

CLINTWOOD ELEMENTARY SCHOOL

Parent/Student Handbook 2019-2020



“We are a bucket filling school”

**Mrs. Betty E. Newton, Principal
Dr. Lavada Muncy, Assistant Principal**

PRINCIPAL'S MESSAGE

The administration, faculty, and staff of Clintwood Elementary would like to welcome you to our school. We hope to lay a strong foundation that will provide your children with the emotional, social, and academic support that will encourage them to be lifelong learners. This is not a responsibility that we take lightly.

It is our desire to work with parents and guardians to make each and every child's school experience a pleasant and successful one. Creating a working relationship between home and school is vital to each child's success. Developing this relationship requires regular communication between school personnel and parents.

The handbook that you are now reading has been developed with this goal in mind. Hopefully, the information contained here will answer many of the questions that you may have. Although this is a good place to begin, please remember that the administration, faculty, and staff of Clintwood Elementary School always stand ready to address any questions or concerns you may have. As CES begins its 42nd year of serving the town of Clintwood and the surrounding communities, I would like to say, "Welcome to the Clintwood Elementary Family"!

Mrs. Betty E. Newton, Principal

STAFF

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School Phone Numbers

Main Office 926-6088 Fax No. 926-6505

ATTENDANCE

All students are expected to be in school unless illness or unforeseen circumstances arise. It is the responsibility of the parent or guardian to see that their children are in school each day and that they arrive on time. Following are important guidelines concerning attendance:

- Parents are expected to contact their child's school on the day of the absence to inform the school of the reason for the absence. A written parent note or doctor's excuse providing the dates of and reason for the absence is required from the parent within three (3) days of the child's return to school. This will be used to determine if the absence is excused or unexcused.
- Excused absences include illness, pre-arranged appointments, family death or emergency, religious observances, & exceptional circumstances.
- Recently enacted Attendance policies from the Virginia Department of Education require that prolonged absences be discouraged, unless medically necessary . Prior to an absence of 3 days or more, the parent must complete the **Request for Exceptional Circumstances to Attendance Form**, which can be picked up in the office.
- When a student accumulates **five (5) unexcused** absences, the parent will be contacted. A meeting will be scheduled & the student will be placed on an **Attendance Improvement Plan**.
- If a student accumulates **(7) unexcused absences**, a conference with the Principal and/or Assistant Principal and/or a Community Agency Representative will be scheduled & will be held at Clintwood Elementary School.
- After **eight (8) unexcused absences**, the student will be referred to the Supervisor of Compliance at the Dickenson County School Board Office.

ARRIVAL and DEPARTURE

Students who are brought to school by a parent or guardian should not arrive before 7:30 a.m. These students should enter the building through the entrance doors on the gym side of the building. A staff member will be on duty until 8:15 a.m. each morning on this side of the building. If students arrive after that time, they will need to be brought to the upper side to enter the building.

Bus arrivals and departures

- Buses will load and unload students on the upper side of the building near the cafeteria. All students will enter through the cafeteria when exiting buses. In the afternoons, those students riding 1st run buses will leave their classrooms & board buses on the 1st bell at 3:05. The remaining students will be called to load buses as they arrive.

2. Parent drop-off and pickup

- Students who are brought to school should be dropped off on the lower side or gym side of the building. The flow of traffic allows students to exit their vehicle and enter the building in a safe manner. Everyone is asked to follow the arrows for entering and exiting the parking lot and to observe the pedestrian crossing and no parking zone near the entrance area. **Anyone wishing to accompany their child(ren) into the building should park in a designated parking space and use the designated pedestrian crossing area for crossing the lane of traffic.**

- Patrons are asked not to drop off students on the cafeteria side of the building so as not to interfere with bus traffic.

- **Parents will be allowed to walk their child to the classroom for the first two (2) days of school at the beginning of the school year. For 2019-20, this will be August 8 & 9. Beginning on Mon., Aug. 12, students will be expected to go to their classrooms by themselves or with the assistance of school personnel. Pre-K students will begin school on Monday, August 12. They may be walked to their classrooms on August 12 & 13. Beginning on Aug. 14, Pre-K students will be taken directly into the cafeteria as they arrive by the teacher on hall duty. We request that all parents of Pre-K children have them at school no later than 7:55 beginning on August 14. Regulations require that they have breakfast while other students are still eating in the cafeteria.**

- Students who are being picked up from school will be dismissed at 3:10. They will be released to go to the gym on the 2nd bell. Any parent picking up a child who is not picked up on a daily basis, **must** send a note to the teacher or call the school prior to dismissal or the child will be put on their regular bus.

- Any time anyone other than a parent or guardian is picking up a child, the parent or guardian is expected to notify the school giving permission for their child to be released to that individual.

- All pick-ups will take place in the gym. Parents are asked not to wait in the main upstairs lobby for your child to be released for pick-up. This causes congestion as students are leaving the building to board their buses.

1. Check-in procedure

Students who are tardy must be checked in through the office. A parent or guardian should send a note **or** accompany the child to the office to explain the reason for the child being late. A tardy slip will be given to the child before sending them to class. **It is extremely important that children who are tardy never be dropped off to enter the building on the gym side.** They should be brought to the upper side of the building to enter.

2. Check-out procedure

All student checkouts will be handled through the office. Anyone wishing to check out a child must be a parent, guardian, or be listed on the child's checkout list. For a child to be released to someone who is not on his/her checkout list, permission **must be** given by the parent or guardian. This may be done by a note or a phone call to the school. The student will be called to the office for checkout by the school secretary or administrator.

*****County policy states the following:**

- **Any child having a combination of nine (9) or fewer tardies and/or checkouts (either excused or unexcused), during the course of the school year, will be eligible for perfect attendance recognition at the end of the year. It is the parent's responsibility to keep up with the number of tardies/checkouts that their child accumulates. Ten (10) checkouts/tardies or any combination of these = 1 day of absence; any child reaching this number of checkouts/tardies will be ineligible for perfect attendance.**
- **Any combination of three (3) unexcused tardies or check-outs will count as one (1) unexcused absence for the purpose of supporting the mandatory attendance law. Remember: Five (5) unexcused absences will result in a child being placed on an attendance plan.**

BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch will be served daily. Students wishing to eat breakfast will do so upon arriving at school. **All students will be able to eat breakfast & lunch free of charge during the 2019-20 school year.** If you would like for your child to buy extra items, money will need to be added to his/her account. Also, ice cream is available once weekly; the cost is 75 cents. The most convenient way to pay for ice cream is monthly in advance (either \$3.00 or \$3.75, depending on the number of weeks in each month).

Parents are welcome to visit & have breakfast or lunch with their child. Meal prices are as follows:

Adult Breakfast: \$2.15

Adult Lunch: \$3.65

Parents can add money to children's accounts by sending a check made payable to Clintwood Elementary in the child's home-school folder. Teachers will send those checks to Mrs. Jay'ne Camp, our cafeteria manager. OR you can set up an account & pay online through myschoolbucks.com (Through My School Bucks, you will be notified when your child's account is running low & you can track when he/she is getting extras.)

BUS BEHAVIOR

Students are expected to display the same level of good behavior on the bus as in the classroom. Any incident occurring on the bus deserving of disciplinary action will be reported to the school administrator. Expectations for bus behavior and consequences are outlined in the *Dickenson County Public Schools Handbook of Expectations and Consequences for Students* that is given to all students at the beginning of each school year. Parents should read this manual thoroughly. Riding the bus to and from school is a privilege and a student may be suspended from riding the bus if serious or continued misconduct occurs.

BUS NOTES

- No change in bus assignments will be made without a written request or phone call from the parent and approval by the principal. If approval is given, the student will be given a bus note to give to the driver specifying where he/she is to be let off.
- Occasionally, a child may believe he/she is going to be picked up at the end of the day, but no note or phone notification has been received. If that is the case and no one is present to pick up the child before the time for bus dismissal, the child will be put on the bus to ride to his normal destination. We **MUST HAVE** a written note (sent in the child's home/school folder) or a phone call from the parent stating that the child will be a pickup instead of riding his/her bus.

CELL PHONES

It is the opinion of CES administration that children of elementary age should have no need for a cell phone at school. If you believe that your child has a legitimate need for a cell phone, please speak with the principal or assistant principal. Any student caught using a cell phone at school will have the phone confiscated and the parent will be notified to pick it up from the school, **unless** a special "Electronics Day" has been designated by the teacher & approved by the principal as a class reward.

CLASSROOM PARTIES

Classrooms may have three parties per year—**Halloween, Christmas, and Easter**. Parents may attend these parties. An end-of-year picnic may be planned in addition to these 3 scheduled parties. Parents wishing to celebrate their child's birthday, by supplying snacks for the class, may do so by planning with the classroom teacher.

DISCIPLINE

All children will be expected to display appropriate behavior while at school. Parent cooperation with teachers and administration in seeing that this occurs is vital. Therefore, parents will be contacted if a child's behavior is severe enough to warrant it. This may be done by a phone call from a teacher or administrator or by a written note. Clintwood Elementary School will follow the general guidelines in the **2019-20 Dickenson County Handbook of Expectations and Consequences for Students**.

DRESS CODE

All clothing should be appropriate for young children. Any clothing that distracts others from the learning process or disrupts the peaceful atmosphere of the school is prohibited.

- Bare midriffs and backs are not allowed.
- Arm openings in shirts must cover undergarments.
- Inappropriate clothing includes see-through shirts, halter tops, pajama pants, hats, caps, and clothing bearing obscene language or images.
- Shorts/dresses/skirts must be of appropriate length. These articles of clothing should be no shorter than mid-thigh when standing.
- Footwear must be worn at all times. Teachers should not allow children to go barefoot while playing outside.
- Hats, visors, bandannas, and sunglasses may not be worn inside the building.
- Clothes with holes exposing underwear may not be worn.

Final decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the principal or assistant principal. Students may be required to call home for a change of clothing.

EMERGENCY DRILLS

The state of Virginia mandates that emergency drills be conducted throughout the school year. Fire drills will take place monthly (One each week will be held during the 1st 4 weeks of school), a tornado drill will be conducted in March, and at least four lockdown drills will be conducted during the year (two during the 1st 20 days of school, with one being in September, plus 2 additional drills). The CES staff will assure that students are aware of evacuation or shelter-in-place procedures.

FIELD TRIPS

From time to time classes may choose to schedule a field trip off school grounds. When this occurs, parents will be notified and permission will be obtained. Parents or guardians choosing to accompany their child on a trip must plan with the teacher and cannot ride on the bus unless special permission is given by the transportation supervisor. Any student participating in a field trip must ride the bus to the destination, but may return with a parent or guardian after notifying the principal or teacher of the desire to do so.

GRADING PERIODS/GRADING SCALE

Clintwood Elementary distributes report cards at the end of each **9-weeks** grading period. (For those students making unsatisfactory progress or receiving grades of “C” or below, a progress report will be sent home at the midpoint of each 9-weeks grading period.) The following grading scales will be used:

Kindergarten/1st Grades

S-78-100

N-70-77

U-0-69

D-70-77

F-Below 70

2nd, 3rd, 4th, 5th Grades

A-93-100

B-86-92

C-78-85

HOMEWORK

Teachers will utilize the school website (www.dcps.k12.va.us/ces) to keep parents informed of any homework assignments. The following guidelines will be followed when assigning homework:

- Homework will be assigned in accordance with students' needs and abilities.
- Homework will never be excessive or punitive.
- Assignments will be clearly stated.
- Homework will not be assigned over holidays, and teachers will be considerate of the amount of homework assigned over weekends, special occasions, etc.
- Average daily homework time expectations are 20 to 40 minutes for grades 1-3 and 45 to 60 minutes for grades 4 and 5.

INCLEMENT WEATHER/EMERGENCY CLOSINGS

When weather conditions make it necessary for county schools to be closed, a phone message will be sent from the Dickenson County School Board Office. Additionally, anytime school must dismiss unexpectedly for any reason, parents will receive a phone message notifying them of the time and reason school is dismissing. Local television and radio stations, including WDIC Radio, WCYB, & WJHL will also carry this information. Parents can also check the Dickenson County Public Schools/Clintwood Elementary Facebook pages for updates.

KEEPING IN TOUCH WITH SCHOOL

Maintaining a positive relationship between home and school is a vital part of your child's education. Parents are encouraged to contact the office or your child's teacher whenever questions arise. Parent/Teacher conferences may be scheduled at any time during the school year by contacting the teacher or guidance counselor. Parents should always notify the school by note or phone call when there is **any** type of change that occurs with your child's information. Each student will have a home/school communication folder for the purpose of carrying messages between home and school. Please send any message to your child's teacher in this folder and check it each day for messages from school.

If information needs to be passed on to all CES families, the principal or assistant principal will make an all-call using the BlackboardConnect system. It is important that parents provide the office with **any** changes in contact information, including phone numbers, that occur during the school year. This will insure that our parents receive all notifications.

LIBRARY

All students are scheduled a time for visiting the library each week. Students in grades K-5 will be allowed to check out books on a weekly basis. It is the responsibility of the students to care for and return all library materials. Parents must pay the CES library for any book that is lost or destroyed.

LOST AND FOUND

Parents are encouraged to label all of their child's belongings with a permanent marker to assist in identification should anything become lost. A collection of lost and found items will be kept in the office. However, because of the large number of items that are left at school, please encourage your child to return home with coats, sweaters and other articles of clothing that are worn to school each morning.

NURSE/MEDICATIONS

CES has a full-time nurse. Students needing to see the nurse will be allowed to do so. Parents wishing to discuss issues pertaining to the health of their child should call the school (926-6088) & request to speak to the nurse. Parents should complete and return all health forms given to them at the beginning of each school year to their child's homeroom teacher. The teacher will then give these to the nurse to put on file for future reference whenever the child must visit the nurse's office.

Medications should not be transported to school by any student. All medications should be brought to the nurse by the parent in the original container.

MAKE-UP WORK

Students are expected to make up any work missed during an absence. Students are responsible for getting their makeup work when they return to school. If your child needs to be absent for more than one day, parents are welcome to call the school & ask that work be sent to the office. Parents can then stop by & pick up the work for their children at their convenience. **Assignments must be made up within five days of the absence.**

PARENT-TEACHER CONFERENCES

Parents, teachers, and school administration may request a conference at any point during the school year to discuss student progress or behavior issues. Any parent wishing to schedule a conference with a teacher should contact the guidance counselor.

Additionally, parents may be contacted by a teacher or principal when a conference is deemed necessary.

PARTY INVITATIONS

In order to keep children from feeling excluded and feelings from being hurt, it is requested that no party invitations be handed out at school unless everyone in the class is receiving one.

PERFECT/EXCELLENT/GREAT WITH 8/IMPROVED ATTENDANCE AWARDS

Students having perfect attendance will be recognized at the Awards Program held at the end of the school year. **To have perfect attendance a student must have been at school every day and have no more than a total of 9 tardies and/or check-outs (either unexcused or excused) for the year.** Parents should keep track of tardies and checkouts if your child is working toward perfect attendance.

Any student who has 4 or fewer absences for the school year will be recognized as having Excellent Attendance. Students having 8 or fewer absences during the school year will

receive a “Great with 8” Attendance Award. Any student who improves his/her 2019-20 attendance rate by 50% over the previous year will receive the Principal’s Attendance Award.

PROMOTION/RETENTION

Students may be asked to repeat a grade if they have not successfully met the requirements of that grade level in Reading & Math. Absenteeism may be a factor in determining retention, although teacher evaluation of student achievement/progress will be the primary factor in that determination. A parent conference will be scheduled and parent input requested prior to retention. **However, the final decision of promotion or retention rests with the teacher and principal.**

RECESS

All grade levels PreK-5 will be scheduled a daily recess period. Recess may be taken inside the classroom or outside on the playground area, depending on the weather.

SCHOOL FUNDRAISING

CES will sponsor two school-wide fundraising events during the school year in which students are given opportunities to participate. Funds from these events are used to purchase instructional materials and supplies as needed throughout the school year. The first will be in the fall and the second in the spring. Student participation is encouraged, but not mandatory. Additional fundraising events may be scheduled from time to time by individual school organizations.

TARDIES TO SCHOOL

Excessive tardies to school should be avoided and will result in intervention by the CES Attendance Committee and/or the Supervisor of Compliance for the Dickenson County Public School system. At this age, the responsibility of getting a child to school on time lies with the parent. Having students to school on time teaches the importance of promptness that will follow them into their adult life.

TOYS

Toys **should not** be brought to school unless special permission is given by the teacher. Clintwood Elementary cannot be responsible for items brought to school by students.

VISITORS

All visitors to the school must report to the main office upon entering the building. After signing in, they will be given a visitor’s pass. For security purposes, parents are not allowed to visit their children’s classrooms unless parties/special activities have been scheduled. Parents may speak directly to the school nurse if there is a health concern or they may leave a message for their child’s teacher with office staff.