

Dear Snowville Families:

On behalf of the faculty, staff, and administration we warmly welcome you to Snowville Elementary School. You will be a part of an outstanding team of professionals, a dedicated group of parents, a proud community and enthusiastic students as we build a community of learners. We are pleased that you are a part of our school. Your involvement and cooperation will make this year successful.

We know that for students to be successful parents and teachers must have common goals for the children and we must all work together to that end. We simply want to create the kind of school environment and provide the type of instructional program that will enable each student in our school to maximize his or her potential as a lifelong learner. For us to be successful, we need your cooperation and support. I encourage you to establish clear lines of communication with your child's teacher. Take time to familiarize yourself with school policies and know what the expectations are in your child's classroom. If problems should arise, please contact the teacher and work cooperatively toward a beneficial solution.

The most important emphasis is the safety (well-being) and the scholastic success of your child. Together we can make a difference in your child's education.

This handbook has been prepared to help answer many questions students and parents usually have concerning the activities, procedures and rules for the daily operation of Snowville Elementary School. We urge you to support our school, teachers, PTO and programs. Your positive attitude and support make the difference.

**Janis Carter
Principal**

Listed below is information for this school year that concerns you, your child and Snowville Elementary School.

I. National School Breakfast and Lunch Programs

Student Lunch - \$1.35

Reduced Student Lunch - \$.40

Student Breakfast - \$.85

Reduced Student Breakfast - \$.30

Milk - \$.30

Adult Lunch - \$2.25

Ice Cream - \$.50 (sold on Fridays only)

Breakfast, lunch, and milk can either be purchased daily or with deposit of money. The breakfast and lunch programs will start on **August 28 & 31**.

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 negative, 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. Tickets are \$6.75 per week. 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 9:00am.

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.

II. 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. Snowville School Transportation Manual includes further information. This handbook is available in the school office.

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 7:45am. Students must be in the classroom by the 8:30 tardy bell, however essential morning classwork begins at 8:15am. Parents should exit from the sidewalk quickly. Those students arriving after 8:30am must have an adult bring the student into the office and

sign him/her in as arriving late. **If an adult does not enter the building to sign the student in, the student will be counted absent for the day.**

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 3:03pm 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 2:30PM. Please make sure these changes do not become an everyday practice. **DO NOT** leave these changes on the school answering machine.

B. Safety Instruction

Classroom teachers are instructed to emphasize bus and pedestrian safety during the first days of school. Each bus driver and their riders will meet, go over rules, and bring home a list of rules that need to be signed and returned. 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.

D. 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.

III. **Elementary 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.

School begins at 8:15am and dismisses at 3:00pm. Arriving after 8:30am will be considered tardy. Parents need to call by 8:30 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 visiting teacher 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 and dentist appointments before and after school and all other appointments after school. Send doctor's excuses to school on the next day of attendance.

At the end of each nine-week grading period, the teacher will review attendance records. Direct contact will be made with the parent of the 5th absence asking for cooperation in making decisions concerning the child's attendance. After the 10th day of absence, the attendance will be referred to the truancy officer at the school board office. Parents of student with attendance problems the previous year will need to meet with the principal after 5 absences.

IV. 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.**

V. 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.

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 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, gravels, 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 are not permitted to bring matches or lighters to school.
12. Children do not enter the school building after school is dismissed without permission from the teacher on duty.
13. CHILDREN AND ADULTS are not permitted to wear caps inside the building.
14. Pulaski County's dress code (included in the county handbook) **will be strictly enforced!**

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, i-pods, 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 parents are the only ones who may pick these up.

C. Playground Rules

1. Students need to walk from the building to the appropriate playground and back. PreK & Kg behind the gym and 1st-5th behind the school.
2. No sticks, rocks or other objects on 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 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! No throwing food or making loud noises. No deliberate burping, popping of bags or smashing cartons and/or ketchup packets.
5. Clean your personal space before leaving lunch.
6. Silent lunch notes are to be signed and returned.

VI. Student Dress

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. Foot wear needs to be safe and allow the students to run, climb and stops safely, Therefore, **FOOT WEAR 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 required for ALL PE CLASSES. Hats are only to be worn outside.

VII. LOST AND FOUND

Clothing and personal items that are brought to school should be labeled with child's name. Found articles are turned into the school Lost and Found box. Unlabeled, unclaimed property is donated to a local agency.

VIII. 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 by the discretion of the principal.

IX. 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 and will be taken during Open House. T-shirts cost \$7.00.

X. Wellness Policy

We have a county wide **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 as well as other Pulaski County School Policies, please go to www.pcva.us click on departments, administration and assessments. Please view the policy manual and parent handbook.

XI. Students Are To Use The Telephone In The Office Only On Urgent Business

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.

XII. 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 brought into the school to be given to a student. No medications are to be brought on school property by students. This is part of the Pulaski County School policy.

XIII. PERSONAL INVITATIONS TO PARTIES

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

XIV. PTO Officers

President – Christy Moore
Vice President – Holly Smith
Secretary – Emily Simpson
Treasurer – Kim Fox

PTO Meetings

September 15
October 20
December 15
March 16
April 20
May – Family Picnic ?

XV. Staff

Janis F. Carter, Principal
4858 Lead Mine Road
Hiwassee, Virginia 24347
School Phone – (540)643-0766 Home Phone - (540)674-8211

Glenda Chrisley	Kindergarten	Ext. 0793	Diane Brillheart	Librarian	0682
Amy Parsell	Kindergarten	0591	Carolyn O'Dell	Reading	0471
Erin Edwards	First Grade	0466	Suzette Carter	LD	0462
Trina Payne	First Grade	0474	Chime Saltz	Art	0970
Persis VanWyk	Second Grade	0463	Kathryn Flint	Music	0684
Becky Patton	Second Grade	0473	Barry Morrison	PE	0470
Kim Fox	Third Grade	0472	Debbie Perry	Gifted	0735
April Bopp	Third Grade	0468	Virginia Foster	Speech	0461
Eileen Simpkins	Fourth Grade	0590	Megan Fisher	Guidance	0589
Jill Floyd	Fourth Grade	0465	Olivia Fizer	Cafeteria Manager	0457
Gail Groot	Fifth Grade	0464	Shellie O'Dell	Cafeteria	
Nicole Watson	Fifth Grade	0792	Ruby Ratcliffe	Cafeteria	
Traci Dishon	Preschool	0459	David Morton	Custodian	0453
Crystal Harrell	Secretary	0455	Butch Akers	Cusodian	
Marie Trail	Para-Educator		Mike Coleman	Bus Driver	
Hannah Duncan	Para-Educator		Terri Coleman	Bus Driver	
Maren Meredith	Para-Educator		Roy Marshall	Bus Driver	
Jeannie Quesenberry	Para-Educator		Jerry Puckett	Bus Driver	

* Please dial 643-then extension #