Glen Cove Elementary

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Glen Cove Parent Student Handbook

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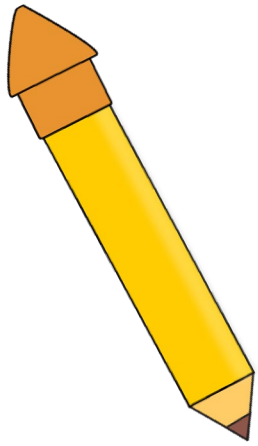


Absences

The importance of regular attendance cannot be over-emphasized! Students should be in school every day that they are physically healthy. If there are symptoms of illness, they should be kept at home to recover and to protect the health of other students.

Excused absences from school include personal illness and death in the family. When students return to school after an absence, A WRITTEN EXCUSE FROM THE PARENT OR PHYSICIAN IS REQUIRED AND SHOULD STATE THE REASON FOR THE ABSENCE.

Virginia State Law requires that parents be contacted when a child is absent from school. Parents are asked to call the school when their child is going to be absent. If the parent is unable to call, school personnel will contact the parent as early in the day as possible.

Students with <u>excessive excused or unexcused</u> absences and/or tardies will be referred to the School Social Worker who will contact the parents.

Tardies

Attendance at the very beginning of the school day is very important for each student. A student who is tardy misses the homeroom procedures and the instructions at the beginning of the day. If the parent is experiencing difficulty getting the child to school on time because the child is resisting coming to school, the parent should contact the teacher, guidance counselor, or administration, for help in working with the child. A child is tardy unless in his/her seat at 7:45 a.m. **Tardies will be noted on attendance records. Five tardies is equal to one day absent.**

**After 7:45, parents or guardians must walk the child into the office and sign them.

Admission to School

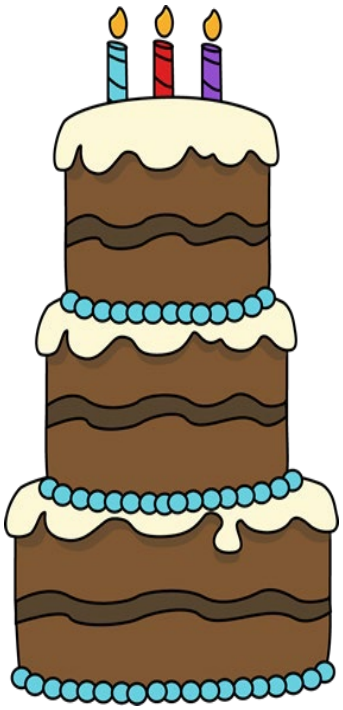
Children may be admitted to kindergarten who have reached their fifth birthday on or before September 30 of the school year.

Parents may choose not to enroll or withdraw their eligible kindergarten age child until the following year after filling out a Decline to Enroll or Withdrawal Form.

Medical and Dental Examinations

Virginia State Law requires each child entering school to have a complete physical examination and certain immunizations.

Birthday Recognition



Birthday parties are not permitted. If a parent wants to provide a snack, these may be left at the office the afternoon before or the morning of the child's birthday. The parent needs to send a note to the teacher requesting the number of students and the date refreshments will be sent. The teacher will choose the appropriate time during the school day to share the refreshments with the students in the classroom. **Birthday snacks need to be prepackaged or bought from a commercial bakery or restaurant.**

We are not able to distribute birthday invitations from the school at any time. We apologize for any inconvenience this may cause.

Bus Riders

Children are not permitted to ride buses other than the one designated to transport them to and from school. No exceptions to this rule will be approved unless by a written statement from the 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 approved by the principal or the principal's designee.

To promote safety and welfare of all pupils transported by county school buses, students must observe bus rules posted in the Student Conduct Code. Students who display poor conduct are subject to losing their bus riding privileges.

Clothing & Valuables

Please mark your child's name on coats, jackets, hats, and tennis shoes. Lunch boxes should be marked with name and grade. Your child must be responsible for these possessions.

Articles left for any length of time are placed in the LOST and FOUND outside the office. After a reasonable time, articles are donated.

Money and valuables should not be left in the school at any time. Students should not carry extra amounts of money. We encourage students to have something in which to carry their money. (wallet, change purse, etc.). MONEY SHOULD NOT BE PLACED IN OPEN VIEW (DESKS). STUDENTS SHOULD NOT BRING ELECTRONIC GAMES TO SCHOOL. Cell phones are not allowed out during the school day and should remain off and in each student's bookbag.

PAWS Expectations

At Glen Cove Elementary we have PAWS expectations.
As a Glen Cove Cougar I will use my PALS today to:

Do my Personal Best
Act responsibly
Work and play safely
Show respect

Conferences

A Parent-Teacher Conference Day will be scheduled in November and February for all parents, which affords the opportunity for a two-way communication process. The teacher may learn more about the child through the parents that may help in planning the child's educational program. Additional conferences will be scheduled throughout the year if needed, at the request of the teacher or parent.

Doctor or Dentist Appointments

When your child needs to leave school for a doctor or dentist appointment, please write a note to the teacher giving all necessary information concerning the time he/she will be picked up and by whom. When returning bring a note from the doctor.

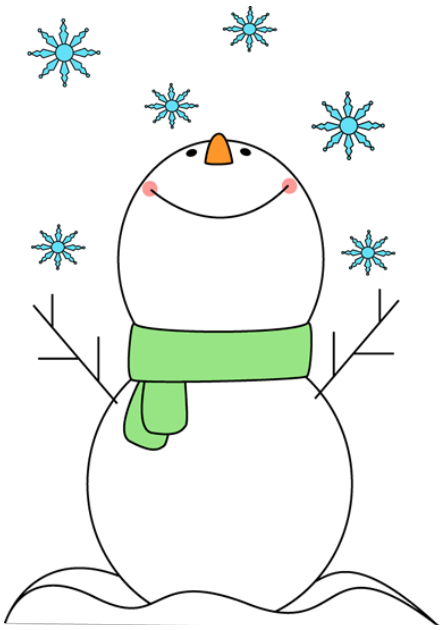
Email & Office

By providing the office with your email you may receive up to date notes and information. This will only be used by GCES administration.

Electronic Devices

Elementary and Middle School Students may possess a cellular telephone, PDA, 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. The use of a cell phone in a restroom or locker room is strictly prohibited. Any cell phone or similar device in possession of any individual in violation of this policy may be confiscated and returned only to the parents.

Emergency or Snow Days



Please listen to your local radio and television stations when it appears that the school schedule will be affected by bad weather or some other emergency condition. It is vital that all emergency numbers remain updated so that our alert system will keep you posted on school delays and openings. If worsening weather conditions force the early closing of the school, radio and television stations will carry the information as soon as they are notified by the School Superintendent.

Parents will also be notified through our Instant Alert system. If the school is closed early, students will be sent home by the usual method unless you have noted on the early dismissal form an alternate drop off site. Since parents are not always at home, please make arrangements and have an understanding with your child about where he/she is to go when he/she returns home early due to bad weather. If school opening is delayed, then regular dismissal will be observed.

Emergency Procedure Card

A student information card will be sent home by each child, which must be filled out and returned. This card tells us who to call in an emergency or illness. Also, include on the card the names and numbers of two relatives or neighbors who have given their permission to be called in the event we are unable to reach you. Please keep the office up to date on any changes of address, phone numbers and cell numbers, or changes of employment and job-related phone numbers. In lieu of the emergency card, parents are encouraged to use the electronic version, ANVER, by the deadline set each year.

Field Trips

Classes may participate in planned field trips. These field trips are a worthwhile learning experience and are part of the school 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.

School Counselor Program

A full-time counselor serves Glen Cove through classroom guidance, small group guidance, and individual counseling. All students are offered developmental classroom instruction while small group counseling focuses on specific needs.

The guidance program serves all students. Roanoke County Schools support the State Department of Education mandate that parents may choose for their child to be omitted from any segment of the guidance program by signing an "opt-out" form that can be obtained from the school office. Parents are invited and encouraged to preview guidance materials at any time. An advisory group, the PTA Family Life/Guidance Committee, meets on a regular basis to share suggestions and concerns as well as screen newly purchased materials.

Homework

Students may have purposefully chosen homework assignments which provide reinforcement and enrichment to work previously taught. Homework will be evaluated and recognition given for a student's efforts.

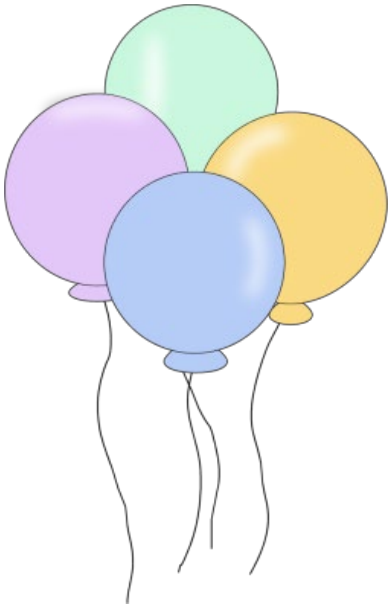
Parents will be contacted if a student fails to consistently complete homework assignments. There will be no regularly assigned homework on Fridays or holidays, projects not included.

Homework must be requested by 9:00 am on the morning of the day your child is absent. After 9:00 am, no homework requests can be taken for that day. Homework can be picked up in the office after 2:30 pm.

Medication

The school nurse (and teachers when on field trips) shall give medication to students only when a written request from the physician or practitioner is received detailing the name of the drug, dosage, time to be given, and possible side effects along with written parent permission. Parents must deliver the prescribed medication in person to the school in its original container.

If over-the-counter (OTC) non- medication is required, it must be supplied to the school in the original container by the parent. Written parent permission must be provided with specific directions for administration. Preschool students cannot be given over-the-counter (OTC) medication without both parent written permission and doctor's written order. Students cannot transport medications on the bus. They must be delivered by their parent or guardian.



Parties

The PTA room parents provide two parties during the school year: the winter party and end of the year party. Each grade level works with their room parents and administration on the date and time for each party. The Glen Cove teachers will make provisions for a Valentine celebration.

Cafeteria Guests

We welcome parents/guardians to join students for lunch.

Expectations for visitors to our cafeteria for lunch are as follows:

1. Guests are to sit at the family tables with their students only.
2. No additional students may sit with guests.
3. Follow the same cafeteria rules as expected of our students.
4. Students will exit the cafeteria with their class at the end of their designated lunch block. Guests are asked to say their goodbyes and exit the building by checking out in the office. Guests are not allowed to return to the classroom with their child, linger in hallways or remain on school property.
5. No outside food/drinks can be left in the office for students to pick up, other than their personal lunch box or water bottle.

Permission to Go Home with Another Student

Students may not call home for permission to go home after school with another student. Written permission is required from the parents of both students. Going to a destination on a bus other than home for a meeting (scouts, birthday party, slumber party, etc.) requires a written note from all parents. The note needs to state the date, child's full name, change needed and signature of parent.

Physical Education

All students must wear "gym shoes" to physical education each day – whether with the classroom teacher (PEX) or with the physical education teacher.

Wearing gym shoes for daily PE increases the safety of each child. Gym shoes are those that are designed for the gym floor. They must be secure on the student's feet - velcro straps or laces are recommended. Sandals, slides and boots are not allowed for physical education or PEP.

Students need to wear gym shoes DAILY or leave a pair at school. Students without appropriate shoes for physical education will not be allowed to participate for safety reasons. The "grade" a student receives for physical education will be impacted by the student's daily participation. Students without gym shoes cannot play on the outside play equipment.

All students are required to participate in physical education activities unless excused by a physician. When it is necessary for your child to be excused from P.E. class or supervised play activities, a note from the parent is required. An extended excuse will require a note from the doctor.

School Safety

SAFETY DRILLS

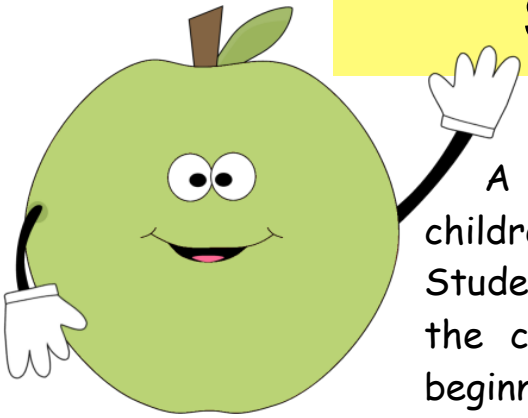
- Students are instructed in the necessary safety procedures to follow in case of an emergency. Fire drills are practiced monthly. Lockdown, bus, and tornado drills are practiced during the school year.

SAFETY AND SECURITY PLAN

- Glen Cove's Safety and Security Plan follows county-wide guidelines to promote consistency in dealing with a crisis situation. Glen Cove's crisis team is made up of school personnel, central office administration and Roanoke County safety officers. This team continually monitors and updates the safety and security plan. What is a "crisis"? A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the school population and could involve serious injury or death. Communication with parents during a crisis situation will be handled in the most effective, comprehensive manner We are confident that we will have your support and cooperation. Crisis situations may be handled by evacuating the school or by holding student and personnel in the secured building. Evacuation will be under the supervision and direction of the Roanoke County Police Department and the Roanoke County School Administration.

SEX OFFENDER REGISTRY NOTIFICATION

- The Roanoke County Public School division recognizes the danger sex offenders may pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school related activities, each school in the Roanoke County Public School division requests automatic electronic notification of the registration or re-registration of any sex offenders in the same or contiguous zip codes as the school. School Board Policies 3.12 and 3.45 address procedures related to sex offenders. Any parent or citizen wanting information regarding registered sex offenders may contact the Virginia State Police via their website: http://sex-offender.vsp.virginia.gov/sor/



Snack Breaks

A snack break is scheduled daily at which time children may have a nutritious snack brought from home. Students may purchase ice cream to eat after lunch in the cafeteria. The price will be sent home at the beginning of the school year. Examples of nutritious snacks are fruit and raw vegetables. Teachers will send home a list of acceptable snacks the first week of September. Please, do not send any carbonated drinks, coffee, or energy drinks for student consumption.

Student Achievement & Grading Scale

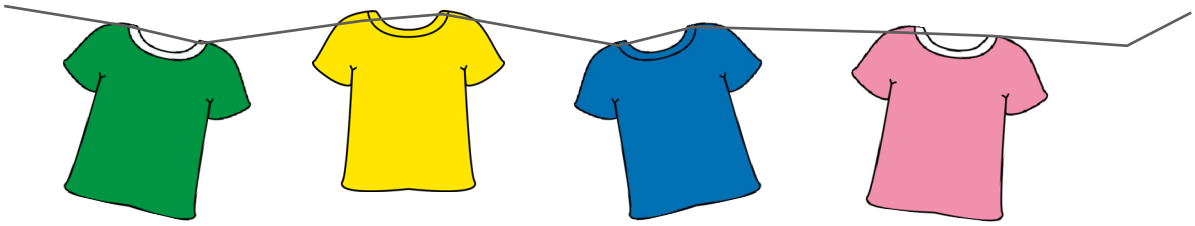
At the end of each of the four nine-week report periods, parents will receive a Roanoke County Progress Report of their child's performance. Letter grades (A, B, C, D, and F) will be used in grades two through five to indicate the child's performance. In kindergarten and grade one, students will receive a report that will communicate to the parents the child's progress in a developmentally appropriate learning environment.

If a student in grades two through five is making unsatisfactory progress, the parents will receive an unsatisfactory progress report midway through each nine-week report period.

GRADING SCALE

90-100: A	**70-79: C**
80-89: B	**60-69: D**

Student Attire



Parents need to mark children's clothing and possessions with his or her name. In choosing student dress, the parents must take into consideration modesty, safety, weather and activities planned for the day.

Children may not wear any clothing that has inappropriate language written on the clothes. Students 'dress must not disrupt the educational process of the school. If the student's attire is thought to be disruptive or unsafe, the principal(s) will inform the parent.

Flat shoes are a safe choice for daily use due to the steps on the bus and in the school. If possible, please do not allow your child to wear flip-flops. They are dangerous on our stairs and they break easily.

Our students must follow the dress code for Roanoke County Schools. Please see the link on our school webpage under "Quick Links" on the left side of our homepage.

Student Conduct Code

A Student Conduct Code is provided for each student. This code contains the policy of Roanoke County Schools regarding student conduct. The conduct code may be accessed through InfoSnap and on the RCPS website. Parents must confirm they have read the Student Conduct Code.

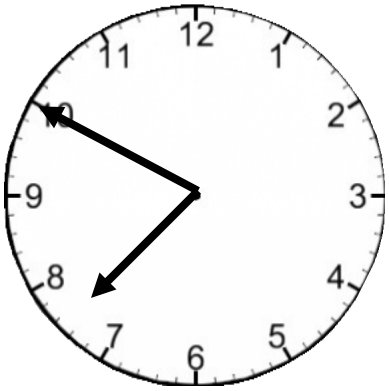
Release of Pupil During School Day

Definite procedures are followed to assure the safety of children who are released during the school day.

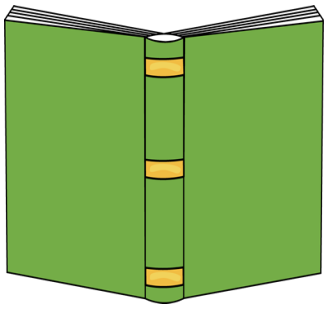
- Written permission should be sent to the teacher stating the requested time of release.
- The parent (or other named adult in the note) MUST COME TO THE OFFICE and sign for the child. All children MUST BE signed out in the office.
- If any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent specifying the necessary information.
- Students will not be called from class until the parent is in the office.

School Hours

7:20 - Office Opens
7:45 - Student Day Begins
2:25 - Student Day Ends
4:00 - Office Closes



Textbook & Materials



It is the policy of the school division to provide textbooks for the students. Any loss or damage by the students to school property including textbooks, library books, materials, facilities, or equipment will result in a charge based on the replacement cost.

Transportation

Morning:

Bus transportation routes are established by the School Board. Students must be at their bus stop five minutes before the regular pickup time. Students transported by parents to school should not arrive before 7:20 a.m. Teacher supervision begins at 7:20 a.m. in the classroom. Please have your students ready to exit the car when you get close to the front of the line. Parents will need to stay in the car to help expedite the car rider line.

Afternoon:

Students who do not ride the school bus and transportation is provided by their parents (or their designee) are to be picked up outside the door closest to the cafeteria. Parents will be given a tag on which to write their students' names. They will place the tag on their mirror and line up according to instructions. Students will be called from the cafeteria and loaded into their cars. Please remain in your car to help with the traffic flow and to help expedite dismissal.

Please call the office before 2:00 to make any changes to transportation. You can also send a written note to school with your child and that will be turned in to the office.

We have awesome bus drivers and highly encourage students to ride the bus!