Leesville Road Elementary School

2025-2026

FAMILY HANDBOOK

SCHOOL HISTORY

In the fall of 1960, Leesville Road Elementary School began its proud history with fourteen classrooms housing grades one through seven. The school is located on Leesville Road, the main thoroughfare in the attendance area, thereby giving the school its name. The campus-style facility was designed by Mr. Carl Cress and constructed by English Construction Company. The first principal of the school was Mr. Andrew Foley.

Two new units, each containing four classrooms, were added in 1961. The resource and projection rooms were also converted into classrooms making a total of twenty-four classrooms, an administrative suite, media center, and cafetorium.

Beginning in 1965, Mr. Robert Hicks came from Brookneal Elementary School to Leesville Road Elementary School as principal and remained until 1967 when he assumed the principalship at Brookville High School. His secretary was Mrs. Boolie Martin, and she remained as secretary for the next three principals until she retired in 1992.

During Mr. Hicks's tenure in 1966, the sixth and seventh graders were transferred to the old Brookville High School building which became Brookville Middle School. Mr. Hugh Pendleton followed as principal and stayed until 1971, when he was named principal of Rustburg High School. Mr. Jack Ballard succeeded Mr. Pendleton, and stayed for ten years when he was appointed Director of Elementary Education for Campbell County Schools.

In 1981, Mr. Lee Lewis left the J. J. Fray Elementary School principalship to return to Leesville Road Elementary School. Under Mr. Lewis's leadership programs for the gifted, computer literacy, computer labs, remedial reading, and special education were expanded or added. He was also responsible for implementing the school's pre-kindergarten program. Kindergarten was extended from a half-day to a full-day basis in the 1983-1984 school year. The enrollment of the school then was approximately five hundred seventy students.

Several years ago, the Campbell County School Board and the Campbell County Board of Supervisors committed the county to fund a major construction program at Leesville Road Elementary School. Community and staff input into this project was facilitated by Mr. Leon Brandt and Mrs. Boolie Martin of the school board and Mr. Leroy Helferstay and Mr. Jimmy Mays of the board of supervisors. Their ideas were transformed into the "new" Leesville Road Elementary School by Mr. Craig Brewer, Director of New Construction.

The project probably was one of the most difficult school construction jobs ever attempted in the state. A campus-style facility was placed under one roof, necessitating continuous movement of students and staff throughout the year and a half of construction. During this process all persons involved were extremely patient and cooperative.

Finally by mid-December 1998, Leesville Road Elementary School was ready for its dedication to another forty years of serving our youth. After the construction was completed, grade five returned to Leesville Road Elementary. Although the "new" school is almost twice as large as the old one, the warmth and cohesiveness of its staff and community have not changed. The school has been and will remain one where children come first.

The school has been served by ten principals: Mr. Andrew Foley (1960-1964), Mr. Robert E. Hicks, Jr. (1964-1967), Mr. Hugh Pendleton (1967-1969), Mr. Alvin J. Ballard, Jr. (1969-1981), Mr. J. R. Lee Lewis (1981-2000), Mr. Bruce Abbott (2000-2007), Mrs. Katherine B. Bowles (2007-2011), Mrs. Amy

Hunley (2011-2018), Mr. Joel Slater (2018-2025), and Dr. Heather R. Boyles (2025-present). A series of assistant principals have also served Leesville Road Elementary School: Mrs. Nancy Farley, Mr. Lee Lewis, Mr. Charlie Booker, Mr. Rhody Meredith, Mr. Bruce Abbott, Mr. Richard Burge, Mrs. Kathy Bowles, and the current assistant principal, Mr. Kenneth Marks.

The road directly in front of the school building was renamed "Lewis Way" on June 16, 2000, in gratitude of Mr. Lewis's service.

The current enrollment of Leesville Road Elementary School is approximately six hundred thirty students, grades pre-kindergarten through five.

MISSION STATEMENT

Leesville Road Elementary School's mission is to give each student the opportunity to achieve success. Realizing that everyone is unique, we will provide a safe learning environment in which every child can develop into a productive citizen in an ever-changing society.

CONTACT INFORMATION

Mailing Address:
Leesville Road Elementary School
25 Lewis Way
Lynchburg, VA 24502
Phone Number: (434) 239-0303
Fax Number: (434) 239-0355
Website: https://lres.campbell.k12.va.us

SCHOOL CALENDAR 2025-2026 (subject to change)

FIRST SEMESTER	SECOND SEMESTER
July 29: New Teacher Orientation Aug. 4-8: Teacher Workdays (Open House Aug. 6) Aug. 11: PK & K Orientation 1/2 Day Aug. 12: First Day of School Sept. 1: Labor Day Holiday (Offices Closed) Sept. 26: Professional Dev. Day – School Closed for Students Oct. 2- Parent Teacher Conferences Oct. 16: End of 1st 9 Weeks Oct. 17-20: Fall Break- School Closed Oct. 21: 2nd 9 Weeks Begins Conference Day (12-7) - School Closed for Students Nov. 3: Professional Dev. Day—School Closed for Students Nov. 4: Election Day – School Closed for Students Nov. 26-28: Thanksgiving Holiday (Offices Closed) Dec. 19: 2-Hour Early Dismissal Dec. 22-Jan. 2: Winter Break (Offices Closed)	Jan. 9: End of 2nd 9 Weeks/End of 1st Semester Jan. 12: Teacher Workday–School Closed for Students Jan. 13: 3rd 9 Weeks Begins/2nd Semester Begins Jan. 19: Martin Luther King Holiday (Offices Closed) Feb. 16: Presidents Day (Office Closed) Mar. 19: End of 3rd 9 Weeks Mar. 20: Professional Dev. Day–No School for Students Mar. 23: 4th 9 Weeks Begins Apr. 6-10: Spring Break (Offices Closed April 6-8) Apr. 22: PK Screening & Kindergarten Enrollment May 25: Memorial Day (Offices Closed) May 29: Last Day–2 Hour Early Dismissal June 1-2: Teacher Workdays June 8-26: Summer School

ACCREDITATION STATUS

Leesville Road Elementary School is accredited by the Virginia State Board of Education. A copy of our school quality profile is available for review on the Virginia Department of Education website.

ADDRESS CHANGES

Two forms of proof of residency in our school district are required anytime there is a move or change of address. Notify the school in writing whenever you have a change of address, phone number, or other emergency contact information during the school year.

ADMISSION INTO SCHOOL

Age - A child may enter kindergarten if he/she has reached age five on or before September 30th. **Children who are six years old by September 30th must be enrolled in school**.

Certificate of Birth - All students admitted for the first time to any public school in Virginia must present a certified copy of the pupil's birth certificate. (§22.1-3.1 Virginia State Code)

Physical Examination - Children entering kindergarten or elementary school for the first time must have a comprehensive physical examination performed within the twelve months prior to the first day of school and the parent or guardian shall furnish the school with a report signed by a licensed physician. There is a religious exemption for the physical exam requirement. (§22.1-270 Virginia State Code)

Residency Validation - When a student is being registered in Campbell County Public Schools for the first time, it is required that the parent or guardian present two valid forms of proof of residency in our school district. Acceptable documentation includes:

1. A copy of a mortgage, lease, deed, or purchase contract for your principle residence in Campbell County
2. Notarized statement from your landlord
3. Driver's license
4. Utility bill
5. Other documentation as deemed appropriate by administration

False statements of Residency: § 22.1-264.1 of Virginia legal code. A parent or guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child in a particular school division or school attendance zone if the purpose is to avoid tuition or to enroll the student in a school outside the attendance zone in which the student resides.

Vaccinations - A parent or guardian must present evidence of his/her child having been immunized against the communicable diseases for which vaccinations are required by state law. **Students who are not fully vaccinated (or who have not met alternate requirements) will not be allowed to enter school.**

Online Application -Parents and/or Guardians are required to complete online registration at the time of, or prior to, their child enrolling in school.

How do I get started?

1. Go to the Campbell County Public Schools website at ccpsva.org
2. Click on **New Student Registration or Kindergarten Registration**
3. Create an account

4. Log in and follow the instructions

ANNUAL STUDENT INFORMATION UPDATE
Parents or Guardians are required to annually update their child's information using the Infinite Campus Parent Portal update contact information, media release forms, acceptable use agreement, and counseling programs. It is very important to have the most accurate and up-to-date information for emergency information and contacts. To access this program, go to https://campbellva.infinitecampus.org/campus/portal/parents/campbell.jsp**.** Schedules and teacher assignments will also be made available to parents through the Parent Portal.

ATTENDANCE

Notification for Absences: When a student is absent from school for an entire day, or for one or more class periods, a parent or guardian must notify the school through School Dismissal Manager or in a written, faxed, or emailed note **within three (3) days of the student returning to school. The notification must contain the following:**

- the date the note is written;
- the student's full name;
- the reason(s) for the absence(s);
- the date(s) of the absence(s); and
- the parent's or guardian's signature (acceptable by email if address can be verified by school)

Excused Absences: Students shall not be tardy to school or absent without an acceptable excuse. Absences due to the following conditions will be considered excused if documented **within three (3) days of the student returning to school.** Please note that **only 10 days of parent notes will be excused**. **After 10 days of parent note excusals for any reason, additional absences will be marked unexcused.**
1. Death in the immediate family.
2. Subpoenaed court appearance.
3. Medical condition (as documented by the parent and/or physician).
4. Religious holiday (if such holiday is verified and the school is notified in advance).
5. Other good and just cause as approved by the principal.

Medical documentation is required to verify doctor's appointments and may be required to verify illnesses. The principal will be the judge of the validity of any excuse. **A principal may require medical documentation if a student has displayed a pattern of excessive absences.** LRES administration accepts **up to five** parental illness excuses before requiring medical documentation.

Excessive Excused Absences: The attendance record of students with more than 10 excused absences will be reviewed by the principal and addressed if needed. A school level truancy plan may be initiated by the principal after 10 excused absences.

A student is considered chronically absent when 18 absences have accrued for any reason, excused or unexcused.

Upon Fifth Unexcused Absence without Parental Awareness and Support: The school principal/designee shall make a reasonable effort to ensure that direct contact is made with the parent to explain the consequences of continued nonattendance. The principal/designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance (§ 22.1-258, Code of Virginia).

After Fifth Unexcused Absence without Parental Awareness and Support: If the pupil is absent for more than one additional day after direct contact with the pupil's parent, the school principal/designee will refer the family to the truancy officer for the Brookville attendance zone. The truancy officer shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve.

If the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the truancy officer shall schedule a conference with the pupil and his parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of services as defined in § 16.1-228 or (ii) institute 47 proceedings against the parent pursuant to § 18.2-371 or 22.1-262.

Excessive Tardiness to School: To ensure a successful start to each school day, students must arrive at school on time. When students demonstrate a pattern of unexcused tardies, school staff may contact the parent to discuss the unexcused tardiness and to develop a plan to remedy the problem. The student may also be required to ride his/her assigned bus to school and if the student is attending a school out of his/her assigned zone, the principal may recommend to the superintendent that the student's crossing boundaries approval be revoked.

Arrival to School late (tardy): Students who arrive after 8:45 a.m. **must be walked in by an adult** to be signed in at the office. Students who are not in their classrooms by 8:50 will be marked "tardy."

Dismissal Precautions: A valid driver's license is required to check-out a student from school. A formal check-out system shall be maintained in each school. School principals/designees shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil.

BEVERAGES AND FOOD

Research and experience show that we all perform better mentally and physically when we consume a balanced diet. For that reason, we ask that students refrain from bringing sodas or other caffeinated/sugary drinks to school. We also discourage students from bringing more than one candy or other sugary snacks and/or items in lunches. Water bottles are encouraged and are allowed in the classrooms, but must have a fully closeable lid. No glass bottles are allowed.

Campbell County Schools recognizes the link between student health and learning. Nutrition guidelines have been selected by the division for all foods available on every school campus during the school day.

BULLYING DEFINITION AND REPORTING

The Campbell County School Board believes that all students have a right to a safe and healthy school environment free from bullying and harassment and is committed to promoting mutual respect, tolerance and acceptance. There is a form to report alleged bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and /from school in the current school year. If you are a student victim, parent/ guardian of a student victim, or a school staff member and wish to report an incident of alleged bullying, complete this form and return it to the administration. Forms are located in the school office.

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the

aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyberbullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict." (Virginia Code Section 22.1-276.01).

BUSES

Campbell County Schools provides bus transportation to Leesville Road Elementary School and back home for all students living within the zone. **Riding the bus is a privilege that may be revoked when student conduct jeopardizes the safety and comfort of others.** Students are under the authority of the Campbell County School Board while riding and school provided transportation and while waiting at the bus stop.

CAFETERIA

- Breakfast is available starting at 8:25 a.m. each morning.
- Lunches begin around 11:15 a.m. & run through approximately 1:05 p.m.

Students who wish to bring lunch from home may not bring glass containers. The school cafeteria accepts checks, however, if your check is returned, your account will be debited electronically for the face amount and fees allowed by the State of Virginia. Checks written to the school cafeteria that are returned for insufficient funds are sent directly to an independent collection company. All checks must contain a valid phone number.

Food Allergies: If your child has specific food allergies, provide the cafeteria manager with a note from your doctor so it can be documented in our system. Once your child enters their ID number, a warning notice will flash up to alert the cashier of the allergies. We try to be sensitive to those students that have specific food allergies by designating an "Allergy Aware" table for each class in the cafeteria. Students sitting at these tables should not have any items containing nut products. These tables and chairs will be cleaned using disposable cleaning rags.

Lunch Visitors: If you would like to have lunch with your student, you will need to sign in with the front office with your driver's license and obtain a visitor's badge. Lunch visitors are expected to display appropriate behavior aligned with school division policies and rules. After lunch, please be sure to check out in the office before leaving the building.

Meal Delivery: Meal delivery services, such as DoorDash, Uber Eats, and similar options, are not permitted for students. The school office serves as the hub of the school and the main point of contact for families and the community. It is impractical for the office staff to deliver meals throughout the day and effectively conduct school business.

CANCELLATION OF SCHOOL
CLOSINGS / EARLY CLOSINGS / DELAYED OPENINGS

Closings: Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. School will not be cancelled unless a significant safety risk has been created by unusual circumstances. There are several other ways to keep up with weather related school closings or delays:

- On Facebook, "Like" the CCPS page (This is the first place the County will post any closings or delays),
- Watch local television stations or listen to local radio,

- Check your phone for a call or text message regarding school closings

Early Closings: If school dismisses one or two hours early, be sure your child knows what they must do and where to go if you are not home. If both parents work, make sure the school has information on where your child is to go as well as your business phone number. Be sure to provide this information in writing to your child's teacher. Make sure the office has the names of the persons allowed to pick up your children at school in case of an emergency. **NO PERSON WILL BE ALLOWED TO TAKE YOUR CHILD UNLESS WE HAVE INFORMATION ON FILE COMPLETED BY YOU (e.g. INFINITE CAMPUS), OR WRITTEN PERMISSION FROM YOU.** Enter all individuals that are allowed to pick up your child during the school year within the online system.

Delayed Openings: The Superintendent has the authority to open school later than the regular starting time. Every effort will be made to have morning radio and TV stations announce school closings or delayed openings by 7:00 a.m. For updates, listen to the radio, watch your television, check CCPS Facebook page, or check your phone for a call, voicemail, or text message.

CAR RIDER PROCEDURES

All visitors are expected to follow the signs designating parking, student drop off and pick up. Due to safety concerns and traffic laws, no cars, apart from staff, should enter the posted Buses Only area.

No students are permitted to be dropped off or picked up by parents outside of the designated car rider area without documented need and specific approval from administration. The designated car rider area is located at the back of the school near the gym.

All visitors are asked to be very careful and refrain from using cell phones while operating vehicles around the school. All students should arrive by car-rider drop off or bus drop off.

Morning Procedures: Parents who bring their child to school should use the Constitution Lane entrance in front of the school and follow the road around to the back of the school. When dropping off students in the morning, pull all the way up so that multiple cars can unload at the same time. This area is to be used as a "drive by-drop off area" and should move quickly. Please have children ready to exit on the passenger side of your vehicle. School staff members will be in this area to monitor your child. Stay in the line at all times; **there is no passing other vehicles while in the car rider line**. When parents need to accompany their children into the building, park in the side visitor parking area and sign in upon entering the school.

Parents are not to walk their child(ren) to classrooms after the first day of school. This policy is in effect to minimize class disruption, provide a safe and secure school environment, and to foster a sense of independence in our students. If a child continues to have difficulty with separation from parents, administration will meet with parents to develop a plan to help resolve the issue.

Teachers are not available to hold impromptu meetings with parents in the mornings. Parents will need to schedule meetings with teachers in advance.

Afternoon Procedures: Car riders (children being picked up by parents) will be dismissed at 3:35 p.m. each day to the side entrance by the gym. Parents line up in the car rider lane with their SDM tags visible, and wait for the children to be dismissed. As parents drive up to the loading area, children will be allowed to proceed to the car. Students must wait for their vehicle to stop at the designated area before being allowed to exit the line.

We can place all the children in their respective cars within 20 minutes if everyone follows these directions. **Parents are not permitted to park and cross the car lane!** This slows down the dismissal and creates a dangerous condition for the children. The Campbell County Sheriff's office studied our car rider dismissal procedures and advised that no foot traffic should occur while loading students in the afternoon. **Parents who need to pick up prior to 3:35, must come to the office *before 3:15*** and the child will be called from class. Early pickup should occur infrequently. If a parent does not arrive to pick up his/her child by 3:55 p.m. the child will be taken to the office and parents contacted.

The **BEST** way to notify the school of transportation or dismissal changes is through School Dismissal Manager (SDM). All changes must be entered into SDM by 2:30 pm **EACH** time there is a change to a child's dismissal plan.

CHILD ABUSE AND NEGLECT

Teachers or other employees of Leesville Road Elementary School are considered mandated reporters and are required by law to report suspected cases of child abuse or neglect to the school principal or designee, who in turn will contact Campbell County Department of Social Services as deemed appropriate.

CLASSROOM CONCERNS

We treat all concerns with respect. Teachers are in charge of their classrooms and must be the first contact when any classroom concern arises. If a problem continues after the teacher has had the opportunity to address it, parents should contact one of the administrators. If a parent concern is a school-wide matter or an emergency, they should contact an administrator directly. School administrators will make every effort to resolve the problem and involve all appropriate school personnel. Concerns brought to administrators about school staff must be documented. Social media should not be used as a forum to resolve concerns.

CLINIC

Our school will make every effort to assist parents with administering medication to children when absolutely necessary. We appreciate our parents' assistance in regard to understanding that the school needs to limit the administration of medication to only those children in real need.

Prescription Medications: Prescription medication can be administered to students at school when authorized by the child's physician. Prescription medication must be in the original container and delivered to the school nurse or designee by the parent/guardian along with a completed Authorization for Medication Administration form, signed by the physician. The prescription bottle or package must state the child's name, medication name, and dosage information. No medication will be dispensed to children from baggies or unmarked containers. Advise the school when medication requires refrigeration. Any morning medications should be administered by parents.

Non-prescription Medications: Non-prescription medication can be administered to students with the written permission of the parent or guardian that includes the medication name and dosage information. Non-prescription medication must be a pediatric medication in the original container and delivered to the school nurse or designee by the parent/guardian along with a completed Authorization for Medication Administration form. A doctor's signature is not required for non-prescription medication.

Student Health / Illness: The School Nurse is available daily to assist students with health and illness issues. If a child becomes ill, the parent will be contacted to pick the child up from school. Parents

should park in the designated visitor area in the front parking lot when picking up your child. 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 at the hospital. Remember to update the school with any emergency contacts and phone numbers throughout the year. All students should have at least two emergency contact numbers on file with the school.

Remember:

- **Children must be without a fever (without fever-reducing medication) for 24 hours before returning to school. A fever is considered 100 degrees or higher, taken by mouth or ear.**
- **Children must be free from diarrhea and/or vomiting for 24 hours before returning to school.**

CONFERENCES

Parent/Teacher Conferences are an important communication tool in reporting the progress of each child. It is expected that parents and teachers work in partnership to discuss student progress and support on the designated conference nights. Conference dates and times will be communicated through the Friday Family Bulletin in advance of the conference.

Each teacher will send completed work home from the previous week in the child's folder on Tuesday. A weekly update/newsletter will be included in the Tuesday folder or emailed to parents. This will assist the parents in monitoring their child's progress in school. Parents may **NOT** go directly to a classroom during the school day to conference with a teacher.

DISCIPLINE

It is the belief of the Campbell County Public School Board that all students have the right to an environment that is safe, drug-free, and conducive to learning. To that end, our school system not only has the duty of providing an education for all students, but also has the responsibility of establishing standards of student conduct that help create an atmosphere supportive of learning. Students and their parents/guardians can expect school personnel to reinforce positive behaviors.

As parents/guardians of students in Campbell County, you are asked to review the Code of Student Conduct as outlined in Board Policy JFC-R with your children and give your support to Campbell County Public Schools in our efforts to promote high quality instruction and an atmosphere conducive to learning.

Leesville Road Elementary School encourages self-discipline in our students. The behavior expected from the students is based on common respect, courtesy, and safety considerations.

Positive reinforcement will be encouraged throughout the school. Students who exhibit poor behavior will be administered a suitable consequence. Each teacher will compose a behavior plan. Teachers will share this plan with students and parents at the beginning of the school year.

DRESS CODE FOR STUDENTS

LRES school staff rely on students and parents to exercise good judgment in selecting appropriate clothing that does not disrupt learning or cause a safety concern. Students must wear a shirt and pants, shorts or a skirt or the equivalent (dress, jumper, etc.) and shoes. In general, students should dress neatly and modestly, wearing clothing that is not distracting to other students, teachers, or the administration. Athletic footwear must be worn during PE and recess. Flip flops or backless shoes are

prohibited for elementary students. The administration/staff will contact a parent if dress is deemed inappropriate. Inappropriate attire will be given corrective attention.

The following types of attire (including clothing, jewelry, or other displayed personal belongings) are prohibited:

1. Attire that has language or images that are offensive, profane, or vulgar, discriminatory, or racially/culturally divisive.
2. Attire that has language or images that promote illegal conduct, violence, or the use of drugs or alcohol.
3. Attire that causes or is reasonably likely to cause a substantial disruption to the learning environment.
4. Attire that causes or is reasonably likely to cause a safety concern.

Some school or classroom activities and curriculum may require specific dress guidelines (e.g., physical education). Any such requirements will be explained by the school staff and addressed in a course syllabus/parent letter. For more information, please refer to CCPS Board Policy JFC-R.

EARLY DISMISSAL / STUDENT SIGN-OUT PROCEDURES

Parents who desire to pick up their children between 8:25 a.m. – 3:35 p.m. must come to the office. **If you must pick your student up early, we ask that you sign-out before 3:15 pm.** If your child is sick, use the designated visitor parking spaces in the front parking lot.

The office staff will use the intercom to call the child's classroom teacher. The office will not call for students after 3:15 p.m. Parents who want to pick up their child before the end of the day must do so before 3:15 p.m. Early pickup should occur infrequently. The parent or authorized individual is required to scan their driver's license on the office computer. **LRES STAFF WILL NOT RELEASE A STUDENT TO ANYONE UNLESS THIS PROCEDURE IS FOLLOWED.**

ELECTRONIC DEVICES: CELL PHONES, SMART WATCHES, ETC.

For CCPS students, the use of personal communication devices is prohibited during the school day. If an elementary school student has a personal communication device that is needed for before and/or after-school contact with family members, it must be turned off and left in the student's book bag at all times. Any devices that are out during the school day or distracts from the learning environment will be confiscated by administration. Parents will be notified to pick up the device from school at their earliest convenience. Further violations to this policy will result in progressive disciplinary measures as outlined in the CCPS Code of Student Conduct. Leesville Road Elementary School and staff are not responsible for damaged, lost, or stolen items.

FERPA, DIRECTORY INFORMATION, PPRA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of
age and older (eligible students) certain rights with respect to the student's scholastic records. They are:

> The right to inspect and review the student's scholastic records within 45 days of the day a school in Campbell County Public Schools (CCPS) receives a request for access. Parents or eligible students should submit to their child's school principal a written request that identifies the record(s) they wish to inspect. The school principal or principal's designee will arrange for access and notify the parent or eligible student of the time and place where the records may be

inspected.

The right to request the amendment of the student's scholastic records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy under FERPA.

- Parents or eligible students who wish to ask a CCPS school to amend their child's or their scholastic record should write to the school principal, clearly identify the part of the scholastic record they want changed, and specify why it should be changed. If the school decides not to amend the scholastic record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) contained in the student's scholastic record, except to the extent that FERPA authorizes disclosure without consent.

- FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by CCPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School Board. A school official includes a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from scholastic records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official typically has a legitimate educational interest if the official needs to review a scholastic record in order to fulfill their professional responsibility.

Upon request, the CCPS schools disclose scholastic records without consent to officials of another school or school division in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer. Whenever a student transfers from CCPS, a copy of the scholastic record, including disciplinary records, will be transferred to the school division the student transfers to upon request from the receiving school division. Disciplinary records include school records related to disciplinary action taken against a student for violating the School Board rules or policies on school property or at school-sponsored events.

- Reference CCPS Policy JO: Student Records for additional exceptions that FERPA authorizes disclosure of personally identifiable information without consent.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CCPS school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Campbell County Public Schools (CCPS), with certain exceptions, obtain written consent from the parents and students who are 18 years of age and older (eligible students) prior to the disclosure of personally identifiable information from a student's scholastic records. However, CCPS may disclose appropriately designated "directory information" without written consent, unless the parent or eligible student has advised CCPS to the contrary in accordance with CCPS procedures. The primary purpose of directory information is to allow CCPS to include this type of information from a student's scholastic records in certain school publications. Examples include:

- school yearbooks;
- graduation, theater, athletic, and music programs;
- video of performances, school activities, and athletic events;
- articles about school activities and events;
- lists of those receiving honors, awards, and scholarships; and
- team rosters and class lists.

CCPS produces and participates in television, video, and audio recordings, websites, and still photograph productions that may use a student's name, likeness, or voice. Students may be photographed or video recorded by CCPS staff members or by vendors working for CCPS for use within CCPS for CCPS education-related activities, for example, student identification pictures or video recordings of classroom activity used for teacher training or student evaluation purposes. In addition to these internal uses, CCPS may disclose photographs of a student to the public as directory information for such uses as school yearbooks. CCPS also may disclose a student's image, name, or voice in CCPS photographic productions or other CCPS-sponsored publicity.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA), to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings. Directory information will be released to institutions of higher education that request this information. The high schools will provide a form to parents or eligible students to opt out of disclosure to the military and higher institutions if requested.

If a parent or eligible student does not want CCPS to disclose directory information from their child's or their scholastic records without prior written consent, the parent or eligible student must notify their child's or their school principal in writing by September 20, 2025. CCPS has designated the following information as directory information**:**

- Student's name, including nickname
- Name of parent or guardian with whom the student lives
- Address
- Telephone listing
- Grade level
- E-mail address
- Photographs and other images that feature the student
- Date and place of birth

- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Degrees, honors, and awards received
- Most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, or other factor known or possessed only by the authorized user.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing, or to sell, or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request, and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or older (eligible student) or an emancipated minor under state law.
Campbell County Public Schools (CCPS) has adopted Policy JOB: Administration of Surveys and Questionnaires regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. CCPS will notify parents of the policy at least annually at the start of each school year and after any substantive changes. CCPS will notify parents of the specific or approximate dates of the activities or surveys if CCPS has identified them at the start of the year. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out. Parents will also be provided an opportunity to review any pertinent surveys. The following are covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution;
- Administration of any protected information survey not funded in whole or in part by ED;
- Any nonemergency, invasive physical examination or screening as described above.

Parents, eligible students, or emancipated minors who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

FIELD TRIPS

Field trips within our county and to nearby points of interest are scheduled by classroom teachers throughout the school year to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance, be asked to sign field trip permission forms, and sometimes be asked to send in money to help defray transportation or facility use costs. Payments must be for the exact amount and parents are encouraged to use the online payment option. Notify your child's teacher if you are unable to pay for a field trip. Students must report to the school as normal on field trip days and ride the bus to the field trip location with his/her class. With prior notice to the teacher and LRES office, parents may sign out **their child** with the teacher from a field trip location.

GIFTED STUDENTS

Our school will officially begin to identify students for the gifted program in second grade after the standardized test data are received, examined, and considered along with other criteria. Students in grades K-5 may also be identified using similar criteria.

GRADING/REPORT CARDS

Grades provide for the evaluation of student achievement. As a parent or guardian, you can expect samples of your child's work to be sent home to you weekly. K-5 student progress will be updated by the end of the 5th week of each 9-week grading period. At the end of each 9-week grading period, parents will receive a formal report card.

Grading Scale: Nine-week grades in kindergarten, first grade, and second grade will utilize standard-based grading practices. These grades will be based on specific learning standards. No final or semester grades will be assigned in these grades.

Advanced: The student has independently mastered and is working above grade level expectation(s)	Advanced
Proficient: The student has independently mastered grade level expectation(s)	Proficient
Developing: With teacher support, the student is approaching grade level expectation(s)	Developing
Insufficient Progress: With teacher support, the student is not approaching grade level expectations(s)	Insufficient Progress
Skill has not been taught for mastery	/

Nine-week grades in grades 3-5 will be assigned as follows. Quarter grades within a half-point will be rounded up to the nearest whole number when averaged.

LETTER GRADE	NUMERICAL GRADE	LEVEL OF PROFICIENCY
A	90-100	Outstanding
B	80-89	Above Average
C	70-79	Average
D	66-69	Below Average
F	Below 66	No Credit
I		Incomplete

If you have any questions or concerns, call or e-mail your child's teacher for a conference. Additional information regarding Campbell County's grading policy is located at CCPS Board Policy JOA.

ParentPortal: Parents have access to their child's academic progress real time through the ParentPortal in Infinite Campus. Parents can view assignments, grades, and attendance information on this website. Additionally, reports can be requested as well as preferences set for notifications. The login information parents receive will follow their child(ren) through 12th grade. If parents have any questions or have lost their login information, contact the school.

HOMEWORK

Homework may be assigned at the discretion of the teacher and shall be appropriate to the needs of the student and the goals of the instructional program. Homework should be assigned only after introduction and thorough explanation of the skills necessary to successfully complete the assignment. Homework should be assigned in such a manner that it:

- promotes research efforts on the part of individual students
- takes into consideration the availability of the students' time and abilities
- is a follow-up of work previously introduced or supplementary work

- may be evaluated properly with recognition being given for a student's efforts
- will contribute to the on-going work of any specific class in which the work is required or assigned

Studying for tests and quizzes and reviewing class notes are excellent activities for homework. Teachers may also give extra practice to those students seeking mastery or to those whose parents request extra work.

HONOR ROLL

Students in grades 3-12 earn a place on the A Honor Roll or the A/B Honor Roll by meeting the following criteria based on nine weeks grades:

· **A Honor Roll:** A student earns an A only in each course for which a grade is assigned.
· **A/B Honor Roll:** A student earns an A or B only in each course for which a grade is assigned.

Students who have been suspended out of school during the grading period are not eligible for Honor Roll recognition, regardless of academic grades. Attendance and handwriting are not considered in awarding Honor Roll.

HOURS OF OPERATION

8:00 a.m.	School Office opens
8:25 a.m.	Breakfast program begins, Car Rider doors open and bus loads arrive; Children complete classroom entry tasks and prepare for the day
8:50 a.m.	Tardy Bell Rings; Morning Announcements begin
8:55 a.m.	Breakfast is over
8:50 a.m.	Instructional day begins; students in classrooms ready to learn; all doors are locked. Visitors enter through the single door at the front of the school that leads directly into the office. Visitors will be buzzed into the school.
3:35 p.m.	Begin dismissing bus riders to the front of the school and car riders to near the gym
5:00 p.m.	School Office closes

LIBRARY MEDIA SERVICES

The mission of the Leesville Road Library Media Center is to ensure that students and staff are effective and efficient users of ideas and information. Our library media program promotes literacy and the joy of reading; provides guidance in the use of information, instructional materials, and educational technology; and serves as a resource for materials and activities that promote life-long learning. Our facility houses a substantial collection of books, magazines, and audiovisual materials and is fully automated, with an electronic circulation and on-line catalog system. Students in all grades will have scheduled circulation and instructional classes. During these classes, children are exposed to a variety of literature and receive instruction that supports the Virginia Standards of Learning, with particular emphasis on the English and Computer Science SOLs.

LOST AND FOUND

Please have your child's name written or taped on all articles such as coats, hats, notebooks, lunches, etc. The school is not responsible for damaged, lost, or stolen items. The school has a designated "Lost and Found" area. Students and parents are encouraged to check the lost and found area should an item be misplaced. All unclaimed items will periodically be given to a local charity. School administration and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave valuables at home.

MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

A state law requiring students and staff to observe a moment of silence at the beginning of each day became effective July 1, 2000. A moment of silence will be observed each morning. Students will be expected to remain seated and silent at this time.

Virginia legislation states, "All students shall be required to learn the Pledge of Allegiance and to demonstrate such knowledge." The legislation further stipulates that each school board "shall require daily recitation of the Pledge of Allegiance in each classroom of the school division and shall ensure that the flag of the United States is in place in each classroom." Students are to stand and recite the Pledge while facing the flag with their right hand over their hearts. No student, however, can be compelled to recite the Pledge if he, the parent, or guardian objects on religious, philosophical, or other grounds to participating. Students who are exempt are to remain quietly standing or sitting at their desks while others recite and are to make no display that disrupts or distracts others.

NEWSLETTERS

A weekly callout/email, "*LRES Family Bulletin,*" will be sent out each Friday afternoon or on other occasions as necessary. Parents without email may request that a paper copy be sent home. Teachers will send home student work in Tuesday Folders and also include a weekly newsletter (either paper copy or electronic copy). Refer to the school website for calendar information and the most up-to-date information.

NON-CUSTODIAL PARENT RIGHTS

The General Assembly added section 22.1-279.4 to the Code of Virginia, which specifically allows non-custodial parents to participate in school related activities. The law states that unless there is a court order to the contrary, non-custodial parents cannot be denied the opportunity to participate in school activities such as lunch breaks, parent/teacher conferences, and extracurricular activities. In fact, the law states that non-custodial parents should be allowed to participate in any activity that is supported or encouraged by school policy. If there is a court order denying access, it is the responsibility of the custodial parent to provide a copy of that order to the school.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is a tremendous asset to Leesville Road Elementary. The PTO officers have been busy planning programs for our school family and have developed ways in which the PTOcan support the educational programs at Leesville Road Elementary. We encourage each family to be active participants in our PTO during the school year. The PTO Board assists the members in planning and administering the PTO events and activities. See our regular school calendars for information about meeting dates.

PARTIES / SPECIAL PROGRAMS

Party plans are under the control of the school. The classroom teacher will coordinate these activities, including approval and checking of any food brought to school to share. Parental involvement is encouraged during these special events. Parents are encouraged to purchase items from the school cafeteria or to purchase individually wrapped items with contents and nutritional information listed on the packaging. This will allow us to monitor food items for students with certain health or dietary concerns. Celebration food notices will come home for parent/guardian approval.

Parents are discouraged from sending cupcakes or other birthday treats to school. If you wish to send birthday treats to school, the teacher must be notified in advance. Foods must be store-bought with an ingredient label. Any snacks and treats will be eaten in the classroom to avoid sharing and competition with the cafeteria.

PARTY INVITATIONS

The distribution of private party invitations is allowable if all students in the class are included. This procedure is necessary due to past problems with the exclusion of students to these private parties and bullying behaviors by students.

PETS

The presence of animals at school is a potential health and safety risk. Animals of any kind are not permitted in the school without prior consent from administration. **Service animals are permitted in accordance with CCPS policy.**

PHYSICAL EDUCATION

Campbell County Schools' goal is to provide a physical fitness program for all students for at least 150 minutes per week on average during the school year. Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods, and integration of physical activity into the academic curriculum where appropriate. We realize that from time to time children may not be able to participate in physical education to the full extent of the activity. If for some reason your child is unable to participate in physical education activities, send a note by the child to the physical education teacher explaining the illness or injury. Students with a hard or soft cast may not participate in P.E. or recess. This is for the safety of your child as well as others. The student will be given an alternate activity based on their capabilities such as walking, score keeping, etc. The faculty administers a series of physical fitness tests in the fall and again in the spring. Our physical education teachers will monitor the test scores and plan strategies for the improvement of physical fitness among the students. Athletic/Tennis shoes are **REQUIRED** for participation in PE. Students may not wear "sling back" shoes, "backless" shoes, "zipper" shoes (they always unzip while running), "Heely"-type shoes, or "skateboard/wheeled" shoes.

PICTURES

Leesville Road Elementary School provides students an opportunity to have school pictures taken in the fall and the spring of each year. The school also contracts with the photographer to make a class picture and publish a color yearbook. The fall pictures have a traditional background and are a more formal pose. The spring pictures are casual, featuring either a contemporary background or an environmental background. Students are encouraged to wear bright colorful clothing for their pictures. Parents will receive notification of picture dates. Picture and yearbook sales also serve as a school fundraiser. The profits from this fundraiser will be used to support school needs at the discretion of the principal.

SAFETY MEASURES

Preventing emergency or crisis situations is a top priority at LRES. In cases of emergencies, plans are in place to mobilize the school staff and community resources to respond quickly and effectively. Preventive and response steps include the following:

- The school will schedule drills (fire, tornado, earthquake, and lockdown) throughout the school year to ensure student safety. A fire evacuation drill will be held each week during the first 4 weeks of school and at least monthly throughout the year.
- All school doors are locked at all times during the school day (8:45-3:35). Visitors will need to be buzzed in.
- Staff members are required to wear identification badges at all times.
- Visitors are welcome at LRES. During the school hours, all visitors will enter through the main office where they will scan their Driver's License in order to check in. Once approved, a visitor badge will print. All visitors must wear this badge while in the school building. Visitors without a visible badge will be asked to visit the office to obtain one.
- Substitute teachers are given a summary of the Crisis Plan to use in case of emergency.
- An active school crisis team updates plans regularly to respond to medical and other emergencies. Communication and first responder provisions are part of this plan.
- Bus safety drills are practiced, and car and bus traffic are separated to the extent possible in the morning and afternoon high-traffic periods.
- A camera system is in place to monitor critical areas of the school.

SCHOOL COUNSELING PROGRAM

Campbell County School counseling programs are designed to be both developmental and preventative, assisting children with the normal issues of growing up while also dealing with the crises they face. The school counselor achieves these goals by teaching classroom lessons, career exploration, seeing children in small groups, and meeting with them on an individual basis. Children may refer themselves, or a parent or teacher may refer. Before a child is seen regularly, either individually or in a group, parental permission is required. Should parents desire that their child not participate in some aspect of the counseling program, this should be indicated in Infinite Campus during the Annual Check-up or submitted to an administrator in writing. Leesville Road parents are encouraged to call the counselor whenever they have a concern about their child. The counselor may be contacted for a phone conference or to schedule an office appointment between 8:45 a.m. and 3:45 p.m., Monday through Friday, at (434) 239-0303.

SCHOOL SUPPLIES

Each teacher has furnished his or her students with a list of supplies needed for the year. The lists are also posted on the school website. These supplies are modestly priced and easy to obtain. Notify your child's teacher if you are unable to purchase any of these supplies.

SCHOOL EVENTS

PTO events may be held multiple times throughout the year. Most events are family oriented. It is expected that parents will attend these events with their children or arrange for their child to be under the supervision of another attending adult. Students should not be dropped off to attend unsupervised unless such event permits.

TELEPHONE USE

The school phone number is (434) 239-0303. The office telephone is a business phone and is not intended for student personal use. Students will only be permitted to use the phone for emergencies as available in the office. Parents should make personal arrangements (permission to go to another child's home after school, calling for lunch money, textbooks, homework, etc.) outside of school.

TESTING PROGRAM

Specific dates will be communicated in school newsletters and calendars later in the year.

FALL:

August/September/October/November

VALLS Testing – Grades PreK-5
VKRP Testing – Grades PK- K
MAP Testing – Grades K-5

MID-YEAR:

December/January/February

VALLS Testing – Grades PreK-5
Gifted Program Testing – Grade 2
MAP Testing – Grades K-5
ACCESS – EL Students

SPRING:

March/April/May

Integrated Reading and Writing SOL – Grade 5
Standards of Learning Testing – Grades 3-5
VALLS Testing - Grades PreK-5
VKRP Testing – Grades PK- K
MAP Testing – Grades K-5

TOY WEAPONS

Toy weapons (guns, swords, knives, etc.) **SHOULD NOT** be brought to school. Students who bring toy weapons may be subject to disciplinary measures.

TRANSPORTATION

School buses are operated for the safe transportation of students traveling to and from school and school activities. Students are under the authority of the School Board while riding the bus and while waiting at the bus stop. Parents are required to accompany children in grades K-4 to and from the bus stop. If a parent is not visible to the driver at the bus stop, students in grades K-4 will be brought back to the school at the end of the run and parents will be responsible for picking up their child at school. Students in Grade 5 do not require an adult to be present.

Transportation Changes: Written permission or notification in School Dismissal Manager from the parent or guardian is required when making changes to a student's regular transportation. Contact the school as early as possible regarding any changes to transportation plans for your child. The end of day procedures at school are demanding, therefore making transportation changes at the last minute are very challenging. All notes must be sent to the office so that a transportation pass can be written reflecting the change. **Notes must include the student's full name, teacher name, date(s), bus number, location drop off, name of person responsible for your child, name(s) of other children involved.**

When two children are going home together, **both** children must have notes stating car rider or bus rider (including bus number). To eliminate overcrowding on buses, **no more than one student** may accompany another student home on the bus.

Bus Conduct: Every student is expected to show proper conduct while on the school bus. The driver of the bus is to receive the same respect as the classroom teacher. Students shall be expected to comply with the following regulations:

- Stay in the assigned seat until you get home - **NO SWITCHING SEATS**
- No eating, drinking, or chewing gum on the bus
- Cooperate with the bus driver at all times
- Glass containers, sharp objects, hangers for mobile projects are not permitted on the bus
- Keep head, hands, and feet inside the bus
- Any damage done to the bus, such as torn seats, will be paid for by the persons involved
- Use of vulgar language or gestures is absolutely forbidden
- Students are requested to help keep the inside of the bus clean

Riding the bus is a privilege, which may be revoked when the general conduct of the student is detrimental to the safety and comfort of others on the bus. The bus driver will fill out a bus referral form when a student violates bus regulations or displays unacceptable behavior. A copy of this report is placed in the student's Scholastic Record file. Disciplinary action will be initiated as outlined in the CCPS Student Code of Conduct policy.

TUESDAY FOLDERS

Each Tuesday, students will bring home announcements and their class work from the previous week. Be sure to review papers and announcements with your child, sign that you reviewed the information, and return the folder the next day.

VISITORS

Our goal at Leesville Road Elementary School is to provide a safe and enjoyable learning environment for all school community members. In order for us to accomplish this goal we ask that all visitors sign in with their driver's license in the office upon arriving on campus. Be sure to check out prior to leaving.

In order to limit disruptions to the learning environment, the office staff will notify students of items dropped off by parents, such as tennis shoes, back packs, school work, books, etc. The office staff will also call for students being dismissed.

Aside from regular volunteers, parents wanting to visit their child's classroom must have permission from the office staff. Making prior arrangements for school visits is always a good practice. The safety and confidentiality of our students is our first priority.

VOLUNTEER PROGRAM

Adults who share an hour or two each week can make a tremendous impact on the quality of education for children! We encourage you to share your talents!

- All volunteers must be fingerprinted prior to the first date of volunteering, including field trip chaperones.
- All volunteers must sign in with their driver's license in the office upon arriving on campus and be sure to check out prior to leaving.

Please be advised that the Board of Education may revise or create policies over the course of the school year. State Laws, State Board of Education Bylaws, Virginia Department of Education, and Campbell County School Board Policies and Regulations shall supersede those statements and references contained in this publication.