

Check Elementary School Parent/Student Handbook 2012-2013



**6810 Floyd Highway North
PO Box 8
Check, VA 24072
Phone: 540-745-9410
Fax: 540-745-9491**

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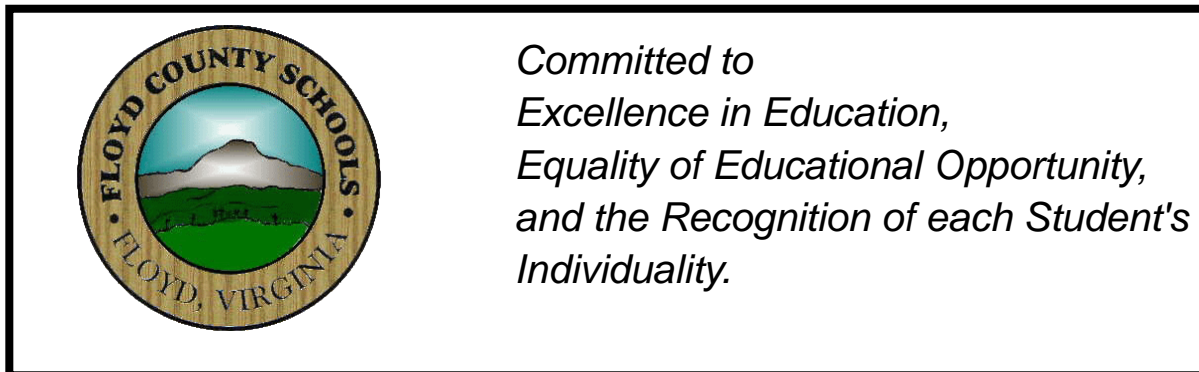
Dear Parents/Guardians and Students:

Welcome to the 2012-2013 school year!

The accomplishments made are the results of hard work and dedication on part of faculty and staff, students, parents, and community members. Working together we can continue to be committed to excellence in education.

On behalf of the faculty and staff at Check Elementary School we look forward to providing an outstanding elementary school experience for our students and families.

Sincerely,
Mrs. Sims, Principal



INTRODUCTION

The Check Elementary Parent-Student Guidelines provide a guide to the policies of the school. Please take the time to read this manual as it contains valuable information for both parents and students. Also please read the **Standards for Student Conduct and Attendance**, which can be found in the back of the student calendar given to all students. Parents are encouraged to stay in close contact with the school and become involved in the Parent-Teacher-Student Association. Please contact the school at 745-9410 if you have questions.

Mission Statement

The mission of Check Elementary School is to become a quality school by providing stimulating and challenging academic programs that enrich the whole child.

POLICES AND REGULATIONS

Floyd County Schools have established certain policies and regulations to insure the safety of students and staff. For all Floyd County Public School policies not found in the student calendar, please refer to the Policy Manual.

This is available online

<http://www.floyd.k12.va.us/district/policies/PolicyManual/index.htm> and in the school library.

Belief Statement

1. We believe that students are motivated by stimulating and challenging academic programs.
2. We believe educators will set high standards and have high expectations for all students.
3. We believe that instruction will provide for individual differences and learning to develop a student's full potential.
4. We believe in site-based decision making by empowering our teachers, students and parents.
5. We believe that parents and community members are an important part of the learning experience.
6. We believe that all students will have the opportunity to learn in a safe environment, that students will demonstrate responsible behavior and show respect to everyone.
7. We believe that all students will use technology as a learning tool to prepare them for the future.

School Motto:

"Let Your Pride Show Through in
Everything you Do"

School Mascot:

Cavaliers

School Colors:

Royal Blue and White

Mailing Address:

PO Box 8
Check, VA 24072

Floyd County
School Board Members

Chairman:

David Sulzen, B-91
721 Dobbins Farm Road
Floyd, VA 24091

Doug Phillips, E-91
PO Box 29
Indian Valley, VA 24105

Vice Chairman:

David Ingram, A-91
4933 Floyd Highway North
Copper Hill, VA 24079

Margaret Hubbard, D-91
1543 Floyd Highway South
Floyd, VA 24091

Linda King, C-91
229 Storkers Knob
Floyd, VA 24091



Floyd County
School Board Administrators

Superintendent of School

Dr. Kevin Harris

Assistant Superintendent of Curriculum and Instruction

Lisa Pluska

Director of Special Education and Student Services

Barry Hollandsworth

Director of Technology

Michael Murphy

Coordinator of Federal Programs, School Testing and

School Improvement

Emily Altizer

Gifted and Talented Coordinator

Linda Waggaman

Floyd County Public Schools
2012-2013 Calendar

Beginning of School	August 14, 2012	
1 st Marking Period	8/14/12 - 9/20/12	27 days
2 nd Marking Period	9/24/12 - 11/5/12	31 days
3 rd Marking Period	11/7/12 - 12/21/12	31 days
4 th Marking Period	1/7/13 - 2/21/13	33 days
5 th Marking Period	2/25/13 - 4/11/13	32 days
6 th Marking Period	4/15/12 - 5/30/12	33 days

End of School May 30, 2012

Holidays

Labor Day	September 3, 2012
Thanksgiving	November 22-23, 2012
Winter Break	December 22- January 6, 2013
Spring Break	March 20 & April 1, 2013
Memorial Day	May 27, 2013

Check Elementary School Faculty

<u>Position</u>	<u>Name</u>	<u>Email</u>
Principal	Kitty Sims	simsk
Secretary	Angie Vest	vesta
Guidance Counselor	Russell Williams	williamsr
Kindergarten	Annette Craighead	craigheada
First Grade	Brandi Ingram	ingramb
	Susan Keith	keiths
Second Grade	Diann Conner	connerd
	Annette King	kinga
Third Grade	Kim Keith	keithk
	Karen Stump	stumpk
Fourth Grade	Leslie Hetrick	hetrickl
	Patricia Minick	minickp
Fifth Grade	Caroline Cozart	cozartc
	Kristin Griesek	griesek
	Amy Malcolm	malcolma
Sixth Grade	Ashley Griffith	griffitha
	Kevin Smusz	Smuszk
Seventh Grade	Stephanie Nelson	nelsons
	Jack Rawles	rawlesj
Library Media Specialist	Isabel Lovitt	lovitti
Art	Aven Tanner	tannera
Physical Education	Timmy Robinson	robinsont
Special Education	Jan Cartwright	cartwrightj
	Debbie Snellings	snellings
	Morgan Pisani	pasanim
Music	David Thompson	thompsond
Speech Pathologist	Pam Linkous	linkousp
Reading Specialist	Rebecca Thomas	thomasr
Cafeteria Manager	Patricia Bailey	baileyp

*Listed in the email column are the personal identifiers for staff email. To contact a staff member by email, place their personal identifier in front of @floyd.k12.va.us

For example, to contact Mrs. Sims you would type:

simsk@floyd.k12.va.us



Support Staff:

Office Assistant:	TBA
School Nurse:	Peggy Kesler
Technology Specialist:	Dean Codgen
Computer Lab Assistant:	Barbara J. Dalton
Custodians:	Glenn Conner Jeff Stanley Mary Underwood

Cafeteria Staff:

Patricia Bailey (Manager)
Deborah Janney
Ocie Thompson
Julie Bradford

Teacher Assistants:

Cindy Brandt	Lola Bush	Louise Conner
Lisa Hassell	Leisa Holman	Janis Lambert
TBA	Betty Underwood	Barbara Worrell

VISITORS

All visitors, including parents/guardians, must report and sign in at the main office immediately upon arrival. Parents/guardians are encouraged to visit the school. If a conference is requested with a teacher please make an appointment in advance.

VOLUNTEERS

We welcome parent/guardian volunteers who are willing to donate their time to help our school. Please **check with the teacher or office to work out a schedule**. Volunteers must sign-in with the main office and receive a visitor badge.

PTA

The Parent Teacher Association (PTA) is an organization that fosters working relations between teachers and parents. The PTA meets at 7:00 p.m. on the third Tuesday of each month, except in January. We encourage all parents to join the PTA.

Meeting Dates:

September 18	February 19
October 16	March 19
November 20	April 16
December 18	May 21
January - No Meeting	

2012-2013 PTA Officers:

President:	Gary Bradshaw
Vice President:	Chris Landon
Treasurer:	Leanne Carico
Secretary:	Angela Ellis
Teacher Representatives:	TBA

HONEYWELL INSTANT ALERT

Floyd County Public Schools has implemented a system called Honeywell Instant Alert™ for Schools. Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used as notification of school closing due to inclement weather. It's an equally effective way to keep informed of everyday activities, such as event times and locations as well as schedule changes.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. The system is ready for use at <https://instantalert.honeywell.com>. We encourage all parents to take advantage of this opportunity, as we will be utilizing this system for most of our school-to-home communication. If assistance is needed, please send an email to InstantAlertHelp@Honeywell.com, or contact Check Elementary School. If there is no access to a computer, please feel free to come to the school to use our facilities.



INCLEMENT WEATHER CLOSINGS

In the event that school closes early, the parent is responsible for providing information on the emergency form where the student is to go. Listen to the local radio and TV stations for notification of school closings, or call the school closing information number (745-9495). Honeywell Instant Alert Message also will notify parents that school is closed or dismissing early.

GENERAL EXPECTATIONS FOR STUDENTS

1. Act in a way that helps teachers teach and students learn.
2. Always try to do your best.
3. You are responsible for your behavior. NO ONE makes you misbehave
4. Treat others with dignity, worth and respect and cooperate with others.
5. Respect the rights and property of others.

GENERAL RULES

1. Students are to walk in the hall at all times.
2. Lines of students moving through the building are to move quietly and orderly.
3. No form of physical aggression will be permitted at any school function. This includes, but is not limited to, hitting, pushing or fighting.
4. No form of verbal aggression will be allowed, including notes, gestures or using profanity. This includes the delivery of messages that may result in confrontation with others.
5. No gum is permitted on school property.
6. The telephones are used for business. Students are not allowed to make calls.
7. Students are expected to care for their textbooks, library books, equipment, and materials. A fee will be charged for any books or equipment which have been damaged or lost.
8. Students are expected to pick up after themselves in the classroom, halls, and lunchroom.
9. Students are expected to keep lavatories clean by using proper waste receptacles.
10. Students should show respect to the teachers, principal, and other school staff.
11. Students should come to school on time and prepared each day with books, paper, pencils and assignments.
12. Students should be polite and kind by never hurting others with words or actions.
13. Students should be in assigned areas at all times.



DRESS CODE

The Floyd County School District believes that good grooming and personal appearance are essential elements in the teaching and learning process, and that student appearance is a direct reflection of the school and the community. **Grooming and dress must not distract or interfere with the educational opportunity of other students.** Dress and personal appearance should not draw unnecessary attention to the extent it is disruptive or potentially disruptive (see policy JFC-R). Principals and other administrators have the authority to use discretionary judgment to prohibit such dress based on past or current circumstances.

Unless otherwise stated, this dress code applies to normal school hours; however, such rules and regulations may be enforced at any school function or activity where the wearing of such dress is inappropriate for the type of activity, or such dress is determined to be disruptive or dangerous. Rules and regulations apply to all students, unless exceptions are granted due to a student's disability, medical condition, or other exceptions approved by the Principal.

The administration will be the final judge about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning. Principals, faculty, and staff members will enforce the dress code.

Basic guidelines on student dress:

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates health or safety problems. Students must comply with specific building dress regulation and of which students will be given prior notice.

- Messages on clothing or hats, jewelry, and personal belongings that advocate or promote violence, alcohol, tobacco and other drug use and/or distributions; that represent gang activity and/or membership; that advertise obscenities or that reflect adversely emotional, or intellectual abilities; or that are considered to be inappropriate attire are not permitted.
- Appropriate dress vs. Inappropriate dress. Appropriate dress is clothing that covers the body sufficiently so as not to attract excessive attention to oneself.
 1. Shorts must be of appropriate length (mid-thigh).
 2. Underwear must be covered by clothing; pants/shorts will be pulled to the waist/belt line.
 3. Shirts will cover the entire trunk or the body. Note: Shirts with spaghetti straps are not acceptable.
 4. Sunglasses will not be worn or displayed on heads in the buildings.
 5. Hats, bandanas, scarves, "do-rags" are not worn in the building.
 6. For health and safety, appropriate footwear must be worn in the building. (Bare feet are not acceptable)
 7. Certain exceptions for variations to the dress code will be permitted as deemed appropriate for gym classes, extracurricular activities, and athletics.

Students in violation of this policy will be required to immediately change into proper attire. If necessary, parents will be contacted to provide appropriate attire. Students shall not attend classes inappropriately dressed. Repeat offenders of the dress code will be subject to disciplinary action.

BUS BEHAVIORS

For bus transportation regulations, please see **Standards of Student Conduct** in the student calendar.

In the interest of the safety and welfare of school bus passengers, the School Board desires the Superintendent of Schools and his designees to establish and enforce strict school bus discipline and safety regulations. Students who do not conform to all regulations and directives concerning discipline, safety and conduct or whose behavior could be detrimental to the safety or welfare of others or the safe operation of the bus may have their bus riding privileges suspended or revoked in accordance with this policy.

The Floyd County School Board recognizes that pupil transportation is a **privilege**, not a right, and the Floyd County School Board requires students to follow standards, which ensure the safety of all concerned. Regulations have been developed governing student conduct while on school buses and in loading and unloading areas. Students may be videotaped at anytime on the school bus.

BUS RULES

1. Follow all rules prescribed by the bus driver.
2. Stay seated at all times with your feet on the floor in front of you and out of the aisle.
3. Do not lean against the window.
4. WHISPER! No loud talking or shouting.
5. Keep toys off the bus.
6. Cell phones may not be used on a bus.

Bus drivers may assign seats for a student at any time!

Arrival & Dismissal

Buses are unloaded each morning at 7:30 am. Students are dismissed at 2:35 pm on regular school days and 11:30 am on scheduled early release.



AFTER-SCHOOL ACTIVITY OR BUS CHANGE

A student must have written permission from a parent to stay after school or to ride a different bus. Without parental permission, the student will be put on their regular bus. If the student plans to stay after school or ride another bus on a regular basis, this should be indicated by a one time written note turned into the office. If a student plans to go home with another student, a permission note from **both the parent/guardian of the child who is visiting and the parent of the child who is being visited must be presented.** The child will not be allowed to use the telephone to obtain permission. Telephone use by students is limited to emergency situations only. Parents may call the office in an emergency situation to request their child be allowed to ride a different bus or get off at a different stop.

Unless your child is being transported by a school bus, please see that they do not arrive at school prior to 7:30am!

Teachers are involved in meetings, conferences, and preparing for the day.

- No students are to be dropped off at the rear of the school.
- Students are expected to be present regularly except in case of illness, death in the family, or other extenuating circumstances
- Please schedule dental and doctor appointments after school or on days when school is not in session if at all possible.
- A student may **NOT** remain at school after dismissal time waiting for someone to pick him/her up unless a written note is sent in advance.
- No one other than a legal guardian or authorized person may at any time pick up a student unless a written note, signed by the legal guardian, is furnished no later than the start of the school day.
- Car riders are dismissed at the gym entrance.
- Any student checked out during the day must have a written note from a parent/guardian with the time the child would be leaving.

Please do not call the school after 1:30 p.m. to make changes in bus plans unless it is an emergency! We need sufficient time to make your child aware of the new transportation arrangements.

HEALTH ISSUES

If a student is injured or ill, it is to be reported immediately to his/her teacher, nurse or office. If an injury occurs, an accident report will be completed and a copy will be sent home. For either illness or injury the parent/guardian will be notified of the situation. If the injury or illness is serious, further action will take place, with the parent/guardian's permission.



Please be sure we have current home, work, cell phone numbers and other emergency contact information.
If information changes throughout the year, please inform the office.

MEDICATIONS

All medications, both over-the-counter and prescription must be delivered by parent/guardian to the school nurse or the main office.

Students are not permitted to bring or transport medicine to and from school. All medications should remain at school. The Authorization for Medication Administration form also needs to be completed to allow permission for administering medications. In order to administer the proper medication the form needs to be filled out AND signed by the primary care physician. This form is found in the school calendar and in the main office and **MUST** be turned in directly to the main office or school nurse (policy FCSD).

If it is necessary for your child to use any medication (including inhalers, Tylenol, etc.) at school, please follow the directions below:

- You must have the medication form (found in the Student Code of Conduct) completed by you and the physician before we can administer any prescription medication including inhalers.
- All prescription medication is to be brought to the school by the parent. Please do not send any medication by the student. It must be in the prescription container and not wrapped in paper or poured into another container. Please take out the amount you need for home and bring us the original prescription bottle. Only the child whose name is on the prescription container will be given the medication.
- Over-the-counter medication needs to be in the original bottle or box and not sent loose in paper or plastic bags. The Authorization for Medication Administration form must be completed by the parent and sent with the medication with instructions on the amount of medication to be administered and when it is to be administered. Be sure to sign and date the form.
- Medication will not be given at school if the above is not followed.

TDAP BOOSTER TO BE REQUIRED FOR 6TH GRADE STUDENTS*

- The 2006 Virginia General Assembly passed a law which requires all 6th grade students to have tetanus, diphtheria, pertussis (Tdap) booster immunization prior to entry into school this fall, if at least five years has passed since the last immunization.
- Please review your child's immunization record. If your child has had the Tdap immunization within the last five years, they are exempt. However you need to provide documentation to the school. This immunization may be listed as T, Td, Dtap, and /or Tdap. Call your doctor or local health department if you have questions.
- Immunizations may be obtained from your doctor, military clinics, or the health department. Documentation should be taken to your child's school.
- Immunizations are free for school enrollment and documentation will be provided.

***IF YOUR CHILD DOES NOT HAVE THEIR CURRENT TDAP IMMUNIZATION, THEY WILL NOT BE ALLOWED TO ATTEND SCHOOL.**

ATTENDANCE POLICY - Elementary Schools K-7

A. Attendance Procedure:

1. Students who are absent must bring a parental note on the first day the student returns to school stating the reason for the absence. **If notification is not received by note, phone or email the absence will be unexcused.**

The only excuses for absences that shall be deemed acceptable are the following:

- a. Illness (if over two days, the school will require a note from the doctor)
- b. Medical appointment (medical note required)
- c. Court appearance
- d. Death in the family
- e. Religious holidays
- f. Field trips and school-related activities
- g. Extenuating circumstance, which are determined by the school administration.

2. All absences shall be identified as excused or unexcused. **Absences or late arrivals for any of the following reasons shall not contribute to the maximum number of absences allowed by this policy:**

- a. State mandated testing or other school/division testing program
- b. Late bus or bus which fails to run
- c. Conferences with guidance counselor, administrator, or other related staff members
- d. In-school supervision (ISS)

3. After the fifth (5th) absence, an attendance plan may be implemented.

4. Missed assignments resulting from excused absences must be made up within three (3) days of returning to school. (The school administration in consultation with the classroom teacher may extend the time limit because of extenuating circumstances.)
5. Excessive excused absences may be reviewed at the discretion of the school administration.
6. Parental permission for early dismissal must be presented to school officials on or before the day requested.
7. The procedures outlined under Student Attendance shall be followed in handling student attendance problems.
8. Absences from class for each grading period will be reported to the parent(s)/guardian(s) on the report card.
9. For each student recorded as absent, an attempt will be made to contact the home by phone by the school system.

TARDINESS AND ABSENCES

Students who are tardy must obtain a tardy slip from the office before being admitted to class. Students should be accompanied by a parent or have a note explaining the reason for being late.

When a student is not able to attend school, the parent is asked to contact the school during the morning hours of 8:00 to 9:00 A.M. to report the reason for the child's absence. When the child returns to school, he/she must provide a written note from the parent stating the reason for the absence.

INSTRUCTIONAL TIME

The school day is from 7:40 a.m. - 2:35 p.m. Instructional time must be protected to provide an environment conducive to learning. Interruptions are kept to a minimum. Attendance and prompt arrival are important.

Valuable instructional time can be lost by tardiness, leaving early, or by absenteeism.

THE USE OF CELLPHONES

If a phone is seen or heard during school hours, it will be taken and a parent/guardian will be required to pick it up from the office.

Offenses will result in the following action:

1st offense: Warning, the cell phone is taken and must be picked up from the office by a parent/guardian

2nd offense: One day ISS, the cell phone is taken and must be picked up from the office by a parent/guardian

3rd offense: One day OSS, the cell phone is taken and must be picked up from the office by a parent/guardian

Beyond: Further disciplinary action as deemed necessary



ELECTRONIC DEVICES

Electronic devices such as tape players, radios, and CD players may be used for educational purposes in the classroom. These devices may not be used for entertainment purposes during regular school hours.

The following electronic devices will not be allowed from 7:30 - 2:35 (including lunches): Tape players, radios, CD players, iPods, MP3 players, video games and any other similar electronic devices. If seen, the item will be taken and a parent will be required to pick it up from the office. Repeat offenders will be subject to discipline measures including ISS and OSS. The device will also be taken and need to be picked up by a parent/guardian.

TOYS

Students are prohibited from bringing toys or entertainment devices to school. This rule has been established because such devices can cause disruption in the classroom and interfere with the learning process.

If a child brings a toy to school without permission it will be confiscated. In cases where a toy can be considered dangerous, for example a laser pointer, appropriate discipline action will be taken.

LOCKERS

Lockers are provided for students in grades 5-7 to store books, jackets, water, packed lunches, and other personal effects. Students are to use **ONLY** the locker assigned to them and ensure that the locker is kept in a neat condition. It is the responsibility of the student to keep his/her locker locked at all times.

Student lockers are school property and remain at all times under the control of the school; students are expected to assume full responsibility for the security of their lockers. School authorities for any reason, however, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant (JFG Policies and Regulations, Floyd County School Board).



CHARACTER COUNTS

Your character really counts. At home, school, or work, who you are and what you do make a difference. Good character is not hereditary or automatic. It must be developed by example and demanded. A student, either individually or as a part of a group, shall not harass or bully others. There are universal moral truths, principles of thought and conduct distinguishing right from wrong and defining good character. Common values transcend political, religious, socioeconomic and cultural differences. We call these the "Six Pillars of Character": trustworthiness, respect, responsibility, fairness, caring and citizenship.

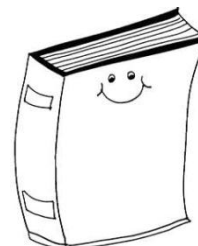


Textbooks

Textbooks are provided for the students at no charge. However, the student is responsible for the care of the books. There will be fines for damaged or lost books.

Field Trips

Teachers are responsible for their field trips. In each instance, parents will be provided details beforehand and will be required to submit written permission for the student. If no permission slip is turned in the student will not be able to participate. Due to recent cost increase a nominal fee will be charged to cover transportation cost.



BREAKFAST AND LUNCH

Breakfast and lunch are prepared daily in the cafeteria. On 2 hours delay openings breakfast will NOT be served. Menus will be posted in the classroom or printed in The Floyd Press weekly. All menus are subject to change.

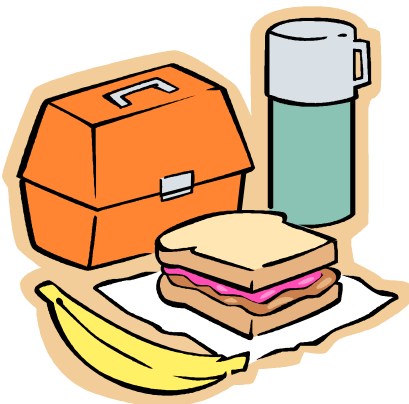
All students are required to eat in the lunchroom. They may bring or buy their breakfast or lunch. Those students packing may purchase milk or juice. Soft drinks are not allowed at anytime during the school day.

Free and reduced priced lunches are available for those who qualify. Application forms are sent home to every student at the beginning of the school year and are available on request from the office at any time.

Students are encouraged to eat breakfast and lunch. Multiple days can be paid for in advance. Please make checks payable to Check Elementary.

Students are allowed to charge up to 2 lunches/breakfasts, before being served an alternate lunch/breakfast.

<u>Prices</u>	<u>Breakfast</u>	<u>Lunch</u>
Full Price	\$0.80	\$1.90
Reduced Price	\$0.30	\$0.40
Ice Cream	\$0.75	



HOMEWORK

Homework is important in the learning process in that it extends the active involvement beyond the classroom. The time a student spends in the classroom is not always enough to ensure learning. Homework is an excellent way for parents to keep abreast of a child's progress. Good communication between home and school and mutual cooperation are imperative in fostering the full development of the student's potential. The amount of homework per day from individual teachers may vary. For a child to receive the greatest benefit from homework experiences, the parent could help by providing an appropriate time and desirable place for the child to work.

Reasons for Homework

1. To practice and enrich skills and concepts taught in class and to stimulate classroom discussions.
2. To foster independent study skills.
3. To develop responsibility for bringing home books and assignments, completing work and returning them on time.
4. To enhance parent awareness of student progress.

Responsibility of Students:

1. To bring home assignments and materials
2. To return completed assignments on time

Responsibility of Teachers:

1. To provide appropriate and meaningful assignments and ensure students understanding of the assignments
2. To explain policy and procedures to students and parents at the beginning of the year



Responsibility of Parents:

1. To set aside a regular time and place to complete homework assignments without distractions.
2. To provide necessary materials for completing homework assignments
3. To work with the teacher and to ensure a child is working to their full potential

TEACHER QUALIFICATIONS

Parents of a student attending a Title I school may request information regarding the professional qualifications of the student's classroom teacher, which will include, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional status through which state qualification of licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. whether the child is provided services by paraprofessional and, if so, their qualifications.



REPORTING OF SCHOOL PROGRESS



Schools shall maintain communication with parents to inform them of their child's progress through report cards, progress reports and parent/teacher conferences and Parent Portal. The grading system is used to evaluate students' performance in meeting instructional goals set forth by state and local standards. Teachers may include a variety of assessments such as: tests, quizzes, class work, homework, projects, etc. to determine students' progress. Grades should not be a measure of a students' disruptive behavior or any disciplinary problems.

Students will be evaluated on the following scales:

Kindergarten- 2nd Grade

- N - Needs Improvement; student demonstrates skills less than 50% of the time.
- P - Progressing; student demonstrates skill 50%-79% of the time.
- M - Meets Standard; student demonstrates skill 50%-79% of the time.
- E - Exceeds Standard; student demonstrates skill above grade level.

3rd Grade - 12th Grade

- A - Excellent; 95-100
- B - Above Average; 88-94
- C - Average; 80-87
- D - Below Average; 70-79
- F - Failing; 0-69



Elementary schools will evaluate citizenship and work habits using the following criteria:

- S - Satisfactory
- N -Needs Improvement

Report cards will be distributed as follows:

Kindergarten - 1st Grade: Report cards will be sent home on the 2nd, 4th, and 6th six weeks. Teachers will meet with parents in a conference by the middle of October and by the middle of February.

2nd Grade: Report cards will be sent home on the 2nd, 3rd, 4th, 5th, and 6th six weeks. Teachers will meet with parents in a conference by the middle of October.

3rd - 7th Grade: Report cards will go home at the end of each six week grading period. Teachers will meet with parents in a conference by the middle of October.



EMERGENCY DRILLS

During emergency drills, the following are expected of students:

- Remain with your class
- Move quickly and quietly to designated area
- Follow teacher instruction (calling roll, moving areas)
- Be respectful



Fire Drill

The signal for a fire drill will be continuous sounding of the fire alarm horns. The backup signal will be the ringing of three short bells.

During the first week of school, teachers will discuss fire drill procedures with their students. When the fire alarm sounds, teachers will make sure the room is cleared, close all windows and doors, and escort students as they exit the building. **ALL STUDENTS AND TEACHERS** will go at least 40 yards from the building and remain there until the all-clear signal is given. After the all-clear signal is given, students and teachers will re-enter the building in an orderly fashion and return to their respective classrooms.

Tornado Drill

Signal for drill - continuous tones. The backup signal will be a PA announcement or voice alert. Students and teachers will proceed to areas of the building as posted and assume the safety position.

Emergency Codes

Emergency codes will be announced over the PA system.

CODE RED (EUROPEAN POLICE)

When Code Red is announced, all teachers and students will remain inside classroom. Classes being held outside should return to the building immediately. Teachers on duty will assist in seeing that students in the hall go inside the nearest room.

CODE BLUE (WESTMINSTER CHIMES)

If Code Blue is announced all teachers will go immediately to classroom doorways and remain there until the code is canceled. Teachers on hall duty will go into the hall and remain there until code is canceled. Code Alerts will be canceled by PA announcements.

BOMB THREAT (Repeating Tone)

The administration will provide directives for students and teachers. Students should await instruction from teachers and administrators and adhere to expectations for other emergency drills.

TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972 COMPLIANCE STATEMENT

The right of equal educational opportunity and equal employment opportunity has been given emphasis as reflected by Title IX of the 1964 Civil Rights Act as amended in March 1972, and the Regulations for the Title IX of the Educational Amendments of 1972. Title IX states: *"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal Financial assistance..."*

On June 8, 1976 the Floyd County School Board officially adopted an affirmative action policy affirming the principle of equal educational and employment opportunities to all students regardless of race, color, sex, religion, ancestry or national origin.

Any inquiries concerning the application of Title IX may be referred to the Director of Instruction, Floyd County School Board, Floyd, Virginia, or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

EQUAL EDUCATIONAL OPPORTUNITIES/NON-DISCRIMINATION

Equal educational opportunities shall be available for all students, without regard to race, national origin, gender ethnicity, religion, disability or marital or parental status. Educational programs shall be designed to meet the varying needs of all students.

No student, on the basis of gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right privilege, advantage or denied equal access to educational and extracurricular programs and activities.

The School Board shall:

- provide facilities, programs, and activities that are accessible usable, and available to qualified disabled persons;
- provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled persons;
- not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and
- not discriminate against qualified disabled persons in the provision of health, welfare or social services.

