

# **ALTAVISTA ELEMENTARY**



## **STUDENT INFORMATIONAL PACKET 2025-2026**

### **Campbell County Schools Mission Statement**

Campbell County Schools will provide a world-class education that enables every student to choose and pursue any post-K12 endeavor.

### **Campbell County's Educational Philosophy**

The Campbell County School Board is committed to providing equal opportunity for every student to achieve maximum intellectual, social, emotional and physical growth, and ensuring that each student be equipped to communicate effectively with other people, to be competent both in the work place and in higher education, and to feel confident of the ability to make creative and constructive decisions in his/her life.

**School Hours: 8:10-3:00**  
**Address: 2190 Lynch Mill Road**  
**Altavista, VA 24517**  
**Phone Number: 434-369-5665**

## Altavista Elementary Faculty

### **Pre-K**

Mrs. Martha East  
Mrs. Kelly Miller

### **Kindergarten**

Mrs. Bethany Huggins  
Ms. Brooke Murdock  
Ms. Rose Saunders  
Mrs. Jennifer Teegarden

### **First Grade**

Mrs. Shae Caldwell  
Mrs. Ashton Gravely  
Mrs. Judith Hedgpath  
Mrs. Marci Rogers

### **Second Grade**

Mrs. Linda Hilldrup  
Mrs. Angela Holland  
Mrs. Alice Jackson  
Mrs. Susan Niblett

### **Third Grade**

Ms. Campbell Hall  
Mrs. Leslie Haskins  
Ms. Kristen Phillips  
Mrs. Beth Simpson

### **Fourth Grade**

Mrs. Stephanie Berg  
Mrs. Jeryl Callahan  
Ms. Stacey Donald  
Mrs. Ashley Laws

### **Fifth Grade**

Mrs. Cynthia Brooks  
Ms. Brittany Dray  
Ms. Grace Deady  
Ms. Caityln Koefler

### **Special Education**

Mrs. Hilary Creasey  
Ms. Jessica Fanin  
Ms. Kristy Genung  
Mrs. Ashton Justice

### **Speech**

Mrs. Martha Scruggs

### **Librarian**

Mrs. Jane Green

### **Music**

Mrs. Aimee Rosser

### **Physical Education**

Mrs. Keli Grafton  
Mrs. Laura Hood

### **Title I Reading**

Mrs. Kate Dillard  
Mrs. Jennifer Foreman

### **ESL**

Mrs. Kate Dalton

### **Nurse**

Mrs. Deborah Kopanko

### **Attendance Clerk**

Mrs. Samantha Dowdy

### **Secretary**

Mrs. Amber Mayhew

### **Guidance**

Mrs. Jessie Herndon

### **Assistant Principal**

Ms. Rachelle Herndon

### **Principal**

Mrs. Wendy Thomas-Bennett

### **Parent and Students' Responsibilities**

It shall be our policy to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship, and a favorable atmosphere for learning. Students are required to abide by the rules which are established to achieve these objectives.

This packet serves as an overview of procedures at Altavista Elementary School. A more detailed Student Handbook along with the Campbell County Policy Manual can be found at the Campbell County website [www.campbell.k12.va.us](http://www.campbell.k12.va.us). Parents should reference this website for the most up to date information on things related to the county.

### **Emergency Information**

Up-to-date emergency information is necessary in case a child becomes ill or injured at school. It is the parents' responsibility to provide complete information to the school and also new information to the school when it becomes available, (For example: new employment, new telephone number, new doctor, etc.) Parents with an unlisted telephone number are requested to provide an emergency number for school use. It is crucial that parents provide the names and phone numbers for others who can be contacted in the event that their child becomes ill and they cannot be located. **Parents are asked to update this information in Parent Portal as changes occur.**

### **Arrival and Dismissal**

1. Students can not enter the building until 7:40 A.M. At that time, they will report directly to their classroom with their breakfast.
2. Students are considered tardy if they arrive after 8:10. Tardiness distracts from the learning environment. **Parents must park and escort their child into the main office if they arrive after 8:10. Students will sign into the Raptor system with their student identification number.**
3. The morning's intercom announcements will be made at 8:10 A.M.
4. All students are to be seated in the classroom and prepared for instruction by 8:10 A.M.
5. Due to the amount of traffic waiting for dismissal and the preparation for dismissal by office staff, **students may not be checked out after 2:45 to ensure safety.**
6. Dismissal starts at 3:00. Students will walk from their respective hallway to the bus ramp or car rider hallway when dismissed by their teacher.
7. Afternoon dismissal concludes at 3:15. **Students must be picked up by 3:15 P. M.**

8. Parents must send in a note if they need to change their child's mode of transportation. On occasion the school understands that an emergency occurs after the child has left for school and changes need to be made. Parents should refrain from making late day phone calls for transportation changes. **To ensure the child receives the information, parents should contact the school no later than 1:30 to make changes to their child's transportation.**

*Please be reminded that CCPS is requiring students to ride buses to and from the same address, meaning children must ride the same bus to and from school.*

### **Breakfast and Lunch**

Breakfast and lunch are served daily. **For the 2025-2026 school year, all students will receive free breakfast and lunch.** Students will go through the cafeteria line upon arriving at school, select their breakfast items and eat breakfast in their classroom. The breakfast line closes at 8:15, therefore breakfast will not be available to any student arriving late. ***\*Please note that on a 2 hour delay breakfast is NOT served.*** For lunch, students will go through the cafeteria line and eat at their designated table with their class.

### **Attendance**

Attending school regularly helps children perform better academically. Students are encouraged to start building this habit right away. Getting to school on time, every day is important. Good attendance will help students do well.

**Absences, tardies, and early dismissals are only excused if they meet the criteria listed in the Campbell County Schools Policy Manual (Policy JED and Policy JED-R) and Campbell County Schools Student Handbook.** The school must receive a written note explaining the reason for the absence. ***Absences will be considered unexcused until this note is received.***

### **Policy for Unexcused Absences:**

- After 3 unexcused absences, a letter will be placed in the student's book bag home requesting notes.
- After 5 unexcused absences, a letter will be placed in the student's book bag requesting a parent conference. At this conference, a Truancy Plan will be developed.
- If the student has more than 1 additional unexcused absence a referral will be made to the Truancy Coordinator. An Interdisciplinary Truancy Review Team (ITRT) meeting will be scheduled to develop an intervention plan. This meeting must be scheduled no later than 10 days from 10<sup>th</sup> unexcused absence.
- **When a student has accumulated 10 total absences (excused and/or unexcused), a doctor's note will be required to excuse any future absences.**

**Planned absences should be pre-approved. Please contact Ms. Thomas so that she can consider the absence for approval. These absences will count towards the cumulative total**

**absences (a doctor's note will be required after the 10<sup>th</sup> absence). The absence will not be excused if the student has accumulated 10 or more absences and the truancy process above will start for unexcused absences.**

### **Tardy to School**

School Board Policy states the following as reasons for an excused tardy: sickness, family emergency, doctor's appointments, court appearances, etc. The school day begins at 8:10. A student is considered tardy if they arrive after that time. Parents must accompany their child into the office to sign them in for the day. Breakfast is not available for a student if they arrive late to school.

### **Early Dismissal**

Parents are encouraged to send in a note for planned early dismissals. When checking out a student, a driver's license or state issued ID will be needed. Parents will check students out through the Raptor system. Parental permission will be needed for anyone, other than a parent, to check out a student unless their name is in the student's emergency contact list. **For safety reasons, students can not be checked out from the office after 2:45 PM.**

### **Illness at School**

Schools are not staffed to care for children who are sick, nor do they have the necessary staff to transport sick children from school to home. After calling the parent, the staff will make every effort to ensure that the sick child is made as comfortable as possible until the parent's arrival.

### **Dress**

We want to make every effort to ensure that all AES students are dressed in an appropriate manner while at school. Students are expected to dress appropriately for the varying weather conditions and come to school wearing clean clothing. Any student who is not wearing appropriate clothing may be removed from class and a parent / guardian will be contacted.

We have included additional information regarding our dress code to ensure clarity of our expectations. Please refer to the Campbell County School Board Policies for more information.

Shoes must be worn at all times. Tennis shoes must be worn in physical education classes, music classes, and for recess due to mulch around the playground equipment. Outside play will occur on a daily basis except during inclement weather, heat advisory or when temperatures drop below 35° F.

Students are **not** allowed to wear the following items to school:

- Flip flops, shoes with wheels, wooden shoes, platform shoes, jelly shoes, or water shoes;
- Hats, caps, hoodies or any head covering (worn inside the building);
- Clothing that is tight and revealing, or that has writing and/or pictures which are obscene or questionable in taste for a school setting;

- Dresses, skirts, shorts, and skorts that are shorter than the student's fingertips when arms are held straight down towards knees (leggings may be worn under long shirts or long sweaters). Please note, this includes the position of holes in pants (if skin is showing thru the hole above the student's fingertip, something must be worn under the pants);
- Mesh style jerseys, spaghetti straps, or tank tops that are less than two inches wide;
- Pants that are in the "sagging" position (waistline hanging too low, so as to expose underwear);
- Clothing that exposes the midriff area;
- Key chains, toys or hand sanitizers on backpacks, belts and/or around the neck.

### **Food and Celebrations**

Candy, gum, soft drinks or other confectioneries may not be brought to school, on the bus, or eaten except for special occasions as directed by the administration or teacher. Ice cream may be sold during the lunch period on **Friday** and eaten during the lunch period. Advance notice will be given before the cafeteria starts selling ice cream.

*The sharing of food among students at any time is not permitted due to potential health and allergy concerns.*

*Parents may send in cake, cupcakes or cookies to be distributed to their child's class. This will occur at the end of the child's lunch time. Due to allergies, foods must be purchased at a store and the ingredients list must be on the container. Your child's teacher will be able to tell you if there are students with food allergies in the classroom. Party decorations, including balloons, will not be allowed in the cafeteria.*

*Invitations for parties may not be handed out in the classroom unless everyone in the class is invited.*

### **Plan for Emergencies**

Detailed plans for emergencies such as armed intruders, bomb threats, fires, tornadoes and mock disasters are outlined in the teacher handbook. Each teacher will become thoroughly familiar with this information which will be reviewed and practiced with the students.

### **Vehicular Traffic Flow for Car Riders**

In order to provide for student safety and the orderly movement of students, staff and visitors, drivers should adhere to the following plan when entering or leaving the school premises.

In the morning, parents will enter the property thru the main entrance which is the driveway closest to Frazier Road, near the store, turn right and follow the driveway around to Door #2 (the door past the main entrance). Students may be dropped off no earlier than 7:40 AM. Parents should line up in a **single** line closest to the school and school staff will assist students out of the car.

During afternoon dismissal, parents will enter through the same driveway as in the morning delivery procedure. Parents should line up in **two** lines. To accommodate more traffic, school staff will direct a third line to be utilized during dismissal (parents are asked to only go into the third line when directed by a staff member). Students who will be picked up by private vehicles will exit through Door #2. All other students who ride buses will be dismissed thru the side door to awaiting buses.

**Drivers must stay in the designated lines of traffic until signaled to move forward by a school employee. Drivers are not to pass other vehicles in the mornings or afternoons when children are being delivered or picked up.**

**Parents should not leave their car to pick up their child nor should they motion for their child to come to the car.** If a parent has to enter the building they should wait at the flagpole and cross at the cross-walk when a duty teacher signals. Parents should not block other cars when they are parking.

In the afternoon if a parent needs to enter the school they must park their car and walk in. Cars should not be left in the car rider's line as this holds up the flow of traffic.

DO NOT park in the gravel parking lot or store parking lot and walk across the bus lane or road to pick up or drop off your child. This is extremely dangerous.

The car rider card given to parents should be displayed on the dashboard with the name of the child being picked up visible.

***Please note: Lynch Mill Road in front of the school is a school zone. It is being monitored by a traffic camera. The speed limit when the light is flashing is 25 mph. Tickets are being issued to those not adhering to the posted speed limit. Questions/concerns related to this should be directed to the Altavista Police Department.***

### **Buses**

Riding a bus to and from school in the Campbell County Public School system is a privilege not a right. All students must understand and observe good conduct, courtesy, cooperation, and respect for the authority of the bus driver. Copies of the rules are clearly posted on each bus as a daily reminder.

For the safety of all, students are expected to follow the rules below

Waiting for the Bus:

- Arrive at the bus stop at least 10 minutes before the scheduled time.

- Stand 6 feet away from the road.
- Wait for the bus to come to a complete stop before approaching.

#### Boarding the Bus:

- Wait for the driver to signal before boarding.
- Enter the bus single file, without pushing or shoving.
- Use the handrails while boarding and exiting.

#### While on the Bus:

- Remain seated and facing forward.
- The driver is in charge and responsible for the safety of the students
- Keep hands, arms, and head inside the bus.
- Be respectful of all passengers and the staff.
- Refrain from loud noises or disruptive behavior.
- No eating or drinking on the bus.

#### Exiting the Bus:

- Wait for the bus to stop completely before standing.
- Use the handrails while exiting.
- Cross the road only when the driver signals it is safe.
- Cross 10 feet in front of the bus.

**For students who are in Grades PK-4, the bus drivers will not let students off the bus if a parent/guardian is not visibly present.** It is extremely important to always be on time and ready at the bus stop awaiting your child's arrival. ***If the parent is waiting in a car, they should exit the car and stand beside the car to ensure the driver can see them.*** Students will be returned to school and a parent/guardian will be called to pick the child up from the school if no one is visibly at the stop.

All buses will enter the first driveway, coming from the bypass directly across from "E and S" Market. No other vehicles will be permitted to enter the bus loop during bus delivery and pick up times. Students will depart buses at the covered canopy and proceed through the side entrance, located at the end of the covered walkway. Students will enter the cafeteria if they need breakfast and take it to their classroom. In the afternoon, they will exit the same door to load their bus.

### **Library**

All students in grades Kindergarten through 5<sup>th</sup> are allowed to check out books from the school Library Media Center. Books are checked out for one week at a time, and can be renewed. Students are expected to use care when handling books, and students will be charged for damaged or lost books. Fines carry over from one grade to the next, and from the Elementary School to Middle School.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held on a regular basis throughout Campbell County Schools. Each principal schedules conferences in such a way as to accommodate the needs of his or her respective school and community. Student progress reports are sent home prior to the parent-teacher conference.

### **School Closing**

Occasionally it becomes necessary to close schools due to inclement weather. Campbell County will use the instant alert system to notify you of any closings. Please be sure to keep phone/e-mail information up to date with the school so you will not miss these important notifications. Local radio and television stations will also have closing information.

Parents are requested **not** to call the schools to receive information on school closing. The result of such calls "ties-up" phone lines to the extent that possible important information becomes unavailable to the school principal.

### **Field Trips**

Field trips are a privilege and can be taken away by the principal for violations of the Campbell County Schools Code of Student Conduct. Field trips for students are scheduled by the teacher with the approval of the building principal and the director of elementary education. Such trips are approved only after their educational value has been well established.

### **Selling and Soliciting**

Students are not allowed to sell items or services at school. Soliciting by students is also prohibited by School Board policy.

### **Fund-raising**

Fund-raising activities which involve elementary students in door-to-door solicitation are prohibited.

### **Guests at School**

Upon arriving at the school, all visitors, including parents, must enter the building through the main entrance, Door #1 and enter directly into the school office. Visitors must present a driver's license or state issued identification card to check in through our Raptor security system. Visitors must wear the badge generated from the system while in the building. They should

report back to the office and their visitor badge will be used to check them out prior to leaving the building.

**School Pictures**

School pictures are taken at the school as a service to both parents and students. No purchase is required at any time. All profits and proceeds received through the purchasing of pictures will be used at the discretion of the Principal to pay for student and staff needs.

**PTO**

Our elementary school cooperates with parents in the operation of a Parent-Teacher Organization. This is an important area where parents' assistance and input can make school more rewarding for the child. All parents are invited to join and participate in the school PTO.

**ALTAVISTA ELEMENTARY EXECUTIVE P.T.O. BOARD**

President.....	Judith Hedgpeth	Treasurer.....	Amber Mayhew
Vice-President.....	Sonya Stinnette	Principal.....	Wendy Thomas-Bennett
Secretary.....		Assistant Principal.....	Rachelle Herndon

**Homework**

Homework is recognized as an effective learning tool; however, the assignment of homework must be made only after the consideration of the following factors:

1. The assignment should be appropriate for the age of the student. (Research indicates that the attention span of youngsters in the first three grades is more limited than that of older students.)
2. The homework assignment should serve to reinforce material which has been introduced and thoroughly explained in the classroom by a professional teacher.
3. Individual projects, assigned over a period of several days, may serve as a tool to provide enrichment experiences for certain students. (The teacher will make every effort to assure that the student has access to the data necessary for completion of the project.)
4. As a general guide, students will not be assigned more than one hour per night on homework assignments in grades 4-5.
5. Students will not be assigned an excessive amount of homework. A parent who feels that homework assignments are excessive should contact the teacher and arrange a conference.

### **Gifted Education**

Odyssey, a program for gifted students, is offered in all Campbell County's elementary schools. Identified students are provided enrichment activities in the regular classroom as well as the services of Odyssey resource teachers. Individual student nominations for the Odyssey Program are accepted any time during the year, however, annually during the month of March, division wide referrals are sought for the gifted program. Parents wishing more information relative to the Odyssey Program should contact the principal of their school.

### **Homebound Instruction**

In the event of prolonged illness, parents may obtain information from their principal about Homebound Instruction. The appropriate paperwork and procedures will be shared at that time.

### **Medication administration procedures:**

Parents are encouraged to schedule the time that their children receive medication so that it will be given at home. However, in some instances this is not possible and for the welfare of the child medication will be given at school. All medicine, whether prescription or non-prescription, is administered from the nurse's office. *Please speak with the nurse if your child is able to self-administer medication.*

Your child is responsible for coming to the office to receive the medicine at the correct time. In order to safely give medicine to children at school, a medication authorization form must be completed and on file in the nurse's office and the medication must be sent in the prescription bottle properly labeled with the child's name, name of medicine, doctor's name and how often the medication is given. Medication must be bought into the school by an adult.

### **Release of information procedure**

Before providing any information (ie. rating/behavioral scales) about your child to any medical professional, parents must first sign a release of information form. Parents can contact the school counselor to coordinate getting this release signed. After the appropriate school employee has completed the scales the counselor will fax them to the doctor's office, they will not be given back to parents or sent home in the student's book bag or folder.

## **HOW PARENTS MAY HELP STUDENTS**

Parents can help make each school day a happy one if they will:

- See that your child gets up in time to eat a good breakfast and to avoid hurrying to school.
- See that your child has sufficient rest and sleep--usually ten or eleven hours.
- See that your child has his own lunch money.
- Start your child's day off to school in a happy frame of mind.
- Encourage your child to talk about things he or she does and sees.
- Show interest in what your child does at school and what he or she is learning.
- Get to know your child's teacher and help the teacher to understand some of the experiences the child has had that may affect his or her success in school.
- Praise your child for tasks well done.
- Provide opportunities for your child to be independent at home.
- Give your child responsibilities at home.
- Avoid comparing your child with other children or forcing him or her into tasks impossible for his or her maturity.
- Treat your child's ideas with respect and consider him or her in family plans that affect him or her.
- Be consistent with expectations for your child's behavior and his or her responsibilities.
- Help your child to understand that one cannot always win or have his or her own way.
- Teach your child his or her name, address, phone number, where his or her parents' work, and the way to and from school.