Clarksville Elementary School

Parent-Student Handbook

2017-2018

SCHOOL HOURS 8:15 AM – 3:35 PM

Mrs. Ann O. Dalton, Principal
Mrs. Stephanie W. Neal, Assistant Principal
Phone #: 374-8668 Fax #: 374-8157

Mrs. Dalton – Ext. 9001
Mrs. Neal – Ext. 9002
Mrs. Wright (Guidance) – Ext. 9005
Mrs. Poole (Office) – Ext. 9003
Mrs. Goode (Office) -- Ext. 9004
Nurse Hite – Ext. 9007

Cafeteria – Ext. 9012

The School Day Runs From
7:55 AM – 3:35 PM

7:55 Buses and car riders unload & Breakfast Starts
8:15 Tardy Bell/Homeroom Starts

The 1st Day of School
Wednesday, August 9, 2017

Fall School Pictures
Monday, August 28th, 2017

Make-up Date for Fall Pictures
Monday, October 9th, 2017

Spring Pictures – Individual & Classroom
Monday, March 19th, 2018

Cap & Gown Pictures
Tuesday, February 13th, 2018
(For EC, PK, Kindergarten & 5th Grade students)

Clarksville Elementary School

MCPS Motto

COMPASS- "Committed to Our Mission: Preparing All Students for Success"

MCPS Mission Statement

The mission of the Mecklenburg Public School Division, in partnership with family and community, is to provide all students with a quality education within a safe environment supporting the development of intellectual growth, effective communication, wellness, and life-long learning in a rapidly changing society.

MCPS Vision Statement

Mecklenburg County Public Schools provide a 21st century learning environment which fosters career literacy, academic enhancement, social-emotional growth and community engagement that prepares students who contribute to the global society.

School Report Card

The Virginia Department of Education's school report card for Clarksville Elementary can be found at:

schoolquality.virginia.gov/schools/clarksville-elementary

DISCLOSURE: The Mecklenburg County School Board does not discriminate on the basis of race, color, national origin, ancestry, sex, gender, sexual orientation, gender identity, disability, age, marital or veteran's status, genetic information, disability or any classification protected by applicable law in its programs, activities or employment. The Director of Personnel will act as the Compliance Officer for discrimination regarding employees under Title IX. The Assistant Superintendent will act as the Compliance Officer for discrimination regarding students under Title IX and Section 504 of the Rehabilitative Act of 1973. Both compliance officers may be contacted at the Mecklenburg County Public Schools' Central Office at 175 Mayfield Drive, Boydton, VA 23917 or by calling 434-738-6111.

For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Mecklenburg County Public Schools
(Phone) 434-738-6111 (Fax) 738-6679

IMPORTANT

MECKLENBURG COUNTY PUBLIC SCHOOLS

POLICY

Parents/Guardians **MUST** turn in **WRITTEN PERMISSION** **prior to 2:00 P.M**. that day for their student(s) to ride a bus different from their normal assigned bus, or to be a car rider or walker.

(NO PHONE CALLS)

(will be accepted)

You may fax or email them to the school by 2:00 p.m.:

Fax # 434-374-8157
Email: ppoole@mcpsweb.org
Phone # 434-374-8668

When you fax or email a bus note, please call the school to verify that we received it.

Mecklenburg County Public Schools
2017-2018 Calendar
Revised and Approved March 20, 2017

July

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

4 -Independence Day

1 Flex WD (Teachers and Paras) between July 17th – Aug. 2nd (scheduled with Principal)

1st – 2nd – New Year's Day – Holiday – Schools Closed

3rd – TWD

4th – School Reopens

16th - M. L. King Jr. Day – Holiday – Schools Closed

August

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

1st – 2nd – New Teacher Orientation

3rd – All Staff Returns Convocation a.m.; PD p.m.

4th - TWD

7th – Open House/Fee Day 12:00 p.m. – 6:00 p.m.

8th - TWD

9th – 1st Day of School

7th – Bluestone High School Parent/Teacher Conf. – 4:15 p.m. – 6:30 p.m. BHS CTE Expo

8th – Park View High School Parent/Teacher Conf. – 4:15 p.m. – 6:30 p.m. PVHS CTE Expo

September

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4-Labor Day – Holiday Schools Closed

13th – Parent/Teacher Conf. – H.S. – 4:15 p.m. – 6:30 p.m.

8th – End of the 3rd Nine Weeks

9th - TWD

14th – Report Cards/Parent-Teacher Conf. – E.S. 4:15 p.m. - 6:30 p.m.

15th – Report Cards/Parent-Teacher Conf. – M.S. 4:15 p.m. – 6:30 p.m.

October

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

12th – End of the 1st Nine Weeks

13th – TWD

18th – Report Cards/Parent-Teacher Conf. – E.S. 4:15 p.m. - 6:30 p.m.

19th – Report Cards/Parent-Teacher Conf. – M.S. 4:15 p.m. – 6:30 p.m.

2nd – 6th – Spring Break – Schools Closed

November

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

7 – Election Day (PD for Staff)

22nd, 23rd, 24th – Thanksgiving – Schools Closed

18th – End of the 4th Nine Weeks

19th – Graduation

21st – TWD

22nd – 23rd - PD

28 - Memorial Day – Holiday

December

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20th – End of the 2nd Nine Weeks

21st – Jan. 2nd – Winter Break – Schools Closed

January

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

-Holidays -Teacher Workdays Prof. Development -Parent Teacher Conferences
-1st Day of School & Grad. -End of 9-weeks

Semester 1: 90 Days **Semester 2: 90 Days**

2017-2018 Calendar

Nine Weeks End Dates:
1st nine weeks - October 12, 2017
2nd nine weeks - December 20, 2017
3rd nine weeks - March 8, 2018
4th nine weeks - May 18, 2018

Parent-Teacher Evenings:
Elementary Schools -- October 18, 2017 and March 14, 2018 -- 4:00 p.m. to 6:30 p.m.
Middle Schools -- October 19, 2017 and March 15, 2018 -- 4:00 p.m. to 6:30 p.m.
High Schools (Bluestone) -- Sept. 13, 2017 and Feb. 7, 2018 -- 4:00 p.m. to 6:30 p.m.
High Schools (Park View) -- Sept. 13, 2017 and Feb, 8, 2018 -- 4:00 p.m. to 6:30 p.m.

Holidays:
Independence Day: July 4, 2017
Labor Day: September 4, 2017
Thanksgiving Break: November 22-24, 2017
Winter Break: December 21, 2017-January 2, 2018
Martin Luther King, Jr. Day: January 15, 2018
Spring Break: April 2-6, 2018
Memorial Day: May 28, 2018

Make Up Days:
First Semester: October 13, 2017; November 22, 2017; December 20, 2017
Second Semester: March 9, 2018; April 6, 2018; April 5, 2018

PARTY Information

There are 4 classroom parties per year:

Halloween Party → October 31, 2017

Christmas Party → December 20. 2017

Valentine's Party → February 14, 2018

Easter Party → March 30, 2018.

Parents can enter the room at 2:45 pm to set up for the party.
Party will be from 2:45 pm – 3:10 pm.

Other Classroom Parties

If a parent wants to bring a small treat at other times for the classroom, arrangements must be made in advance with the child's teacher. The snack is only allowed AFTER the students have eaten their lunch OR during snack time.

☆ Items for parties **MUST BE STORE BOUGHT**. No homemade items are allowed due to MRSA regulations

Children, who are NOT CES students MAY NOT attend parties. Younger siblings and relatives MAY NOT attend the parties.

☆ **INVITATIONS FOR PERSONAL PARTIES MAY NOT BE HANDED OUT BY THE TEACHER NOR THE CHILD AT SCHOOL**. ALSO, TEACHERS OR SCHOOL STAFF **ARE NOT** ALLOWED TO GIVE OUT STUDENT MAILING ADDRESSES OR PHONE NUMBERS FOR ANY REASON ☆

TESTING

Please mark these important dates on your calendar. More specific dates and times for third, fourth, and fifth grade Standards of Learning (SOL) testing will be forthcoming as information is received.

IMPORTANT DATES TO NOTE:

Spring 2018 SOL testing window to be determined

3rd grade SOL testing—Math, Reading
4th grade SOL testing--Math, Reading, Virginia Studies
5th grade SOL testing—Math, Reading, Science

*In 2015, the Virginia General Assembly removed three elementary SOL tests; Grade 3 Science, Grade 3 Social Studies, and Grade 5 Writing. Schools are required to replace these SOL tests with alternative assessments called Performance Based Assessments.

This year all Reading and Math SOL tests will be in the Computer Adaptive Testing (CAT) format.

Please make every effort to have your child at school on time every day during the SOL testing window, and allow him/her to remain at school for the entire day. It is extremely important that appointments, vacations/trips, etc. be scheduled at times that do not interfere with the school day, as there will be ongoing daily instruction and review to prepare students for testing

Moment of Silence

The Mecklenburg County School Board recognizes that a moment of silence before each school day prepares students and staff for their respective work or school days. Therefore, each teacher shall observe a moment of silence at the beginning of the first class of each school day.

The teacher responsible for each class shall make sure that each student: (1) remains seated and silent and (2) does not disrupt or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection, prayer and meditation. However, the teacher responsible for each class shall not influence, in any way, students to pray or meditate or not to pray or meditate during a moment of silence. Students and employees are prohibited from praying aloud during the moment of silence.

Adopted:

_____

_____

Legal Refs: Code of Virginia, §22:1 – 203; Virginia State Board of Education "Guidelines Concerning Religious Activity in the Public Schools"; Wallace vs. Jaffree, 472 U.S. 38 (1985)

Pledge of Allegiance

Virginia Code § 22.1 – 202 now requires each School Board to require the daily recitation of the Pledge of Allegiance in each classroom of the school division. The School Board shall determine the appropriate time during the school day for the recitation of the Pledge. During the Pledge of Allegiance, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform; however, no student shall be compelled to recite the Pledge if he, his parent or legal guardian objects on religious, philosophical or other grounds to his participating in this exercise. Students who are thus exempt from reciting the Pledge shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others who are reciting the Pledge.

The School Board's Code of Conduct shall apply to disruptive behavior during the recitation of the Pledge in the same manner as provided for other circumstances of such behavior.

Clarksville Elementary School
2017-2018

I. **Daily Time Schedule**

7:55	**1st bell, buses unload, car riders unload**
	Students report directly to homeroom, unless they are eating breakfast.
	Students eating breakfast should report directly to the cafeteria to get a bagged breakfast, and then report to homeroom.
7:55-8:15	**Breakfast**
8:15	**Tardy Bell rings**
8:15	**ALL doors to the school will be locked**
8:15	**Intercom Announcements**

Parents bringing students after <u>8:15</u> should come by the office, sign-in on the CCSS Computer and receive a tardy slip for the student.

3:25	**Dismissal for car riders**
3:35	**Dismissal bell for students riding buses**

II. **Student Meal Prices**

<u>Breakfast & Lunch Prices</u>

Free	---	Free	---
Reduced Breakfast	30¢	Reduced Lunch	40¢
Full Price Breakfast	80¢	**Full Price Lunch**	**$2.00**
Adult Breakfast --	$1.35	**Adult Lunch**	**$3.15**
		Extra Milk	50¢

III. **Visitors:**

All visitors **MUST BE BUZZED INTO THE BUILDING BY THE OFFICE**. Once a visitor has been buzzed into the school building, he/she must report directly to the office to sign into the CCSS computer and print a yellow label with their picture, name, and destination on it. (Remember, teachers cannot be interrupted during teaching time & you will need to make an appointment in order to see a teacher during instructional time). **If a visitor DOES NOT have a yellow label on -- they have not been to the office to sign in. They <u>must</u> have a label in order to be on school property. Please direct visitors to the office to sign in.** Visitors MUST SIGN OUT before leaving the school property. This is for the safety and security of our students.

IV. **Early Dismissal:**

Parents get an "Early Dismissal" slip from the office when picking up a student before 3:35.

V. **<u>In order for a student to be counted PRESENT for the day, he/she must remain in school for 3 ½ hours.</u>**

Reminder when visiting Clarksville Elementary School

To ensure the safety of our students, all visitors, volunteers, lunch buddies, parents and anyone entering the school must buzz in at the main entrance. Before entering, he/she will be asked to identify themselves and state the reason why they are at the school. Once inside the building everyone must report to the main office and sign in on the Campus Security Computer in the office and receive a yellow badge in order to be on school property.

Please remember to sign out when you leave.

Teachers cannot be interrupted during teaching time as this disrupts the students from learning. If you wish to meet with your child's teacher, please send a note or call to arrange a time that is convenient for both of you.

Parents/Guardians may observe in a classroom at any time, but cannot interact with a teacher during instructional time. A parent/guardian must sign in on the Campus Security Computer and receive a yellow ID Badge in order to observe in the classroom. Again, an appointment would need to be made to talk with a teacher.

Clarksville Elementary School
2017-2018
LUNCH SCHEDULE

TIMES	Line W (Wilkerson)		Line R (Roberts)	
10:55 – 11:25	Gielow	(Row 1)	Woody	(Row 5)
10:55 – 11:25	K. Pittard	(Row 2)	B. Inge	(Row 4)
11:00 – 11:30	Clark	(Row 1)	Nutter	(Row 4)
11:00 – 11:30			ECSE	(small table)
11:25 – 11:55	J. Pittard	(Row 2)	Jant	(Row 3)
11:25 - 11:55	Hash	(Row 2)	Ammons	(Row 3)
11:35 – 12:05	Madison	(Row 1)	Garrett	(Row 4)
11:35 – 12:05	S. Inge	(Row 1)	Womack	(Row 5)
11:55 – 12:25	Rea	(Row 2)	Walker	(Row 3)
11:55 – 12:25	Bomar	(Row 2)	Hodges	(Row 3)
12:10 – 12:40	Hutchins	(Row 1)	Hite	(Row 4)
12:10 – 12:40	Wallace	(Row 1)	Medina	(Row 4)
12:25 – 12:55	Orr	(Row 2)	Moore	(Row 5)
12:25 – 12:55			Barricks	(Row 5)

MORNING STUDENT DROP-OFF PROCEDURE

The procedure for student drop-off from 7:55 – 8:15 a.m. is intended to reduce congestion and provide security inside and outside the building. An organized and supervised approach to morning student drop-off will insure transfer of responsibility from school to parent without incident.

The following information describes student drop-off procedures. Parent and student cooperation is sincerely appreciated.

- The student drop-off area is at the main entrance at the big parking lot.
- Parents may park in the middle of the large parking lot and walk in with their child if they prefer.
- The area near the main entrance will be designated for "drive through" drop-off. Parents should remain in the car and students should exit the car on the right hand (passenger) side next to the sidewalk. Once the student is inside the building the parent pulls off in their vehicle.
- All morning car riders (Pre-K through Grade 5) should use the main entrance.
- **NO** child is to cross the driveway without an adult to escort them.
- **Students cannot be dropped off at school prior to 7:40 a.m. because there is no adult supervision.**
- Students are tardy after 8:15 a.m. If a student arrives after 8:15 a.m. he/she **must be accompanied by adult** to the office so they may be signed in on the computer and given a tardy note to enter class.
- All car riders should enter and exit the campus through the entrance closest to Community Pharmacy.
- Students who live across the street at Lakewood Apartments must be accompanied by an adult to the main entrance on the large parking lot.
- At no time during the day should car traffic be at the front of the school (bus parking lot). All car traffic should remain in the large parking lot.
- Only buses will be allowed in the paved area in the front of the building.

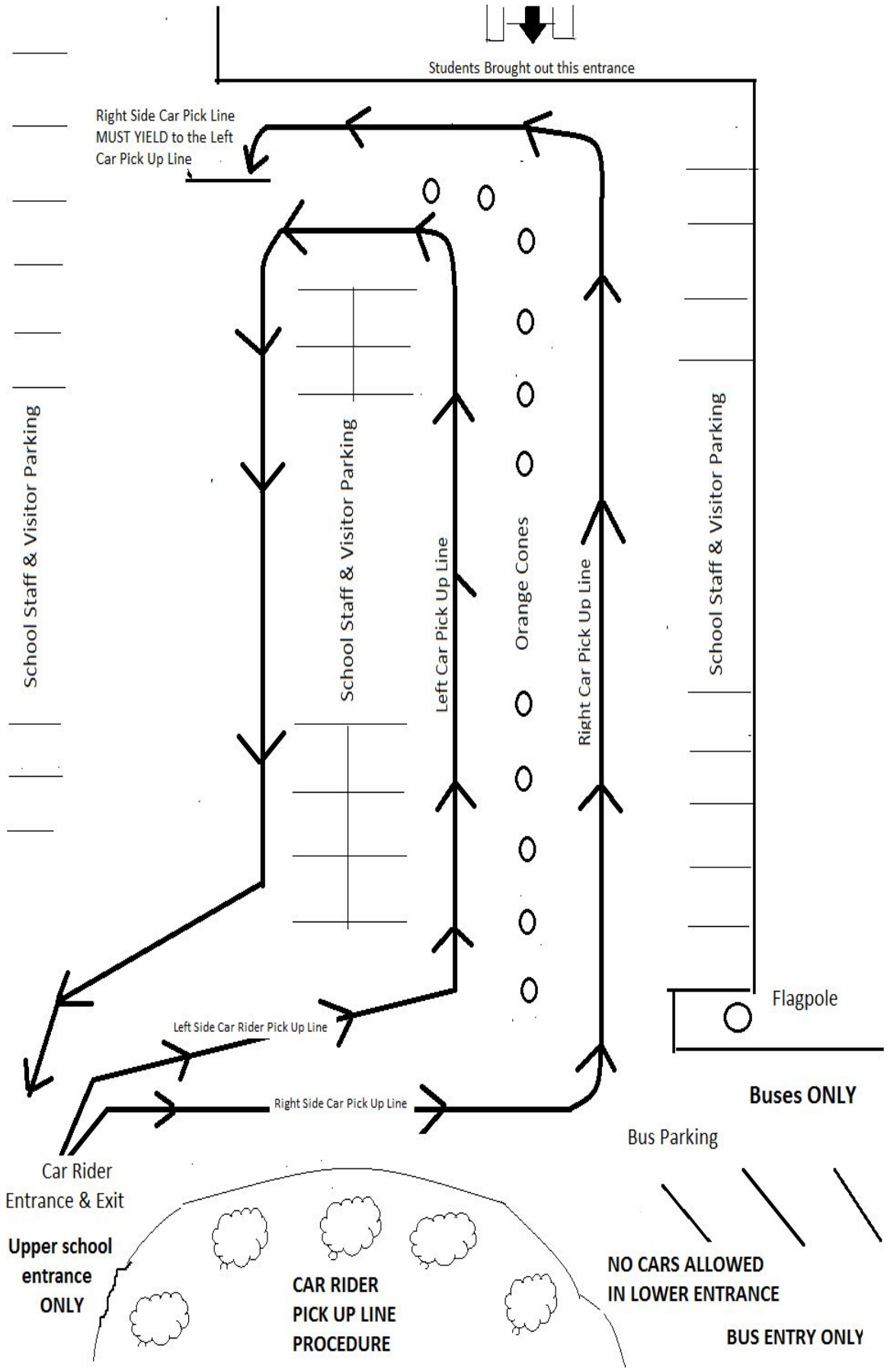
AFTERNOON STUDENT PICK-UP PROCEDURE

The system of student pick-up at 3:25 pm, prior to the 3:35 dismissal bell, is intended to reduce congestion and provide security inside and outside the building. An organized and supervised approach to 3:25 student pick-up will insure transfer of responsibility from school to parent without incident.

The following information describes student pick-up procedures. Parent and student cooperation is sincerely appreciated.

- The student pick-up area is along the sidewalk next to the side cafeteria entrance.
- Parents are asked to enter and exit at the entrance nearest Community Pharmacy.
- Parents should pull into either the right or left side pickup line (divided by yellow markers) next to the flagpole and proceed to slowly pull down to the main entrance at the cafeteria.
- Parents are asked to remain in the car pickup line they are in and remain in the vehicle.
- The parking spaces in the middle of the large parking lot will be designated as visitor & staff parking and may be used by parents who come to the office to sign out students early, to get a pass to visit a class or to conduct other business.
- Duty teachers and car students will exit the side cafeteria entrance at the dismissal bell. Duty teachers will supervise students entering the proper vehicle.
- The line of waiting vehicles will extend from the cafeteria loading dock out towards the entrance nearest Community Pharmacy. As vehicles are loaded and leave the sidewalk pick-up area, other vehicles will pull up to the sidewalk where children and duty teachers are waiting. Children will not have to cross any driveway. All vehicles should be able to exit campus before the buses depart.
- Parents are asked to use **the upper driveway to enter campus and not the large bus parking lot in the front of the building from 3:00 – 3:45.**
  PLEASE NOTE THE MAP ON THE FOLLOWING PAGE FOR FLOW OF TRAFFIC FOR CARRIDER PICKUP.
- **ALL PRE-KINDERGARTEN THROUGH GRADE 5 CAR RIDER STUDENTS WILL USE THESE PROCEDURES.**

Thank you


Students Brought out this entrance
Right Side Car Pick Line
MUST YIELD to the Left
Car Pick Up Line
School Staff & Visitor Parking
School Staff & Visitor Parking
Left Car Pick Up Line
Orange Cones
Right Car Pick Up Line
School Staff & Visitor Parking
Flagpole
Left Side Car Rider Pick Up Line
Right Side Car Pick Up Line
Buses ONLY
Bus Parking
Car Rider
Entrance & Exit
Upper school
entrance
ONLY
CAR RIDER
PICK UP LINE
PROCEDURE
NO CARS ALLOWED
IN LOWER ENTRANCE
BUS ENTRY ONLY

MECKLENBURG COUNTY SCHOOLS

Clarksville Elementary School

August 2017

Student Absences/Excuses/Early Dismissals/Tardies

Students who are absent must bring a parental note by the **second day** the student **returns to school** stating the reason for the absence. The only excuses for the absence shall be deemed acceptable are:

A. Illness (if over 2 days, the school may require a note from the doctor)
B. Court Appearance
C. Death in the Family
D. Religious Holidays
E. Field Trip and School-Related Activities
F. Extenuating emergency circumstances which are determined by the school administration.
G. Requests for excused absences, especially family matters, not covered above should be approved in **advance** by the principal or his/her designee.

A student will be expected to make up all assignments or to make arrangements with the teacher for any make-up work within five (5) days of returning to school.

Parents are requested to **phone** Clarksville Elementary (374-8668) the day of the absence **OR** send a note by the **3rd day** the student returns to school stating the reason for the absence.

An absence is **"UNEXCUSED"** unless the school receives a phone call or note.

For your convenience, use our **voice mail** (374-8668) to report your child's absence.

In order for a student to be counted **PRESENT** for the day, **he/she must remain in school for a total 3 ½ hours.**

Clarksville Elementary School

<u>EARLY DISMISSAL POLICY</u>

- Clarksville Elementary always respects a parent’s right to pick-up their child, but discourages early pick-up solely for convenience.

- **Emergency** early sign-outs such as illness, doctor/dentist appointments and babysitter problems after school are most times unavoidable, but we request you make appointments before school, after school, during the summer, or during school breaks whenever possible.

- **Convenience** reasons, such as not wanting to wait, already in the area and getting home earlier, stop your child’s learning activities, interrupts those of other students and creates additional tasks for our one office secretary. Convenience reasons are discouraged.

- Let’s work together to be sure your child is at school every day and for all school hours. It is important to teach our students to be on time and at school to prepare them for the workplace.

Thank you

↓↓↓

In order for a student to be counted **PRESENT** for the day, **<u>he/she must remain in school for a total of 3 ½ hours.</u>**

↑↑

Truancy Procedure Schedule for Schools
2017-2018

At Each Absence:
Phone Call to Parent/Guardian

At 3rd Unexcused Absence:
Phone Call to Parent
3 Day Letter Sent

At 5th Unexcused Absence:
Phone Call to Parent/Guardian
5 Day Letter Sent
Meeting Scheduled for Parent/Guardian to come in and create TPP.
Complete and sign Truancy Prevention Plan

At 6th Unexcused Absence:
Phone Call to Parent/Guardian
6 Day Letter Sent
Second Parent/Guardian Conference scheduled
Truancy Conference Held

At 7th Unexcused Absence:
Phone Call to Parent/Guardian
7 Day Letter Sent
Refer to Student Support Services for Action: Petition/Warrant(s)

Excessive Excused Absences:

On the 11th and 13th excused absence, a letter will be mailed to the parents making you aware of the number of absences, tardies and early dismissals for your child.

If a student accumulates more than twenty (20) absences all year long, including days missed because of late enrollment, the student may be retained in their grade.

In order for a student to be counted **PRESENT** for the day, **he/she must remain in school for a total of 3 ½ hours.**

AFTER 10 ABSENTEE NOTES OR PHONE CALLS FROM A PARENT/GUARDIAN, THE PARENT OR GUARDIAN MAY BE REQUIRED TO PROVIDE DOCTOR'S NOTES FOR ALL OF THE ABSENCES

MECKLENBURG COUNTY PUBLIC SCHOOLS
PROMOTION, RETENTION AND ACCELERATION

Academic performance will be the prime determiner as to whether a student should be promoted or retained. Other factors such as chronological age and social/emotional growth will be considered on an individual basis.

Students in grades kindergarten through three who fail reading may be retained in their respective grades. Students in grades two through five who fail two major subjects in one school year or who fail the same major subject two (2) years in succession may be retained.

Major subjects are defined as:

Kindergarten
Language Arts

Grade 1
Language Arts
Mathematics

Grade 2
Language Arts
Mathematics

Grades 3 - 5
Reading
English
Mathematics
Science
Social Studies

In order to be promoted to the next grade, both sixth and seventh grade pupils must successfully complete five (5) of the six (6) required subjects. Required subjects are defined as English, Mathematics, Science and Social Studies, Reading and Physical Education.

In order to be promoted to the ninth grade, eighth grade students must successfully complete five (5) of the six (6) required subjects. Required subjects are defined as English/Writing, Reading, Mathematics, Science, Social Studies and Physical Education. If only one elective is taken, students must successfully complete five (5) of the six (6) subjects attempted.

In order to be promoted to the tenth grade, ninth grade students must have five (5) units of credit, including English 9.

In order to be promoted to the eleventh grade, tenth grade students must have a minimum of 11 credits, including English 9 and 10.

In order to be promoted to the twelfth grade, a student must have 14 units of credit, including English 9, 10 and 11 **and** must be able to graduate in June with 22 or 24 units of credit.

Note:

Those students participating in the Agriculture, Office, or Marketing Cooperative Program must have 11 units of credit, including English 9 and 10 or have 14 units of credit, including English 9, 10, 11 and be eligible to graduate in June with 22 or 24 units of credit. All students must have permission and approval from the Cooperative Education Coordinator, Guidance Counselor and Principal to participate.

STUDENT SUPPORT SERVICES

Attendance

School attendance is critical to academic achievement, and preparing students for the world of work and personal success. Each parent or guardian having charge of a child within the compulsory attendance age shall be responsible for the child's regular and punctual attendance at school as required under provisions of state law. For students age 18 or over, the requirements of this policy will apply to the student rather than the parent or guardian. Every teacher in every Mecklenburg school shall keep an accurate daily or class record of attendance of all children assigned. The Superintendent shall provide a copy of the compulsory school attendance law and this attendance policy to the parent or legal guardian of each student within the first calendar month of each school year.

A. Expectations

The School Board expects students and their parents or guardians to actively take responsibility for ensuring attendance, with support from the school. A student is expected to arrive on time and attend class for the full instructional period at a rate of at least 95 percent. In terms of instructional days, the student is expected to be in attendance for 174 days during the school year in order to meet the standard of 95 percent; for block classes, a student is expected to be in attendance for 86 days in order to meet the standard.

A student who is approved to participate in a school-sponsored field trip or other approved activity shall be counted as in attendance. Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. The Superintendent or designee must approve all other exceptions to a full day schedule on an individual basis.

B. Absences

There are times when a student is unable to attend school. Each parent or legal guardian having charge of a child enrolled in Mecklenburg County Public Schools shall inform the school each day his or her child is absent all or part of any school day. Schools will make reasonable effort to contact a parent or legal guardian of each absent student every day and a log will be kept of contact attempts.

Absences that may be considered excused upon receipt of a valid written note or other form of notice approved by the school from the parent or guardian on the day of the student’s return to school include:

- Illness (if over two days, the school may require a note from the physician);
- Medical and dental appointments;
- Court appearance;

Death in the family;

- Observance of a religious holiday; and
- Extenuating circumstances as determined by the school administration.

For a day of absence for which there is no valid written excuse, the principal or designee will make a reasonable effort to directly contact the parent or guardian.

C. Excessive Absences

Excessive absences are those, which cause a student's attendance, at any point during the year, to be lower than the expectations stated in Section. A. A student who displays a pattern of excessive absences, tardies or early dismissals, whether excused or not, may be referred to the principal or designee who shall investigate and recommend appropriate corrective action, including a conference with the parent or guardian, alternative placement or referral to the appropriate agencies.

For any student whose absences exceed, during a school year, more than ten school days or ten class periods of a course scheduled daily or five class periods of a course on the block schedule, the principal or designee may require a conference with the parent or legal guardian to discuss the implications for learning and achievement, the consequences of failure to attend, and any corrective actions to be made. Further, the principal or designee may require documentation beyond the written excuse.

Any student whose absences exceed, during a school year, 20 school days in a year or 20 class periods of a course scheduled daily or 10 class periods for a block class will not receive credit for the course unless the student completes tutoring or an alternate learning module as prescribed by the principal or designee. The principal may require the parent, guardian or student to pay for the costs associated with tutoring or the alternative-learning module. The principal may waive this requirement upon consideration of extenuating circumstances. This consequence complies with the state Standards for Accrediting Public Schools that define the standard for awarding course credit for graduation. For elementary and middle school students, excessive absences may be a factor in decisions regarding a student's promotion
to the next grade.

For any student whose absences exceed five scheduled school days for the school year and there is no indication that the parent is aware of and supports the student's absence, the principal or designee shall make a reasonable effort to directly contact the parent to obtain an explanation and explain the consequences of nonattendance. A plan will be developed jointly with the parent and student to resolve the student's nonattendance. If the student is absent for an additional day after the direct contact and
again the parent is unaware, a conference shall be scheduled with the parent and student within 10 days and held no later than 15 days after the sixth absence. Upon the seventh absence of which the parent is unaware, the principal or designee will notify the Office of Student Services to take the actions prescribed by Section 22.1-258 of the Code of Virginia. Actions include either or both of the following: 1) filing a complaint with the juvenile and domestic relations court alleging the student is a child in need of supervision or 2) instituting proceedings against the parent pursuant to Section 18.2-371 or Section 22.1- 262, Code of Virginia.

D. Make-up Work

It is the student's responsibility, or the parent or guardian of an elementary student, to communicate with the teacher on the day he or she returns to class to schedule the make-up of missed work. Students are expected to make up all work missed immediately, and in a time period not to exceed six school days from return to school. For students in grades three through 12, all missed work that is not made up within the time limit will receive no higher than a failing

grade of 59 a student whose work earns a grade below 59 will receive the grade earned. The principal or designee, however, may consider extenuating circumstances in extending the time limit.

Elementary

Elementary students must bring a note from the parent or guardian stating the reason for the absence or follow other notice procedures as determined by the school. Because of the formative aspect of elementary instruction, all elementary school students are expected to make up work missed because of absence, regardless of reason.

Notice of
School Crisis Safety Procedures/Drills

It is the intent of Mecklenburg County Public Schools to provide a safe and secure environment for learning and, if needed, to restore the learning environment as quickly and safely as possible following traumatic incidents.

The division is in the process of continually updating the emergency response crisis management (ERCM) and school safety plans for all schools. These plans include protocols and procedures concerning the following phases of ERCM: **prevention/mitigation, preparedness, response** and **recovery** for multiple types of incidents that may occur at, or may impact schools.

In order to assure that proper procedures are being followed, schools will be required to perform functional tests (drills) and assessments of each phase. Assessments and drills will be performed with students present and when they are not present. Some assessments and drills will be announced and some will be unannounced,

In order to assure everyone's safety in the event of a drill or incident, it is important for students, parents, faculty and staff, visitors, and first responder organizations (law enforcement, fire and rescue squads) to follow established protocols and procedures.

Be aware that:

- Students are not permitted to use cell phones or other personal communication devices at school and especially not during a drill or actual emergency.

- Only authorized law enforcement, fire department, rescue squad and other officially designated persons should respond to any school during an incident.

- Parents/guardians are encouraged not to call the school during a crisis event, and should not come to school to remove their children during a crisis or threatened event, unless informed to do so by school administration.

- In the event of an actual emergency, the school administrator or central office administration will notify parents and the public of the following: the situation, what is being done to protect students, if and when the school will close, and when and how students will be reunited with their families.

- It is suggested that parents/guardians become familiar with their child(ren)'s individual school Emergency Response Crisis Management (ERCM) protocols and follow them.

RULES FOR
STUDENTS WHO ARE TRANSPORTED BY
MECKLENBURG COUNTY PUBLIC SCHOOL BUSES

Bus transportation is a privilege, not a right.

Parent, Guardian, and Caretaker Responsibilities for the Safe Bus/Car transport of Students To/From School:

Parents, Guardians, and Caretakers of students attending Mecklenburg County Public Schools and utilizing school transportation (school buses or cars) must:

1. Discuss transportation safety rules with their students on a regular basis.
2. Assure their students are *appropriately supervised* the entire time the student is at the bus stop for transportation to school and be present or have arranged for other appropriate supervision of their student for arrival back to the bus stop at the end of the school day.
3. Have turned in written permission (**no phone calls**) for their student to ride a bus different from their assigned bus prior to 2:00 p.m. on the day the student is to ride an alternative bus.
4. Communicate bus concerns to building administration. No conference at the bus.
5. Refrain from entering county public transportation vehicles.

The following rules are established in the interest of the welfare and safety of all students who are transported by bus:

1. Students must be and remain at designated bus stops, on the shoulder of the road, out of the line of traffic, until the bus arrives. Playing in the traffic lanes can be fatal.
2. Students are to avoid crowding, pushing and otherwise disturbing others when entering or leaving the bus.
3. The driver is in charge of the bus and students who ride the bus. Students must accept the authority of the driver and cooperate with his or her requests.
4. Students shall not carelessly or maliciously damage seats, glasses, or other bus equipment. Students who are responsible for damages and their parents must make arrangements for payment of damages.
5. Each student who rides a bus has a personal responsibility to help keep the bus clean, sanitary and orderly.
6. Boisterousness and vulgarity on the part of students will not be tolerated.
7. All students must remain seated at all times when the bus is in motion. Students to be discharged must remain seated until the bus comes to a complete stop. This is for the safety of students and must be strictly observed.
8. Students who must cross the highway when getting on or off the bus must cross 8 to 10 feet in front of the bus in clear view of the driver.

9. Students must not talk to the driver while the bus is in motion because this will distract his attention from his duties.
10. Students are not allowed to bring bottles, cans, toys, sharp instruments, candy, potato chips, flowers or unnecessary objects on the bus at any time. Students may not chew gum, eat or drink on the bus.
11. Students shall not initiate fights on the bus.
12. Students are not to stand at any time.
13. Students must never use the emergency door of the bus unless told by the driver to do so or in case of emergency when the front door cannot be used.
14. No objects, such as suitcases, band instruments, etc., are allowed on buses unless they are small enough to be held by the student. No items are allowed in the aisle or under the dash at any time.
15. Students must have written permission (**no phone calls**) from parents to the principal if they are to ride another bus other than the one they are scheduled to ride, or if they get off at any stop other than their own stop (emergencies only).
16. Students are not allowed to get on and off the bus at unscheduled stops. They must get off only at scheduled discharge stop with proper permission.
17. Students shall have no cell phones, beepers, or other electronic devices turned on, in use, or visible on the bus unless approved by the building administrator.

Students are expected to abide by the foregoing rules as written. These rules have been approved by the School Board and will be strictly enforced by school principals, the supervisor of transportation, and other administrative officials.

Failure of students to abide by these rules may result in suspension of privilege of riding a bus until an assurance of acceptable behavior can be obtained from students involved and their parents.

NOTE: The driver is in charge of the bus and the conduct of the students on the bus. The driver has no authority to take disciplinary action on students, and has the responsibility of reporting all violations to the principal of the school attended by the student. The principal has authority and responsibility for disciplinary action.

Habitual offenders may be refused permission to ride a bus.

Rules for Medications at School

School Personnel may give **prescription medication** to students **IF** a completed Mecklenburg County Public Schools' **Medication Consent** form, signed by the student's parent or legal guardian and the prescribing healthcare professional, is on file for the current school year. Such Medication must be delivered to school in the original container by the parent/legal guardian or their adult designee. The prescription label must match instructions from the prescribing healthcare professional.

School personnel may give **non-prescription medication IF** a completed Mecklenburg County Public Schools' **Medication Consent** form, signed by the parent or legal guardian, is on file for the current school year. Healthcare professional's signature is only required for non-prescription medication when the requested dosage or length of administration exceeds over the counter recommendations on the medication label. Such medication must be transported to school in an unopened original container by the parent/legal guardian, or their adult designee.

Students are allowed to carry and self-administer **inhaled asthma medications and/or auto-injectable epinephrine IF** an Asthma Action Plan and Medication Authorization form OR Allergic Reaction Action Plan and Medication Authorization form has been completed and signed by the treating physician or nurse practitioner for the current school year. The appropriate form must also be signed by the parent/guardian and the student.

Medication Administration Forms are available in the school's main office or the nurse's office.

Notice for Directory Information -- FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Mecklenburg County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Mecklenburg County Public School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Mecklenburg County Public Schools to include this type of information from your child's education record in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production:
- The annual yearbook;
- Graduation programs; and
- Sports, activity sheets, such as for wrestling, showing weight and height of team members.

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 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If you do not want Mecklenburg County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 15 days of receiving this notice. Mecklenburg County Public Schools has designated the following information as directory information:

- Student's Name
- Participation in officially organized activities and sports
- Address
- Telephone listing
- Weight & Height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, & awards received
- Date & place of birth
- Major field of study
- Date of attendance
- Grade level
- The most recent educational agency or institution attended

These laws are: Section 9528 pf the ESEA (20U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provide funding for the Nation's armed forces.

SEX OFFENDERS ARE NOT ALLOWED ON SCHOOL PROPERTY

Every adult convicted of a sexual offense is prohibited from entering or being present on school property during school hours and during school related and school-sponsored activities.

Family Life Education

The Virginia Board of Education provides standards of learning and curriculum guidelines for a comprehensive, sequential family life education curriculum from kindergarten through grade 12. The guidelines include instruction as appropriate for the age of the student in family living and community relationships; abstinence education; the value of postponing sensual activity; the benefits of adoption as a positive choice in the event of an unwanted pregnancy; human sexuality; human reproduction; forms of contraception; dating violence; the characteristics of abusive relationships; steps to take to avoid sexual assault, and the availability of counseling and legal resources, and, in the event of such sexual assault, the importance of immediate medical attention and advice, as well as the requirements of the law, the etiology, prevention
and effects of sexually transmitted diseases; and mental health education and awareness. All such instruction shall be designed to promote parental involvement, foster positive self concepts and provide mechanisms for coping with peer pressure and the stresses of modern living according to the students' developmental stages and abilities. Parents and guardians have the right to review the family life education program offered by their school division, including written and audio-visual educational materials used in the program. Parents and guardians also have the right to excuse their child from all or part of the family life education instruction. A copy of Virginia's Family Life Education www.doe.virginia.gov/VDOE/studentsrvcs/familylife.shtml

DRESS CODE

MCPS wishes to have a dress code that continually reflects high standards. Having a standard code for dress will have accountability for our division's mission. Parents and students must assume the responsibility of the student's proper attire as outlined in the policy. If a student's dress or appearance is inappropriate, lacking in cleanliness or is not in good taste, and substantially disrupts class or learning activities, the student will be required to change his or her dress or appearance. This policy serves as the warning in reference to the dress code. The dress code also serves as a minimum standard for staff.

This policy serves as the warning in reference to the dress code.

- Shoes shall be worn at all times.
- Stretch leggings, jeggings, tights may be worn with a shirt, blouse, **IF** the shirt, blouse, top, or t-shirt, is no shorter than fingertip length all the way around the student's body.
- Dresses worn must be no shorter than 4 inches above the knee all the way around the student's body.
- Pajama pants may not be worn.
- No "Slacking" or "Sagging" of pants or shorts are allowed. All pants and shorts must be worn at the **waistline**. **No underwear may be revealed. Nor should gym shorts or any other garments underneath outer layer of clothing be visible.**
- Jeans must be free of rips, tears, or holes that expose skin above the fingertips. If jeans have the rips, tears, or holes, skin must be covered,
- Students should not wear hats, other head covering, earbuds, headphones, or sunglasses during the school day and during school sponsored activities that are held inside of the school building. These areas include classrooms, hallways, restrooms, cafeteria, gymnasium, media center, and any other areas as designated by the school administration. School administrators can make adjustments to the above based on school events (ex: spirit week), religious beliefs, customs, and/or medical reasons per individual student. No fishhooks or any other pins should be displayed on hats.
- Mesh-styled shirts and blouses, clothes or jewelry imprinted with suggestive or vulgar language, shirts and blouses exposing the midriff, and any clothing over-exposing the body, including razor back shirts, thin- strapped tank tops, off the shoulder tops/blouses/t-shirts, and thin strapped blouses are not allowed.
- Shorts, skirts, and dresses should be no shorter than 4 inches above the knee all the way around the student.
- Tops and sleeveless shirts must be three fingers in width for ladies. **Jerseys with large arm holes are not permitted unless there is a t-shirt worn underneath.**
- Students shall not wear clothing so that exposes excess cleavage.
- No gang-related clothing, accessories, or symbols as identified by the **Local Law Enforcement Agencies** (Mecklenburg County Sheriff's Office) will be allowed on any school site or at any school sponsored activity.
- Curlers, picks, combs, (except for barrette style), or rakes in the hair, hoods, hats, caps, gloves, sweatbands, bandanas, scarves, wave caps, bonnets, or sunglasses are not headwear accessories. Scarves may be worn around the neck.
- Heavy chains may not be worn or brought to school on belts or wallets.

Students who are improperly dressed will be referred to school administrators or designee who will assist the student in complying with dress code standards.

CONSEQUENCES OF IMPROPER DRESS

First offense:	Hold in ISS until changed/parent phone call
Second offense:	One day of In-School Suspension
Third offense:	Overnight suspension/return with parent for conference
Fourth offense:	One day Out of School Suspension

Beepers, Cellular Telephones, Personal Digital Assistants (PDA's), Radios, IPods, or Similar Electronic Devices

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Students shall not have turned on, in use, or visible a beeper, cellular telephone, Personal Digital Assistant (PDA), or other communication device, radios, IPod, or other similar electronic device, or headphones or wear such devices at school or on school buses; unless approved for legitimate school use by the administrator.

Consequences

First offense: Warning and conference with administrator
Second offense: Parent Meeting
Third offense: Overnight Suspension
Fourth offense: One day Out of School Suspension
Any subsequent offense will result in loss of cell phone privileges and meeting with the Director of Elementary Education

Dear Parent(s)/Guardian(s).

In order to improve instruction during the 2017-2018 school year, your child may be required to participate in the following universal screening assessment(s):

PALS (Phonological Awareness Literacy Screening)
i-Ready
Aptitude Test
DRA
ARDT
Interactive Achievement
Other screenings depending on your child's school curriculum

Results from these screeners will allow teachers, administrators, and staff to make informed decisions regarding your child's education. Information from these screeners is available upon request.

Sincerely,

Ann O. Dalton, Principal

Clarksville Elementary School
1696 Noblin Farm Road
Clarksville, Virginia 23927

August 2017

To: Parents/Guardians

From: Ann O. Dalton, Principal

Re: Asbestos Identification and Notification (AHERA Public Law 99-510) (40 CFR Part 763)

This memo is to provide notification and identification of the presence of asbestos in the Clarksville Elementary School.

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This new rule requires all public and private elementary and secondary schools to be inspected for friable and non-friable asbestos, develop asbestos management plans, and implement response actions in a timely fashion.

To carry out the above activities involving inspections, management plans, and response actions, the Mecklenburg County School employed an accredited Asbestos Inspection firm, Industrial Training Company, of Richmond, Virginia, to prepare our Management Plan as determined by AHERA, Public Law 99-519.

The Clarksville Elementary School facility has been tested for asbestos. Results to those tests have shown that there is some asbestos present in the school. The Management Plan, which includes laboratory reports, is available at the school. The Management Plan and documentary data has also been filed with the Virginia Department of Education, Energy and Facilities Services. Questions regarding any of this data may be addressed at the school.

Inclement Weather Policy

This inclement weather policy is intended to clarify regulations for school closing, late openings, and early closing for all employees. Whenever possible, all announcements concerning school closings or late openings will be made no later than 6:30 a.m. **Announcements will be made on all local radio, television stations, the MCPS website, the MCPS Facebook page, and on the School Messenger System.**

The announcements can also be found on the Mecklenburg Public School website, www.mcpsweb.org and on the Mecklenburg County Public School Facebook page.

SOMETIMES THE ANNOUNCEMENT FOR A DELAYED OPENING WILL BE CHANGED TO A CLOSING IF WEATHER CONDITIONS WORSEN.

To: Parents
From: Student Support Services, MCPS
Re: **Mecklenburg County Public Schools and the School Messenger Services**

Mecklenburg County Public Schools is pleased to again provide the rapid notification service, School Messenger, to our students and their families for the 2016-2017 school year at *no charge.*

School Messenger allows school principals and division administrators the opportunity to use digital messaging technology to quickly provide telephone, cell phone, and pager notification messages to parents and faculty in the event of school closings, delays, and emergencies. The School Messenger system can also be used to send school related messages about meetings, practices, public services and other important, but less serious matters to individuals or select groups

The system uses the phone numbers parents provide on the School Emergency Card when students are registered. It is therefore very important that parents provide only the contact numbers they want called in the event of a school delay, closing, or emergency and to receive other school related messages. It is also imperative that the school is informed when parents change a contact number or address for any reason.

Please do not supply numbers for friends and relatives, until you have discussed this information and the School Messenger system with them, and have and received their permission in advance to have the school contact them for matters related to your student(s), and for general messages about closings, delays, etc.

The school system does not want to bother people unnecessarily and grandparents, relatives, and friends, who do not have children in school, are often upset when they are contacted by the school when they have been forewarned and don't know why they are being called.

To send a message, the school principal or designated central office official, chooses a group for the message to go to. Groups can be any size and are made up of students, faculty, or combinations of the two. The brief message containing the school related information you need to know is then recorded. The message is dispatched to the service headquarters and is broadcast to be created and sent. The message is automatically left on answering machines and services, and unanswered numbers are called again.

Most school divisions have a similar system in place, because parents find it very helpful to know what is going on as quickly as possible. If you have any questions about this service, or experience problems with School Messenger this year, please feel free to your

school principal, Ann O. Dalton, 434-374-8668.

Thank you!

Virginia Department of Education
Parent Notification Letter
Right to Request Information of Teacher Qualifications
As Required Under Title III Statewide Consortium Assurances

Mecklenburg County Public Schools

Dear Parent or Guardian,

Mecklenburg County Public Schools (MCPS) is a member of the Virginia Title III Statewide Consortium. As a part of this membership, MCPS must inform you as a parent of a student attending our schools that you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or provisional status through which state qualification or licensing criteria have been waved.
- The teacher's college major and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the Title III Coordinator at (434) 738-6111 and we will provide the information to you in a timely manner.

Sincerely,

Title III Coordinator

Mecklenburg County Public Schools
Parent Information
2017-2018

Attendance Questions	Contact Mrs. Stephanie Neal, Assistant Principal Clarksville Elementary School 434-374-8668
Discipline Questions	Conferences may be set up with the teacher(s) or principal of the individual school concerned. Clarksville Elementary School 434-374-8668
Special Education	Mrs. Mary Hodges, Central Office 434-738-6111
Transportation Problems	Transportation problems can be reported to the principal of the school involved, or to the supervisor of transportation, Mr. Bill Mayhew, Bus Shop 434-738-6771
Homebound Instruction	Ms. Jeannie Garner, Central Office 434-738-6111
Pre-School Information	Mrs. Tracey Rogers, Central Office 434-738-6111
School Food Service	Mrs. Robin Moore, Central Office 434-738-6111
Superintendent of Schools	When you feel that a particular problem or situation needs the attention of the Interim Superintendent of Schools: Mr. Paul Nichols, Central Office 434-738-6111

Mr. Paul Nichols, Superintendent
Dr. Kristy Sommerville-Midgette. Assistant Superintendent
Mrs. Tracey Rogers, Director of Elementary Curriculum, Assessment, and Data Analysis/Title I
Mrs. Robin Moore Supervisor of School Food Services
Mrs. Mary Hodges, Director of Special Education

School Board Office
Phone #s: 434-738-6111 or 434-447-7631
Fax #: 434-738-6679

School Bus Garage
School Board Maintenance Shop
Mr. Bill Mayhew, Transportation Supervisor
Mrs. Donna Conner, Transportation Safety Officer
Phone #: 434-738-6771 or 434-447-7251
Fax #: 434-738-0100

Clarksville Elementary PTA Officers
President: Mrs. Elizabeth Imes
Vice-President: Mrs.Angie Williamson
Secretary: Mr. Russell Bishop
Treasurer: Mrs. Gail Hightower

Mecklenburg County Public Schools Diploma Requirements

Graduation Requirements

Beginning with the ninth grade class of 2011-2012, in order to graduate from the Mecklenburg County Public Schools, a student must meet all applicable requirements set forth in the Standards of Accreditation (SOA) and Standards of Quality (SOQ). The requirements for a student to earn a diploma are those in effect when he or she enters ninth grade for the first time.

If a senior is in danger of failing to meet the requirements for graduating with his class, the student and his parents or guardians shall be notified of such danger at the earliest possible time, and assistance should be provided, where possible, to help the student satisfy the requirements. The responsibility for informing the student and parents/guardians shall rest with the teachers, guidance counselors, and principal. Students shall have justification for appealing administrative decisions regarding graduation should appropriate instructional personnel fail to provide notice to seniors and their parents/guardians as required by this policy.

Standard Diploma

High school seniors must earn a minimum of 22 credits in order to receive a standard diploma.

Standard Technical Diploma

High school seniors must earn a minimum of 22 credits in order to receive a standard technical diploma.

Advanced Studies Diploma

High school seniors must earn a minimum of 26 credits in order to receive an advanced studies diploma.

Advanced Technical Diploma

High school seniors must earn a minimum of 26 credits in order to receive an advanced studies diploma.

Mecklenburg County Public Schools Grading Procedures
2017-2018

Elementary Categories and Weights

1. Tests, Projects, Presentations of Learning, Research Products, Major Assessments — 60%

2. Classwork, Daily Assignments, Quizzes (may include HW- one grade) — 40%

Clarksville Elementary School

Title I

Parental Involvement Policy
2017-2018

Clarksville Elementary School recognizes that the education of each student is a responsibility shared by the school, the student, and the student's family. Clarksville Elementary School endorses parental involvement and encourages the regular participation by all parents in the education of their children. Clarksville Elementary School is designated as a school-wide Title I School.

- The school will convene an annual parent meeting during the month of September.
- The school will establish a quarterly meeting schedule. Meeting agendas and minutes will be available to parents.
- Meeting/workshops will be scheduled at varied times of the day to meet parent schedules.
- The school will establish a Title I advisory council and council meetings will be open to all parents.
- The council will be comprised of administrator(s), Title I staff, teachers and parent representative(s) from each grade level.
- The school will provide curriculum/assessment information to all parents.
- Title I advisory council will review data with school staff and provide input relative to the School Improvement Plan.
- The school will provide parents with a copy of the school Parental Involvement Plan in the student handbook.
- The Title I compact/survey will be sent to parents twice a year to collect data regarding parent involvement and concerns. Any noted concerns will be forwarded to the school district level and addressed when establishing goals for the following school year.
- The parental involvement policy will be developed by the Title I Advisory Council and reviewed/amended annually.
- Parental Involvement Policy will be available to parents of ESL students.
- The school's parental involvement policy supports the division level policy.
- The school will provide timely information about programs, parent-teacher conference, daily schedules, school events, supply list, and contact

information via School Messenger, Newsletters, School Calendar, School/County websites, and county and school Facebook pages.

Parental involvement is centerpiece of Title I

- Parents are full partners in their child's education and are encouraged to be actively involved in their success.
- School will include parents as appropriate in decision in relating to the education of their children.
- Parents are encouraged to attend meetings, workshops, and conferences at the school level.
- Parents will be responsible to complete and return the Title I compact twice a year.
- Parents may participate by volunteering at school, serving on various teams and committees, observing the operation of the Title I Program, assisting with the evaluation of the success of the Title I Plan and offering suggestions for improvement.

Curriculum and Assessment

All students at Clarksville Elementary School are taught using the Virginia Standards of Learning in all subject areas. Clarksville Elementary follows the county wide pacing guides and state developed curriculum framework. To support the standards of learning of learning the school uses the county adopted text books. Many opportunities are provided to help children perform at their maximum level of academic achievement. For example:

Accelerated Reader
Holey Cards
Intramurals
Art Education
Counseling
ESL
Gifted & Talented Program
Science Fair
4-H
Response to Intervention (RtI)
Music Education
Ramp *(Before & After-school remediation, and homework assistance)*
Special Education
Speech and Language
Literacy Groups
Summer School
Title I *(Small group & collaborative)*
Tutoring
Family Literacy Workshops
PALS
Reading Specialists
Physical Education
Various Computer Technology Programs

All students in grades three through five take the Virginia Standards of Learning assessment. The school uses additional county wide and school wide assessments. The following are some examples:

Assessments	Proficiency Levels
Virginia Standard of Learning	400-499 Pass/Proficient 500-599 Pass/Advanced 600 Pass/Perfect Score
iReady	Diagnostic (Fall, Mid-Year)
PALS	Benchmark (Fall, Mid-year, Spring)
Benchmark Testing	County Policy 60-100
Developmental Reading Assessment (DRA)	See Reading Level benchmark Charts for grade 1 & 2
Remediation Pre and Post Test	County Policy 60-100
Curriculum Based Assessments	Grade Level Proficiency
Teacher Made Assessments	County Policy 60-100
Textbook Assessments	County Policy 60-100
Running Records	Periodically as needed in K-2
MCPS Promotion & Retention Policy	* See paragraph below

* Academic performance will be the prime determiner as to whether a student should be promoted or retained. Other factors such as chronological age and social/emotional growth will be considered.

Pupils in grades K-3 who fail Reading may be retained. Students in grades two through five who fail two major subjects in one school year or who fail the same major subject two years in succession may be retained.

The faculty of Clarksville Elementary School is committed to providing a quality education for all students recognizing the essential role of parents and the value of their input.

Please sign this page and return to your child's teacher by Friday, August 18th, 2017

Parent's Signature Form

By signing below, I acknowledge the following:

I have read this copy of the **2017-2018 Clarksville Elementary School Parent-Student Handbook.** I understand that if I have any questions or need clarification of anything in this handbook I can contact my child's principal.

Parent/Guardian'sSignature:_____

Name of Student: _____ Date: _____

Student's Signature Form

By signing below, I acknowledge the following:

I have received this copy of the **2017-2018 Clarksville Elementary School Parent-Student Handbook.**

Student's Signature:_____

Teacher: _____ Date: _____