



Clearbrook Elementary Information Guide

2021 – 2022

Clearbrook Elementary Mission Statement:

The mission of Clearbrook Elementary School is to provide a warm and caring atmosphere where students are empowered to work together and develop a solid foundation of 21st Century skills.

Clearbrook Elementary Vision Statement:

Clearbrook is a safe and engaging environment that will equip students to excel academically and socially through critical thinking, problem solving skills, and teamwork. Our students go on to become independent, responsible, contributing members of our local and global community.

Clearbrook Elementary Quick Facts 2021-2022

STAFF:

Principal: Julie Noell

Assistant Principal: Sheree Anderson (Monday, Tuesday and every other Wednesday)

Secretary/Bookkeeper: Courtney White

Nurse: Brooke Carnevali

Counselor: Maggie Long

Cafeteria Manager: Connie Waddell

Address: 5205 Franklin Road

Phone Number: 540-772-7555

Fax Number: 540-776-7138

School Office Hours: 7:00am-3:30pm

School Webpage: <https://www.rcps.us/CBE>

School PTA Facebook Page: Clearbrook Elementary School Page

School Hours:

7:45 a.m. to 2:25 p.m. (*the doors will open at 7:30 a.m. for students.*)

The "warning" bell rings at 7:43 a.m. The bell rings at 7:45 a.m. to signal the start the school.

CBE Daily Schedule:

7:30 a.m.	School doors open; buses and car riders arrive; breakfast is served
7:43 a.m.	Warning Tardy Bell Rings
7:45 a.m.	Tardy bell rings & School day begins
10:30 a.m.-1:15 p.m.	Lunch
1:30 p.m.	Deadline for any transportation changes
2:25 p.m.	Student Dismissal
2:45 p.m.	Dismissal for school staff
3:30 p.m.	CBE office closes

Faculty	
Preschool	Tatum Majors
	Sharon Short (IA)
	Maia Ligia (IA)
Kindergarten	Catie Citron
	Valerie Emerson
1st Grade	Dana Harrison
	Staci Bowman
2nd Grade	Wendy Campbell
	Mandy Churchill
	Ashley Schlosser
3rd Grade	Sarah Glowczynski
	Savannah Lucas
	Renisha' Bond
4th Grade	Charity Brown (Language Arts)
	Janet Selleck (Math)
	Annette Vest (Science/ Va Studies)

5th Grade	Abby Hudson
	Kelley Gaines
	Allison Poindexter
Library	Ellen Harmon
Music	Nicole Booker
PE	Maria McKeown
Art	Ashley Wimer
Special Education	Jodi Jones (Coordinator)
	Becky Christley
	Lauren Tiffany
	Amanda Whisnant
Speech Therapist	Janet Hillyard
Instructional Assistants	Sharon Francisco
	Heather Cox
	Julie Wingfield
	Denise Clark
Reading Specialist	Amie Burkholder

ATTENDANCE

- **Absences**

The importance of regular school attendance is extremely important for your child's overall academic progress. Students should be in school every day that they are physically healthy.

- If your child is sick and will not be at school, please call the school office at 772-7555 to let the school know of the absence.
- If your child is absent and we have not been notified of the reason for the absence, Virginia state law requires that we call to ask about the whereabouts of your child.
- When a student returns to school after an absence, a written excuse from the parent or physician is required and should state the reason for the absence.
- Students with excessive excused or unexcused absences and/or tardies will be referred to the School Social Worker who will contact the parents.
- Detailed information regarding Roanoke County Schools Attendance Policy can be found in Policy 7.07.

Absences and tardies are excused for the following reasons with written explanation from the parent or appropriate documentation:

- illness of the student
- approval from administration 2 weeks prior to the absence
- death in family/funeral
- hospitalization or extended illness (with documentation from physician)
- doctor or dental appointment (with documentation from physician's or dentist's office)
- mandatory court appearance (with court documentation)

Absences and tardies that do not meet the criteria for being excused absences or tardies are considered unexcused absences or tardies.

- **Tardies**

- Students must be in their classroom when the tardy bell rings at 7:45 a.m.
- Any student arriving after the bell is considered tardy.
- Tardies are on attendance records.
- Parents must sign their child in at the office and the student will receive a tardy pass before proceeding to class.
- Five tardies are equivalent to one absence in accordance with the Roanoke County School Attendance Policy.

- **Excessive Absences or Tardies Without Adequate Written Documentation**

If absences or tardies excused solely based on parent explanation become excessive, the school will require additional documentation in order to ensure compliance with the compulsory student attendance law. Such additional documentation may include written documentation from a physician treating the student for a chronic or extended illness or court documentation resulting from student involvement in a legal matter.

- **Medical Appointments**

Medical and dental appointments are excused absences provided the school is given documentation from the doctor or dentist. Any late arrivals should come through the main office. If your child needs to leave school early for a doctor or dentist appointment, it would be helpful to write a note to the teacher or call the office.

BIRTHDAY CELEBRATIONS

- If you plan to bring snacks for you child to share with the class, please reach out to the classroom teacher to plan the date and get the number of students in the class.
- The purpose for the advanced notice is to ensure that there is not already something planned for that day and because we have students with food allergies or medical conditions. This advanced notice allows us to ensure an alternate snack for those students.

- Any snacks provided for the students must be store bought- we cannot distribute home-made snacks to students.
- The teacher will choose the appropriate time during the school day to share the refreshments with the students.
- Flowers and balloons are not permitted at school due to allergies. Party invitations cannot be distributed at school unless the whole class is invited. School staff members cannot give out student names, addresses or phone numbers.

BUS TRANSPORTATION

For the safety of all students who ride buses, appropriate and safe behavior is required at all times while on the bus. This includes speaking quietly, staying seated, and not disturbing the driver. Consequences will be given to students who misbehave on the bus as outlined in the Pupil Transportation section of the Student Conduct Code.

RCPS Policy states that an adult must be visible at the bus drop off point for the bus driver to allow any students in PK, Kindergarten, and 1st grade students to get off of the bus.

MASKS must be worn on the bus. Please check the RCPS website for any Covid updates.

Children are not permitted to ride buses other than the one designated to them. No exception to this rule will be made, unless a request is provided in writing by a parent. The driver is instructed to pick up and discharge students at their regular stop unless they have a note from their parents, which has been verified by the office.

CAR RIDERS

- **Morning Car Rider Drop Off Procedures:**

In an effort to maintain a safe environment, we have established guidelines for the morning car rider drop off. These guidelines are for all students, PK through 5th grade.

1. Parents should go through the car rider line to drop off their student(s).
2. Parents should stay in their vehicle throughout the car rider drop off.
3. Children being dropped off at MCE should be seated on the passenger side of the vehicle so they can safety exit the vehicle onto the sidewalk.
4. We have several staff members assigned to car duty in the morning to expedite the process.
5. School staff members will open the car doors for students.
6. Students should be ready to exit the car when the school employee opens their car door.

***Do not pull around other cars in line.**

*- If a parent wants to walk their child to the entrance of the school they can park in the spots closest to the playground and walk with their child to the front of the building using the side walk. Parents must stay with their child while walking to the entrance. **Due to safety risk, parents should not walk their children across the car rider line.***

- **Transportation Changes**

Any change to a student's afternoon transportation needs to be made before 1:30 p.m. We cannot make transportation changes after this time. Transportation changes can only be accepted by a note sent in with a student and a phone call answered by the office.

CONFERENCES

Parents or guardians will have the option to schedule conferences with the teacher(s) in the fall and spring. Additional conferences can also be scheduled as needed by request of the teacher or parent.

Please do not call or text teachers outside of school hours.

CONDUCT:

Students at Clearbrook Elementary are expected behave in a manner that is safe, respectful and responsible. Any form of Bullying will not be tolerated.

Clearbrook Cares School Wide Behavior Plan

	Arrival	Hallway	Restroom	Cafeteria	Playground	Bus
Community- collaborate, listen to, and value everyone	-treat others the way you want to be treated	-stay in your space	-keep clean for the next student	-talk quietly with others, voice level 2	-play fairly with others	-greet the bus driver
Acceptance – trust, respect, and show kindness to everyone	-offer a smile or kind word	-keep your hands and feet to yourself	-do not take a cellphone into the restroom	-use good manners and appropriate language	-be patient with others	-be kind to others
Responsibility- see something, say something, be in control of my behavior and belongings	-be ready learn	-report concerns to an adult	-conserve and use materials appropriately -use in a timely manner	-raise your hand if you need help -clean up after yourself	-take turns	-help others -do not eat or drink on the bus
Expect Respect – use kind words, greet teachers and peers	-greet everyone	-walk quietly	-respect the privacy of others	-enter and exit quietly	-be kind	-follow the directions of the bus driver
Safety – walk, wash my hands, wear a mask when needed	-walk to your destination	-walk forward	-flush the toilet -wash hands	-do not get out up your seat without permission -notify adults of any spills	-follow playground and game rules	-sit back to back, bottom to bottom at all times -use voice level 2 -keep all body parts in the bus

ELECTRONIC DEVICES

- In accordance with RCPS policy, elementary and middle school students may possess a cellular telephone or other communications device on school property, including school buses, provided that the device must be "off" and out of sight during the school day unless being used as an approved part of the instructional process.
- Cell phones, watches or other electronics should not be a distraction from instruction.
- The use of a cell phone in a restroom or locker room is strictly prohibited.
- Clearbrook Elementary staff are in no way responsible for items brought from home that are damaged or lost, this includes electronics.

EMERGENCY CLOSING/ WEATHER CLOSING

- Please watch for text notifications and phone calls from Roanoke County Public School regarding weather related school delays or closings. This information can also be found through local radio stations, TV news, the Roanoke County Schools Facebook page, or Roanoke County Schools website. or TV stations for information on school closings, delayed openings or early dismissals.

EMERGENCY INFO

- Students enrolled at Clearbrook are required to have a completed **Emergency Information Sheet**. This form lists the names of people who can be contacted in the event that we are unable to reach the parents/ guardians.
- People listed on the Emergency Information Sheet are permitted to pick the child up from school.
- The school will not release the student to individuals who are not included on the Emergency Information Sheet unless permission is given by a parent or legal guardian.
- If you plan for someone other than the parents/guardians or individuals listed on the emergency information sheet to pick up your child, please notify the school.
- Please notify the office of any changes in address, phone numbers, employment, etc. that occur throughout the school year.

ENCORE:

- Students that attend Clearbrook in grades K-5 will participate in an Encore classes daily. Encore classes include P.E., Music, Art, and Library.
- For the safety of the students, gym shoes are required to participate in P.E. and use the playground equipment. Gym shoes must be secure to the student's feet with Velcro or shoelaces. Sandals, Slides, or boots are not allowed for P.E or on the playground. Students can bring gym shoes with them to school to change if needed.

FIELD TRIPS

Classes may participate in planned field trips that are a worthwhile learning experience and part of the curriculum. Parental permission must be received before a student participates in a field trip. Students may be denied the privilege of participating in a field trip if their behavior might create unsafe conditions or interfere with the learning experience of other students.

GRADING

- Report cards will be sent home at the end of each nine weeks for students in grades K-5.
- Graded work and school notes will be sent home in the weekly Tuesday folder.

2nd – 5th Grade:

- Letter grades (A, B, C, D, and F) are used on 2nd through 5th grade report cards.
- **Roanoke County Grading Scale for 2nd – 12th grade:**
A is 90-100, B is 80-89, C is 70-79, D is 60-69, and F is below 69.
- Interim reports are sent home mid- 9 weeks to parents of students in grades 2nd – 5th who currently have an average of "D" or "F" average in one or more subjects.

K & 1st Grade

- In Kindergarten and 1st grade, students will receive a standards based report card that communicates the child's progress in specific instructional areas. Students can receive:
 - S- Successful/ Satisfactory
 - DP- Developing/ Progress Made
 - N- Needs experience or support
 - NE- Not Evaluates at this time.

LEGAL MATTERS

- Parents are responsible for providing current custody or legal papers to the school.
- If there are other sensitive matters you want the school to be aware of please make an appointment to talk with the principal.

LUNCH INFORMATION

- Breakfast and lunch meals will be free for students during school year 21-22, per the extension of federal funding.
- Adult meal prices are \$3.45 for lunch and \$1.85 for breakfast.
- Extra water and milk purchases will be available at the start of the school year.
- Other Nutrition info can be found at: <https://www.rcps.us/Page/3426>
- Due to continued COVID restrictions, parents cannot have lunch with their child until further notice.

Lunch Schedule:

Time	Grade
10:30-11:00	K/ PreK
11:00-11:30	4
11:20-11:50	3rd
11:30-12:00	1st
12:00-12:30	2nd
12:45-1:15	5th

MEDICATION

- The Medication Permission Form must be completed for a student to be administered medication at school. The Medication **Permission Form** must be verified by the school nurse.
- All medications (prescription or over the counter) must be delivered to the nurse by an adult; **students cannot transport medication.**
- The medicine must be in the original container. Any medications administered at school will be administered from the nurse's office.

MONEY

Any purchases can be made on CBE website under "My School Bucks"

Cash: Please send a note to indicate who the money is from and what the money should go toward.

Check: Any returned check is subject to a \$12.00 fee on top of the \$35.00 bank fee.

PERSONAL POSSESSIONS

- Please mark your child's name on coats, jackets, hats, lunch boxes, and tennis shoes.
- Articles left at school are placed in the LOST and FOUND outside of the cafeteria. After a reasonable time, articles are donated.
- Money and valuables should not be left in the school at any time. The school is not responsible for the personal property of the students.
- Toys should not be brought to school unless there is a scheduled activity from the classroom teacher. Toys at school are often an instructional distraction and cause disruption.

PTA

- Clearbrook parents, grandparents, other family members, and community members are invited to join the PTA. The CBE PTA is a vital, working organization that provides assistance to the

school by organizing programs and fun events for our students. Please consider investing in our students and school by joining the Clearbrook Elementary PTA!

SCHOOL VISITORS

- At this time, visitors are not allowed in the school unless for a pre-arranged meeting. Lunch visitors are no allowed at this time.

SIGNING STUDENTS OUT EARLY

- Parents or guardians should send a note or call the school to notify of the time they plan to pick up their child(ren).
- The parent (or other named adult in the note) must come to the office and sign the child out on the kiosk. All children **MUST BE** signed out in the office before leaving school property.
- If any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent specifying the name of the person picking up the child. The person picking up the child will also have to show their driver's license to confirm their identity.
- Students will not be called from class until the parent arrives at the school.

SNACKS

- Classroom teachers schedule a daily time when students are permitted to have a nutritious snack brought from home.
- Please send a small snack with your student each day.
- Please make sure the snack is something the student can open themselves.
- Candy and carbonated beverages are against the Roanoke County Wellness Plan and not allowed as snack items.

STUDENT ASSIGNMENT PLANNER

All 2nd, 3rd, 4th, and 5th grade students will have a Student Assignment Planner. The classroom teacher will list items for the students to record in their planner; homework, upcoming tests, quizzes, or events. The goal of having students use the planner is to teach the students organizational skills, to help parents stay informed, and a method of communication with parents.

Planners will be available for purchase August 9th during our back to school orientation. \$6.00 fee.

STUDENT ATTIRE

Please refer to the Roanoke County Schools Dress code for specific information:

<https://go.boarddocs.com/vsba/roecnty/Board.nsf/Public#>