 14 & May 12, 2008

PTA dues are \$5 per person for the 2007-08 school year.

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. The Student Code of Conduct can be found in a special insert of *The Southwest Times* at the beginning of every school year. If you do not have a copy of these policies, please stop by the office to get your copy.

Receipts

Anytime your child brings money to school for a school related activity, and the amount is over \$2, your child will be given a receipt. Please keep the receipt in a safe place in case it is needed.

Report Cards

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

Final report cards may be held in the office if the student has any outstanding library fines or missing textbooks. You may pick up the report card without returning the missing items; however, the school will not mail them.

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:

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

Building Leadership/Site Council

Each school in Pulaski County has set up a Building Leadership/Site council for its school. The Building Leadership/Site council addresses concerns from the school and community and assists the principal in developing solutions to these problems.

Smoking

Smoking or use of smokeless tobacco is strictly forbidden at school. Teachers, parents and students are not to use tobacco products of any kind on school board property.

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 extra 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. Parents need not be concerned about the presence of a substitute in their child's class.

Standardized Testing

Pulaski County is committed to the use of assessments of all types. After testing is done, teachers and the principal sit down with the results and analyze them to improve all our instructional practices and find areas of strength and weakness. As most of you know, our school will continue to be in the process of being accredited by use of the SOL (Standards of Learning) tests by order of the state. These tests are considered a measure of our entire program and give a good indication if our school is meeting its responsibility. These tests are a measure of the entire curriculum not just the SOLs from certain grades. All grades are given assessments of one sort or another and we will be glad to discuss these with you at any time.

Suspensions

Suspensions from school are given 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 up the toy on the last day of school.

The only exception to this rule is when your student's teacher gives your child special permission to bring a specific toy for use as part of the curriculum or we have a spirit day involving a special toy.

Trading

Trading of items between students is not allowed.

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 cash or other important possessions to school, the items can be safeguarded by registering them and leaving them at the main office.

Vandalism

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

Visitors

All visitors are required to report to the school office upon entering the building. After signing in, the visitor will be given a visitor's pass. Parents are welcome and encouraged to visit the school.

Web Page

Newbern has a web page at www.pcva.us and then click on Newbern Elementary in the drop down menu.. These pages will undergo changes as the year progresses. We are very proud of our web page plan to keep it updated with the most recent information.

Each teacher maintains a web site that can be accessed through the school's web page. General information and information about homework and ongoing projects can be viewed. We encourage students, parents, and visitors to view the web page.

2007-08 Newbern Elem. Morning Bus Schedule

All times are approximate.

(BUS ROUTES ARE POSTED ON PULASKI COUNTY WEB SITE BY ROAD NAME)

BUS 27 (NEWBERN) Ms. Rita Fuller

HURSTON ROAD	7:20
HURSTON ROAD & SPENCE LANE	7:24
JENNINGS ROAD	7:28
PEAK CREEK ROAD	7:30
PEAK CREEK & WILDERNESS RD	7:33
WILDERNESS ROAD	7:34
TOWES FERRY ROAD	7:37
LYONS ROAD	7:45
CARDINAL DRIVE	7:55
STATE PARK ROAD	7:55
BEAR DRIVE	7:59
DUNKARD ROAD	8:06
EBB HALL ROAD	8:14
NEWBERN ELEMENTARY arrival	8:21
Gives # 44 High School Kids	

BUS 15 (NEWBERN) Ms. Jodie Cardoza

MILLER LANE	7:55
OLD RT. 100 RD (POSSUM HOLLOW)	8:03
LILLY ROAD	8:05
WILDERNESS ROAD	8:13
LYONS ROAD	8:18
NEWBERN ELEMENTARY arrival	8:20

BUS 77 (NEWBERN) Mr. Gary Roseberry

BLUE SKY LANE/RED CEDAR LN.	7:05
CLAYTOR DAM ROAD	7:12
YOUNG RD	7:22
HAZELWOOD DRIVE	7:25
WILDERNESS ROAD	7:31
LANDRUM ROAD	7:37
WILDERNESS ROAD	7:43
DEERBORN & DEXTER	7:48
NEWBERN ELEMENTARY	7:52
LYONS ROAD	7:57
LYONS ROAD & DEERTROT ROAD	8:03
NEWBERN ELEMENTARY	8:05
Gives Kids To #44 going to HighSchool	