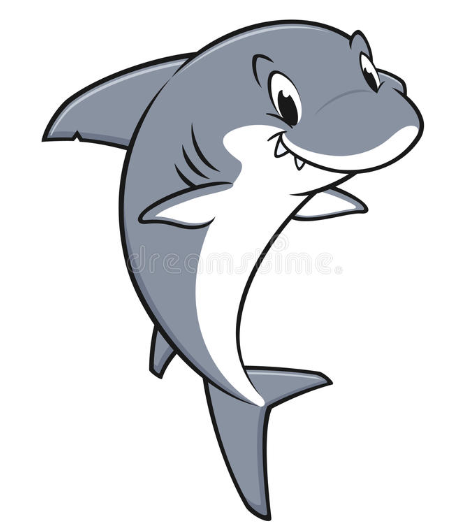
Parent-Student

Handbook



South Hill Elementary School

1290 Plank Road

South Hill, Virginia 23970

434-447-8134

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South Hill Elementary School

1290 Plank Road

South Hill, Virginia 23970

August 2018

Dear Parent(s)/Guardian(s) and Students:

Welcome to South Hill Elementary School! Whether you are a returning students, new to our school, or starting school for the first time, we know that you share with us the excitement of a brand new school year. On behalf of the faculty and staff, we are glad to have you as part of the South Hill Elementary School family, and we look forward to the opportunity to work with each of you to help your child experience a productive and successful school year.

As we prepare for the exciting learning opportunities expected in the upcoming school year, please take time to read over the Parent/Student Handbook with your child. The Parent/Student Handbook is provided to answer questions about the policies and procedures of Mecklenburg County Public Schools as well as the expectations and activities specific to our school. I urge you to keep your copy of the Parent/Student Handbook handy for quick reference as questions arise throughout the school year.

Please remember that your active participation in our school is vital to the success of your child. Let your child know that school is important through your words and actions. When home, community, and school work as a team, we can expect great things for and from our children. I encourage you to communicate regularly with your child’s teacher, attend meetings and conferences, and join the PTA. Your support is wanted and needed. If we can be of any assistance to you at any time, please feel free to call us at 434-447-8134. We look forward to serving you and challenge you to make this your best year ever.

Sincerely,

Michele G. Icenhour, Principal

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**CONTACT INFORMATION**

|  |  |
| --- | --- |
| Attendance Questions | Contact Jo Sykes, Secretary  South Hill Elementary School  434-447-8134 |
| Discipline Questions | Conferences may be set up with the teacher(s) or administration of the individual school concerned.  South Hill Elementary School 434-447-8134 |
| Special Education – Current Students | Contact Jonathan Dixon, Assistant Principal (Pre-K - 2nd SPED)  or  Amanda Shook, Assistant Principal (3rd - 5th SPED)  South Hill Elementary School  434-447-8134 |
| Special Education – New Referrals | Contact Rita Huston, Guidance Counselor  South Hill Elementary School  434-447-8134 |
| 504 Plans | Contact Jeanne Adams, Guidance Counselor  South Hill Elementary School  434-447-8134 |
| Transportation Questions | Transportation concerns can be reported to the principal of the school involved or to the supervisor of transportation, Mr. Bill Mayhew the Bus Shop 434-447-7251 |
| Homebound Instruction | Ms. Jeannie Garner, Central Office  434-447-7631 |
| Pre-School Information | Mrs. Tracey Rogers, Central Office  434-447-7631 |
| School Food Services | Shawna Felts, Cafeteria Manager  South Hill Elementary School  434-447-8134 |
| Superintendent of Schools | When you feel that particular problem or situation needs the attention of the Superintendent of Schools, contact Mr. Paul Nichols at the School Board Office  434-447-7631 |

Mr. Paul Nichols, Division Superintendent Mr. Abe Jeffers, Assistant Superintendent

Mrs. Tracey Rogers, Director of Elementary Education Mrs. Robin Moore, Supervisor of School Food Services

Mrs. Mary Hodges, Director of Special Education

**School Board Office**

Phone #: 434-447-7631 or 434-738-6111 Fax #: 434-738-6679

**School Board Garage/School Board Maintenance Shop**

Mr. Bill Mayhew, Transportation Supervisor Mrs. Donna Conner, Transportation Safety Officer

Phone #: 434-447-7251 or 434-738-6771 Fax #: 434-738-0100

## MCPS Motto

C.O.M.P.A.S.S-Committed to Our Mission: Preparing All Students for Success

**Vision Statement**

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

## South Hill Elementary School Statement

South Hill Elementary School believes that by fostering a positive learning environment, we empower everyone to achieve and succeed. Through teamwork, students and staff will be valued, supported, and challenged to reach their highest potential.

**Daily Routines**

# SCHOOL HOURS

The school day begins at **8:15 a.m.** and ends at **3:15 p.m.** each day unless otherwise noted on the MCPS Calendar. Parents that choose to drop off students in the morning may do so as early as **7:45a.m.**  students who are dropped off before 8:15 will enter by way of the car lot. Staff members will direct the students to either the cafeteria to get breakfast or to their homeroom class. In the afternoon, students will be dismissed as follows:

3:00 Car riders will begin dismissing

3:05 Buses will begin loading

BELL SCHEDULE

Note: The required instructional day for elementary students in Mecklenburg County Schools begins at **8:15 a.m.** and ends at **3:15 p.m**.

7:45 a.m Car riders will begin unloading and go to the cafeteria until 7:55.

7:55 a.m. Buses will unload and go to breakfast or homeroom.

8:15 a.m. Students are to be in homeroom classes. Tardy bells rings.

Morning announcements are made. Students arriving to school after this time will be

marked **tardy.**

**If a student arrives after 8:15,** **parents must sign in** **students in the main office and list the reason for tardiness.**

3:15 p.m. Students are dismissed. A change in time or routine way of going home must be accompanied by **a written note** from the parent. We will follow the child’s normal routine without a note from the parent.

# 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. 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 students’ decision to pray or meditate during the moment of silence. Students and employees are prohibited from praying aloud during the moment of silence.

PLEDGE OF ALLEGIANCE

The Mecklenburg County School Board requires the daily recitation of the Pledge of Allegiance in each classroom of the school division. During the Pledge of Allegiance, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts. Students who are exempt from reciting the Pledge based on religious, philosophical, or other grounds, 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.

# VISITORS

* We welcome visitors and parents to our school. For the protection of the students and security of the school, **it is required that any person entering the building during the school day come directly to the office.** All visitors must sign the visitor register in the office and print a label. **You must have valid state issued identification to sign in.** You are required to wear the visitor identification at all times. Please return to the office and sign out when leaving. To maintain the high quality of our educational program, we ask that parents give the teacher advance notice and classroom visits be limited to approximately thirty minutes.
* Visitors should report to the office first before going to classroom for conferences scheduled before or after school.
* You must remain in the area indicated on your visitor’s pass unless you have been given permission by the office.
* Any celebrations must be scheduled with the classroom teacher. Children who are NOT SHE students MAY NOT attend parties or classroom celebrations. Sibling and relatives MAY NOT attend classroom parties.
* **Conferences must be by appointment. In no instance is a visitor to disturb a teacher during a class. Teachers will not be available for conferences during those times that they are supervising students from 7:45 a.m. to 3:15 p.m. unless prior arrangements have been made with the principal and teacher.**

**Dropping off/Picking up students**

Parents may choose to drop off and pick up students following the stated procedures for South Hill Elementary School. There is a new traffic pattern for carpool pickup and drop off. Families will receive directions on how to navigate the new pattern. If there are any questions, please feel free to ask. Staff will be outside to assist the first few days of school.

Morning Drop-Off:

* Students may be dropped off from 7:45-8:15. Any changes to this time will be

announced via paper, Facebook, and automatic alert system. Tardy bell rings at 8:15 (parents must sign in late students).

* Parents are to follow the traffic pattern.
* Please refrain from stopping and getting out of your vehicle as this impedes traffic.
* If your student needs assistance getting out of the car, a staff member will be available to assist.
* Once your student has gotten out of your vehicle and safely on the sidewalk, please follow the exit traffic pattern to leave the parking lot.
* Parents are encouraged to follow this procedure and refrain from parking in the lot to drop off their student.

### Afternoon Pick-Up

* **Car riders are dismissed at 3:00 p.m.**
* Parents are to follow the traffic pattern.
* Staff members will be positioned outside to assist with loading.
* Please refrain from stopping and getting out of your vehicle as this impedes traffic.
* Do not park in the pick-up line.
* All parents are expected to use the car rider line to pick up their students.
* Parents and students should not walk through the car rider or bus line.

## Procedures for Signing Students out of school (During the School Day)

1. Parent, Legal Guardian, or other designated adult must come into the office.

\*Emergency cards are flagged for any students that may have custody or other legal orders of which the school has been made aware.

1. **A valid photo ID** must be presented, even if the person picking up is the parent or legal guardian. Our student sign out system will not allow anyone to sign a student out without valid state-issued identification. Make sure that you bring your driver’s license or identification card with you each time.
2. Once a request has been made for pick-up of a child, the Emergency Card must be checked.

\*If the person picking up the child is not on the Emergency Card, the school must have received prior written notice before dismissing the child.

\*\*If the person picking up the child is not on the Emergency Card and the school has NOT received prior written notice, the office staff must contact the parent and have verbal permission before dismissing the child.

1. The adult must sign the student out using the computer.
2. The child will then be called to the office for dismissal.

# HEALTH and WELLNESS INFORMATION

## Allergies

It is imperative that all school personnel know of any type of allergy your child has, such as to bee stings or foods. This information should be provided to the school nurse, who will see to it that the appropriate personnel are notified. If your student is transported to school by bus, the bus drivers should also be provided with this information.

Food Services must have a statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

## Head Lice

Students will be free of lice and nits. Lice checks can be scheduled school-wide or by classroom at intervals during the year, or on demand, at the discretion of the principal. If there is reason to suspect an infestation on a child, a lice check can be requested by the teacher.

*LICE PROTOCOL:*

1. When a child is suspected of having head lice, the child should immediately be sent to the principal with a note asking that his / her head be checked.
2. Each school should have a person trained in lice identification.
3. The child will have his/her head checked in a private setting. If the child has an active case, he /she will be isolated from other children. The child will be kept in an office area and will only be allowed to sit on non-fabric, non-cushioned seats. We will not assume responsibility for washing students’ heads for the family.
4. The parents of the infested child will be notified to pick up their child. If the parent(s) cannot be reached, the child should remain in isolation in the office. If there is no phone and the child says a parent is home, the principal may transport the child home. (Send the appropriate letter home.) The student will be excluded from school **until he/she returns with verification of treatment (e.g. label or box top from lice shampoo or doctor’s note) and has been rechecked by the principal.** This recheck will certify that there are no lice and no nits. If either is present, the child is to be sent home again. Appropriate treatment includes any over-the-counter lice shampoo prescribed by a doctor. **After ten (10) days children are to be re-treated by parents as per instructions, and re-treatment verification should be provided.**
5. It is appropriate and recommended that the principal send a letter home to the classmates when a student is infested. A letter to the entire school population should be reserved until a large number of children have been infested. When children are out of school due to lice, they should be treated as if they were out with a health-related issue and make-up work could be provided.
6. It is also appropriate and recommended to check the heads of siblings, playmates, and classmates of the infested child.
7. A child who is not properly treated will be re-infested again 7-10 days after the first treatment. School personnel should check the infested child’s head as deemed necessary with the final check being 7-10 days after the initial treatment. If the child is infested again, he/she is to be sent home with another letter saying that the child is re-infested and that the initial treatment was not effective. The child is to be checked daily before the school day begins and sent home if necessary. The school personnel will review the proper procedures with the parent and check for problems or omissions.
8. **If a child is re-infested a third time within a six- to eight-week period**, school personnel will contact the Department of Social Services for follow-up with the parent.

## Injuries and Illness

If it is determined that a student is ill or has sustained an injury that requires more than assistance given in the classroom, that student will be brought to the office immediately for further evaluation by the school nurse. If parent contact is necessary, every effort will be made to notify the parent or responsible party listed on the student’s emergency card.

**It is imperative that the information on the student’s emergency card be kept current.** In most cases, your child will need to be picked up by a parent or designee so that a decision can be made on the treatment needed. Adequate facilities and staffing are not available to allow us to isolate sick or injured children for an extended amount of time; therefore, your prompt response is essential.

**NORMALLY, IF A CHILD IS TOO SICK TO BE IN CLASS,**

**HE/SHE IS TOO SICK TO BE IN SCHOOL.**

If a student is ill and requires extended time out of school, **parents must call the school to request homebound instruction**. A licensed physician must indicate **in writing** that the child cannot attend school, in order for a child to qualify for this service.

## Medication: Administration and Storage

We attempt to discourage the administration of medication during school hours and request that, whenever possible, medication doses be scheduled at times other than during school hours. We recognize, however, that this is not always possible and will cooperate in the administration of medication that **must** be given during school hours.

**School Board policy states that prescription medication may be given to children only when the medication is provided to the school in the original prescription container. Medication that does not require a prescription must also be provided to the school in its original container. Medications sent by any other method will not be accepted. Please do not send more than a thirty (30) day supply of medications to school.**

The parent is also required to complete and sign a Medication Consent Form. This form gives the principal, principal’s designee, or school nurse your permission to administer the required medication to your child, and must be turned in to the office **before** your child can receive any medication at school.

All medications sent from home must be left in the office and returned directly to the parent/guardian. **NO MEDICATION** will be provided for any child by the school. Under **no circumstances** will a student be permitted to keep medication in the classroom or other area of the school property. Please be aware that for purposes of definition and identification, the term “medication” refers not only to oral medications, but also includes cough drops, nasal/throat sprays, ointments, salves, and any other topical lotions or creams used for health-related problems or conditions.

Aspirin and other medications are not to be given to children by teachers. **THIS IS FORBIDDEN BY STATE LAW.**

**ATTENDANCE PROCEDURES**

**In accordance with the MCPS student code of conduct, students are required to attend 3 ½ hours of the instructional day (8:15-11:45) to be counted present.** Children who have been present each day, will receive a NOT BEEN ABSENT certificate at the awards assembly.

\*School Board policy requires that any student who is absent from school must provide an excuse note by the parent or guardian. The excuse note may be a written note signed by the parent or guardian or a verified excuse from phone contact between the parent and guardian and a member of the attendance staff. If an excuse note, either written or through phone contact, is not received by the school by the close of the second day after the student has returned, the absence is recorded as unexcused.

There are times when a student is unable to attend school. Each parent or legal guardian having charge of a child enrolled in MCPS 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 appearances

It is important to note that the policy for Mecklenburg County Public Schools states, “If a student accumulates more than twenty (20) absences all year long, including days missed because of late enrollment, the student may not be eligible for credit.

**Any extended absences must be approved by the Principal prior to the absence. The Principal will be the judge of the validity of any excuses**

Any student who arrives to school or class after the 8:15 a.m. tardy bell has sounded will be considered “Tardy”. She/he is required to report to the office first! A parent/adult must sign the student in and the office will issue a “Tardy Slip” to the student. The student will report to his/her homeroom teacher first and turn in the Tardy Slip. The homeroom teacher will then direct the student to the appropriate class, according to the child’s schedule.

Court Involved Students

Students already involved with the Juvenile and Domestic Relations Court, specifically court ordered to attend school regularly either as part of an existing truancy plan or terms of probation, *or other court order* will automatically be referred to the court service unit upon the **first** unexcused absence. Those times are recorded within the computerized attendance system as **tardy** or an **early dismissal**.

2018-2019 Truancy Procedure for Schools

**At Each Absence:**

Phone Call to Parent

**At 3rd Unexcused Absence:**

Phone Call to Parent

3 Day Letter Sent

**At 5th Unexcused Absence:**

Phone Call to Parent

5 Day Letter Sent

Meeting Scheduled for Parent to come in and create TPP.

**At 6th Unexcused Absence:**

Phone Call to Parent

6 Day Letter Sent

Second Parent Conference scheduled (TC).

**At 7th Unexcused Absence:**

Phone Call to Parent

7 Day Letter Sent

Refer to Truancy Officer.

**BREAKFAST AND LUNCH PROGRAMS**

Breakfast will be served from 7:45 a.m. to 8:15 a.m. Children who qualify for free or reduced-price meals will receive those benefits for both breakfast and lunch. ***Parents are encouraged to apply for free or reduced-price meals if they are unable to pay full price for their child’s meals.***

**Student: Adult:**

Full Price Lunch $2.05 Lunch $3.50

Reduced Price Lunch .40 Breakfast 2.35

Full Price Breakfast .80

Reduced Price Breakfast .30

Milk .50

STUDENTS ARE EXPECTED TO HELP KEEP THE CAFETERIA CLEAN AND ATTRACTIVE AND TO CONFINE THEIR EATING OF FOOD TO THE CAFETERIA, OR DESIGNATED AREA, WHETHER THEY PURCHASE MEALS AT SCHOOL OR BRING FOOD FROM HOME.

**In keeping with the school division’s Student Wellness Program,**

**STUDENTS ARE NOT ALLOWED TO BRING BOTTLED OR CANNED SOFT DRINKS TO SCHOOL OR USE THE SNACK AND SODA MACHINES IN THE ROTUNDA.**

***Every student is expected to go through the lunch line to get lunch, unless he/she has brought lunch from home.***

Extra items should be purchased as the student goes through the line to keep the line moving smoothly.

It is the policy of the Mecklenburg County School Division that students **not** be allowed to borrow meal money from the school cafeteria. ***Parents are encouraged to apply for free or reduced-price meals if they are unable to pay full price for their child’s meals.*** Those students who pay for meals are encouraged to pay for their meals by the week or by the month. If a parent wishes to pay for their child’s meals weekly, the money should be sent on the first school day of the week. Likewise, if they pay monthly, the money should be sent on the first school day of the month. All lunch balances are expected to be paid in full each year. Unpaid lunch balances are rolled over into the next school year. See MCPS Charging for more details.

**It is the responsibility of every parent to *make sure that provisions have been made for his/her child’s meal each day.* Parents are welcome to have lunch with their child(ren). Please call the school and let café staff know so that enough lunches can be prepared.**

For the convenience of our parents, students, and staff, school breakfast and lunch menus will be sent home monthly by the student and also may be found on the school’s website at she.mcpsweb.org.

LUNCH SCHEDULE

|  |  |
| --- | --- |
| Lunch Times | Grade |
| 10:35-11:10 | Kindergarten Lunch |
| 10:40-11:20 | 1st Grade Lunch |
| 10:50-11:30 | 2nd Grade Lunch |
| 11:30-12:10 | 3rd Grade Lunch |
| 12:05-12:40 | 4th Grade Lunch |
| 12:35-1:05 | 5th Grade Lunch |

CLASSROOM CELEBRATIONS

From time to time, teachers may organize a classroom celebration in which parents are asked to donate items. Additionally, parents may want to celebrate a child’s birthday with the class. In either of these events, please note that **homemade items are not allowed**. Only commercially prepared goods are acceptable. It is imperative that all parent/guardians adhere to this rule.

While the administration and staff at South Hill Elementary School welcomes the opportunity for parents to come and share in celebrating student birthdays, it must be noted that these celebrations disrupt the flow of the instructional day. Please communicate with the homeroom teacher well in advance of a desired date so that the teacher can make adjustments to the class schedule in order to minimize loss in instructional time.

Food items brought in for celebrations during the class lunch period cannot take the place of the students’ lunch. Additionally, because a classmate may suffer from a food allergy or other medical condition, please discuss with the teacher items that are acceptable to bring to class celebrations.

**Instructional Practices**

# GRADING SCALE

* MCPS will use a 10 point grading scale.
* 100-90     A
* 89-80   B
* 79-70     C
* 69-60   D
* 59-below F

Parent Portal will be available to parents this school year to view student progress online. If you do not have a Parent Portal account set up, please contact Rita Huston at South Hill Elementary School at 434-447-8134.

HOMEWORK

Homework for K-2 will consist of 30 minutes for Reading and written work combined.

Homework for 3rd-5th will consist of 60 minutes for Reading and written work combined.

These times are approximate for students. Some students may take more time and some may take less time.

TEXTBOOKS AND LIBRARY BOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. **You WILL be required to pay for lost or damaged textbooks and library books.**

INTERIMS AND REPORT CARDS

Report cards will be issued each nine weeks. Teachers will be responsible for interim reports each nine weeks. Guidance will be the Report Card Runners for South Hill Elementary. There will be two parent visitation meetings for parents and guardians of elementary students during the school year. These are very busy days and teachers often see the majority of their students’ parents. Please refrain from holding lengthy conferences with teachers on that day. If you need to discuss matters in great detail, schedule an appointment for another day with the teacher.

October 24 report cards/Elementary Visitation 4:15-6:30

January 9 report cards

March 20 report cards/Elementary Visitation 4:15-6:30

May 22 report cards given on last day of school

Homeroom teachers will attach the Progress Report form to the front of interim reports for each student. The form is to be signed by parents and returned to the homeroom teacher on the following day. (See form) Dates for interims:

September 12, 2018 February 5, 2019

November 15, 2018 April 22, 2019

\*Elementary students will take report cards home on the last day of school. If your child is absent on the last day, the report card will be in the school office for you to pick up during office hours.

\*Please keep in mind that overdue fees for cafeteria or textbooks, may prevent students from receiving their final report card.

# HONOR ROLL

Each nine weeks, an Honor Roll list of students in grades 3-5 and Shining Stars in grades 1-2 will be determined. To be eligible for honor roll/shining stars, the student must not earn any grade below a “B” on his or her report card for that particular grading period. This includes grades in **all subjects!** Conduct grades do not keep a student from making Honor Roll.

Each nine weeks, a Principal’s list of students in grades 3-5 and Shining Stars in grades 1-2 will be determined. To be eligible for these, the student must not earn any grade below an “A” on his or her report card for that particular grading period. This includes grades in **all subjects!** Conduct grades do not keep a student from making Principal’s List/All A Shining Stars.

To honor and recognize outstanding academic achievement, Honor Roll, Shining Stars, and Principal’s list names will be sent to local papers. When time permits, photographs will be taken and submitted.

GIFTED AND TALENTED EDUCATION (GATE)

**Academic GATE:**

During the school year, students who meet the standards for the Gifted and Talented program in grades 4 and 5 will spend one day with the GATE resource teacher at South Hill Elementary. Grades K-3 will have a pull-out time of 45 minutes once a week at South Hill Elementary. All students are screened for the Gifted and Talented program in 2nd grade and again in 4th grade. Teachers or parents may also refer a student for testing for admittance into the program.

**GATE Art:**

Identified students participate in GATE Art seminars after school in the fall and spring. There is also a seminar available in the summer. Students are screened for GATE Art in 2nd and 4th grade. Students can be referred for this program in any grade.

ACCELERATED READER

Accelerated Reader (AR) is a computerized reading program that has been proven to be a very effective tool in improving reading in the classroom and increasing library circulation. The AR program provides students the opportunity to practice reading at their level, establish goals for their reading, and aid in the development of a love for reading and learning. As a motivator, students receive points for their participation in the program. Students are eligible to attend end of the marking period celebrations for meeting the determined number of points. One additional benefit to this program is that a reading level is determined according to the progress a student makes while demonstrating mastery of various comprehension levels. Please encourage your child to **read every day.**

FIELD TRIPS

Field trips are an important extension of our school curriculum. Each participating student must have a permission form signed by the parent or guardian. Some trips will have a fee that is the responsibility of the parent/guardian. All money must be paid in order to attend the field trip. Appropriate behavior is expected from all students planning on attending field trips. Students that owe money to the cafeteria may not be allowed to attend field trips sponsored by the school. Please see the MCPS Charging Policy for more details.

LIMITED ENGLISH PROFICIENT STUDENTS (LEP)

School divisions receiving federal funds to provide LEP programs must inform the parents of LEP students of the following:

* the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program
* the child’s level of English proficiency, how such level was assessed, and the status of the child’s academic achievement
* the methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
* how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child
* how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation
* the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program
* in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child
* information pertaining to parental rights that includes written guidance detailing
  + the parents’ right to have their child immediately removed from such program upon their request and
  + the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available.
* information pertaining to parental rights that includes written guidance assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the division

FAMILY LIFE

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 instruction as appropriate for the age of the student in family living and community relationships; abstinence education; the value of postponing sexual 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 audiovisual educational materials used in the program. Parents and guardians also have the right to excuse their child from all or part of family life education instruction. A copy of Virginia’s Family Life Education Standards of Learning can be found at: [www.doe.virginia.gov/VDOE/studentsrvcs/familylife.shtml](http://www.doe.virginia.gov/VDOE/studentsrvcs/familylife.shtml)

Information on Eating Disorders will be distributed to grade 5 children in their PE class.

SCHOOL REPORT CARD

The school’s report card from DOE can be found on our school website: she.mcpsweb.org. A paper copy can be provided upon request.

# TESTING

Please mark these important dates on your calendar.

Spring SOL testing window:

April 22-May 17 3rd, 4th, and 5th grade

Division Testing:

Reading and Math will be assessed through Common Assessments, Student Growth

Assessment, STAR Diagnostic Assessment

Science and History will be assessed using Common Assessments

\*There will be a writing prompt for grades K-5 as determined by the Division writing plan.

Please make every effort to have your child at school on time every day prior to and during testing 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 the students for testing.

Expedited Testing: The State Board of Education allows elementary and middle school students who fail Standards of Learning (SOL) tests by narrow margins (375-399) to be retested before the end of the year with parent permission.

**Communications**

PARENT/TEACHER COMMUNICATION

Good communication between parents and school personnel is important for development of a meaningful educational program for children. A valuable way to gain knowledge of your child’s development is through parent/teacher conferences. Teachers will be happy to talk about the progress your child is making.

On Monday, your child’s teacher will send home the previous week’s work. These papers give you your best opportunity to monitor your child’s progress and potential report card grade. Please remember that grades can change quickly in the last three weeks of a grading period and teachers cannot “see the future”. That is why the weekly papers are your best way to keep up with the progress of your child.

SCHOOL CLOSINGS

School closings, because of inclement weather, will be announced on major radio stations and through the *School Messenger System*. Unscheduled closings due to equipment failure or weather may also occur. Each child should know where to go if an emergency arises and school is dismissed early. It is important that you complete the form provided and return it to the teacher immediately.

It is imperative that the school is informed when parents change a contact number or address for any reason.

School Messenger

Announcements concerning school cancellations, delays, or information will be sent through School Messenger. School Messenger is an automated call system that uses phone numbers provided to the school by parents to send out information. It is important that phone numbers are updated with the student’s school.

EMERGENCY PROCEDURE

South Hill Elementary has an Emergency Response Crisis Plan that establishes protocols and procedures in the event of a school emergency. In accordance with the crisis management plan, assessments and drills will be performed throughout the school year. Teachers will direct their students to the proper drill/evacuation procedures. Visitors who are present on school grounds during a drill/evacuation should remain with the teacher being visited. It is extremely important that students and visitors follow the teacher’s directions very carefully. 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 the school administration.
* In the event of an actual emergency, the school administrator or central office administration will notify the 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 the students will be reunited with their families.

EMERGENCY INFORMATION

Accurate information concerning each child **is a must**. The emergency card information must be completed by parents and returned to the child’s homeroom teacher on ***the first day of school***. Please make sure you provide complete (detailed) information regarding phone numbers where you, or a responsible adult, may be reached in an emergency situation. Each child’s Emergency Card is kept in the office and is used by our school’s staff for the purpose of contacting a parent or responsible adult in an emergency.

Parents are also required to list names and phone numbers of all persons who have permission to sign out and pick up their child from school. No one other than a parent or legal guardian will be allowed to pick up or sign a child out from school unless:

* He or she is listed as a responsible adult on the child’s Emergency Card
* The school principal has received and approved a written request from the child’s parent or guardian. The request must be signed by the parent/guardian and must specifically name the person(s) who is/are to be allowed to pick up the child.
* A valid photo ID must be presented for anyone picking up a child from school.

WEBSITE INFORMATION

Check Out South Hill Elementary School’s Web Page! Please visit our web page at**: she.mcpsweb.org** You can access teacher web pages from the South Hill Elementary webpage**.**

You may also find information about South Hill Elementary on our Facebook page.

# Behavioral Expectations

STANDARDS FOR STUDENT CONDUCT

Please refer to the MCPS division code of conduct manual for specific conduct violations and possible disciplinary consequences.

# SCHOOL RULES

Students and parents should familiarize themselves with the division policies (Policy JFC and the Student Code of Conduct) on student attendance, discipline, and bus conduct. These are located in the South Hill Elementary School Handbook and the Mecklenburg County Public Schools Attendance, Conduct and Dress Code website. The following rules are established for students:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Hallway & Transition** | **Classroom** | **Bathroom** | **Cafeteria** | **Playground** | **Bus** |
| **Safe** | \*Walking feet  \* Eyes forward  \* Stay in line | \*Listen  \*Follow directions the first time they are given.  \* Ask appropriately for help. | \*Walking, standing and sitting correctly  \*Keep hands, feet, and belongings to myself | \*Safe walking and sitting with feet under the table | \*Stay in designated areas  \*Use playground equipment properly  \*Keep hands, feet, and belonging to myself | \*Stay in assigned seat  \*Sit correctly  \*Stay seat seated for entire ride  \*Use quiet voices |
| **Hard Working** | \*Walk directly to my designation | \*Be ready to learn  \*Be present and focused | \*Be timely  \*Go, flush, wash, exit | \*Eat | \*Quiet lines | \*Sit with back again seat and feet on the floor  \*Talk quietly with your seat partner |
| **Accountable** | \*Mind your own business  \*Carry my own belongings  \*Walk directly to my designated area | \*Be ready to learn  \*Clean up after myself.  \*Attend class daily and on time  \*Be prepared for instruction with all necessary materials | \*Responsible for yourself  \*Report messes | \*Clean up after myself  \*Throw away my trash and dump my tray | \*Line up with called  \*Follow established game and playground rules  \*Manage your own behaviors  \*Move away from conflict  \*Report potential problems to a teacher | \*Follow established bus rules  \*Manage your own behaviors  \*Report potential problems to a bus driver  \*Keep belongings in book bag during ride |
| **Respectful** | \*Walk quietly in a single, straight and silent line so others can continue learning and working  \*Respect the space of others  \*Walk to the right side of the hall | \*Be ready to learn  \*Accept feedback and discipline from staff by listening, asking questions, and following directions the first time. | \*Allow for the privacy of others  \*Respectful talk | \*Listen to adults the first time asked  \*Keep food on my tray or in my mouth  \*Keep hands, feet, and belongings to myself | \*Listen to adults the first time  \*Respectful conversation  \*Sportsmanship | \*Listen to adults the first time  \*Respectful conversation  \*Keep hands, feet, and belongings to self. |
| **Kind** | \*Silent greeting to adults and other students  \*Smile? | \*Encourage others | \*Keep it clean | \*Use table manners | \*Have fun  \*Include others | \*Keep it clean  \*Keep noise level down |

Cumulative Nature of Discipline

Certain infractions of school rules or School Board policies by students will carry penalties of cumulative nature. Those policies include, those dealing with drugs and alcohol, weapons, and violent disrespect of employees. In these cases, a first offense of a particular type carries a particular penalty. A second or third infraction of a similar type carries more severe penalties. A student’s record will accumulate during all of his/her years in a school level; thus elementary infractions will accumulate through all the student’s elementary years; middle school begins a new accumulation; and high school another.

Other infractions are not cumulative for the duration of a student’s enrollment in a school. These hold a one-year accumulation only, and the student begins anew each year. However, the principal may, at his/her discretion, declare that any infraction will accumulate beyond a school year (that is, accumulate for the duration of the student’s enrollment in the school). In such cases, the parent and student will be notified, in writing, of the cumulative nature of the infraction.

Vandalism and Property Damage

This is your school! Each student is expected to take pride in keeping the buildings and grounds neat in appearance at all times. Students who destroy or vandalize school property will be required to pay for losses or damages. If a student willfully destroys school property, suspension and possible expulsion will result as well as legal and financial responsibilities. If a student happens to damage something by accident, he/she should report it to a teacher or the office immediately.

SEARCH OF STUDENT PROPERTY

Students are encouraged not to bring items that are not part of his or her academic program. South Hill Elementary School and Mecklenburg County Public Schools cannot be responsible for such items if they are lost or stolen. Large sums of money should not be brought to school. Students should not offer or accept money from other students. Please refer to the Mecklenburg County Public Schools Code of Conduct regarding personal property at school.

The administration may search a student’s desk or book bag if there is a reasonable belief that articles or materials exist which would be injurious to the student or which are likely to pose a threat to others or to the maintenance of discipline and order in the school.

TELEPHONES - Student Use (Beepers, Cellular Telephones, Personal Digital Assistants, Radios, iPods, or Similar Electronic Devices)

Students will not be called from class to take telephone calls. Please refer to the MCPS Code of Conduct for the Cell Phone Policy.

TELEPHONES - Staff Use

To avoid disrupting instruction, please limit telephone calls to teachers for emergencies only. Messages for teachers will be relayed promptly. If you need to speak with a teachers, set up an appointment via a telephone call through the office or email. Teachers will not be called from class to discuss grades, behavior, or other non-emergency items during the day. They will return calls during their planning or before or after school hours.

# BULLYING

Any student determined to exhibit bullying behavior will be **required to attend two (2) sessions with the Guidance Department**. Parents will be notified by the Guidance Department. Further incidents will result in other disciplinary action as noted in the Mecklenburg County School Board Code of Conduct.

# TRANSPORTATION Bullying Chart.jpg

There is nothing more important than the safety of the children that we serve. It is imperative that we follow these protocols to ensure the safety and well-being of all of our children.

PROCEDURE FOR MAKING CHANGES TO STUDENT TRANSPORTATION

* A **written request** for a student to ride a bus other than his/her assigned bus must be signed and submitted by a parent/legal guardian, sent to the child’s homeroom teacher, and approved by the principal **before** the student will be allowed to ride the requested bus. Notes should include a phone number so that office staff can verify the note. This must be submitted prior to 1pm.
* Any parent who picks up his/her child **before 3:15 p.m. *is required*** to report to the office and sign the child out.

**Prior notification of any change in a student’s normal method of transportation is required in writing from the parent/legal guardian before 1:00 p.m.**

**For your child’s safety, NO changes will be accepted after 1:00 p.m. You may send a note or fax a note. Please call to verify we received the fax.**

**Changes CANNOT be made over the phone!!!**

Procedures for Bus Riders

Bus transportation is a privilege, not a right.

*Parents, Guardians, and Non-MCPS Personnel 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. Have turned in written permission (no phone calls) for their student to ride a bus different from their assigned bus prior to 1:00 p.m. on the day the student is to ride an alternate bus.
3. Any notes for changes in transportation must follow the school protocols that have been established. Your child needs to turn these notes into the school office, not to the bus drivers. These need to be written, dated, and signed by the parent/guardian and include a physical address. If this is not a scheduled stop on the bus route, then your request will not be honored.
4. **An adult should be present with elementary children at the scheduled bus stop 5 minutes prior to the schedule pick up time.**  Middle and high school students need to be at the stop 5 minutes prior as well. You need to have your children at the stop and not in the house or on the porch.
5. If your child misses the bus, **do not follow the bus and try to load your child at another stop**. This causes a dangerous situation and will not be allowed. Please bring your child all the way to school if they miss the scheduled bus stop.
6. In the afternoon, **elementary students will not be discharged without an adult visible to the driver**. Car in the yard is not sufficient. Elementary children will be transported back to the school if an adult is not clearly visible to the driver.
7. If your child is suspended off one bus they may not ride any bus within the division.
8. If you have special circumstances for delays or other instances then you should submit a note to the school administration and your child will be added to an alternate bus roster for those circumstances throughout the year.
9. Communicate bus concerns with building administrators or the Transportation Department at 434-447-7251.
10. It is against the law for a parent to enter any MCPS vehicle for any reason.

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 at and remain at designated bus stops, on the shoulder of the road, out of the line of traffic, until the bus arrives. Playing in 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 this 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 it will distract his attention from his duties.
10. Students are not allowed to bring bottles, cans, toys, sharp instruments, candy, potato chips, flowers, or other 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 or off the bus at unscheduled stops. They may get off only at scheduled discharge stops 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 the school principals, the supervisor of transportation, and other administrative officials. Failure of students to abide by these rules may result in suspension of the 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 any bus.

# Parental Involvement

# PTA

All elementary schools in Mecklenburg County have active PTA’s. The PTA serves the students in many ways, and thus serves the school. To function effectively, the PTA needs to volunteer workers with a broad range of talents and skills. All parents and family members are urged to join the South Hill Elementary PTA and to become participants on one or more of the working committees.

**Membership dues for the 2018-19 school year will be $5.00 per person.**

# PROGRAMS

**Grade level programs** will be presented at designated times as listed in the Calendar of Events in this Handbook

**End of the Year Awards** programs will also be held for each grade level. Please refer to the Calendar of Events in this Handbook for the date of a specific grade level program. These dates are tentative.

TITLE ONE INFORMATION

Title One is a program that funds instructional personnel to work with students who need extra support in the areas of history, math, reading, science, study skills, and any other area(s) of concern. South Hill Elementary School has several Title One teachers who work with students in grades K-5 to improve student success. Teachers may work in a small group setting or within the classroom setting. Teachers will provide extra practice with work that has already been introduced by the homeroom teacher. Teachers may also provide assistance if a student has been absent and missed any lessons and/or tests that need to be made up.

Effective August 2, 2016, at the beginning of each school year, school divisions that receive Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the division will provide (in a timely manner), information regarding any state or division policy regarding student participation in any assessments mandated by 20 U.S.C. § 6311(b)(2) and by the state or division, which shall include a policy, procedure or parental right to opt the child out of such assessment, where applicable. 20 U.S.C. § 6312(e)(2)(A). In addition, divisions that receive Title I funds shall make widely available through public means (including by posting in a clear and easily accessible manner on the division’s website and, where practicable, on the website of each school in the division, for each grade, information on each assessment required by the state to comply with 20 U.S.C. § 6311, other assessments required by the state, and where such information is available and feasible to report, specified information regarding assessments required division wide by the division. 20 U.S.C. § 6312(e)(2)(B).

South Hill Elementary School

1290 Plank Road

South Hill, Virginia 23970

August 2018

Dear Parent/Guardian,

On January 8, 2002, the No Child Left Behind Act of 2001 (NCLB) was signed into law. Section 1111(h) (6) (A) states that as a parent of a student in South Hill Elementary School, receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child’s classroom teachers:

* Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teaches.
* Whether the teacher is teaching under emergency or provisional status because of special circumstances.
* The teacher’s college major, whether the teacher has any advanced degrees, 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 Michele Icenhour, Principal, at 434-447-8134.

Sincerely,

Michele Icenhour, Principal

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**Title I: Parental Involvement Policy**

South Hill ElementarySchool recognizes that the education of each student is a responsibility shared by the school, the student, and the student’s family. South Hill Elementary School endorses parental involvement and encourages the regular participation by all parents in the education of their child(ren). South Hill 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.
* Meetings/Workshops will be scheduled at varying 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.
* The 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’s 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.
* The Parental Involvement Policy will be available to parents of English as a Second Language (ESL) students.
* The school’s Parental Involvement Policy supports the Division level policy.
* The school will provide timely information about programs, parent/teacher conferences, daily schedules, school events, supply lists, and contact information via SchoolMessenger, newsletters, school calendar, school/County website and other varied media outlets.

**Parental involvement is the centerpiece of Title I**

* Parents are full partners in their child’s education and are encouraged to be actively involved in his/her success.
* The school will include parents, as appropriate, in decisions relating to the education of their child(ren).
* Parents are encouraged to attend meetings, workshops, and conferences at the school level.
* Parents will be responsible for completing and returning 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.

**Notice of MCPS Fee Policy EF-R**

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.  
The intent of this policy is to establish a process and procedure to handle situations when  
children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

I. Eligibility, reimbursable meals and charging limitations

a Students who qualify for free meals will not be denied a reimbursable meal even if they  
have accrued a negative balance on their cafeteria account.  
b Students are allowed to charge up to a maximum of $25 dollars, after which collection  
procedures will begin.  
c Students who charge a meal will receive a reimbursable meal.

II. Communicating the Policy

a The written meal charge policy will be communicated to the household by:  
 i. Posting on the Mecklenburg County Public Schools division website  
 ii. Including in the student information packet distributed on the first day of  
 school  
 iii. Providing access to all transfer students during the school year  
 iv. Attaching to the Household Application.  
b The written meal charge policy will be communicated to all division staff prior to the first day of school.  
c Child Nutrition Program staff will receive training on meal charge policy and record of  
training will be maintained as part of the professional development portfolio.  
d. Documentation of the communication and training plan will be maintained for the  
Federal Program Administrative Review.

III. Notifying the Household of a Negative Balance in Student Cafeteria Account

a The School Food Authority (SFA) will notify a household of a negative balance by:  
 i. 1st notice will be via letter  
 ii. 2nd notice will be via school messenger  
 iii. 3rd notice will be via a phone call from the School Nutrition Program office  
 and/or the school principal.  
b Notifications to households will include the amount of unpaid meal charges, expected  
payment dates, the consequences of non-payment and where to go for questions or  
assistance.  
c The persons responsible for managing unpaid meal charges are:  
 a. School Nutrition Program school-based staff will collect payment for meals at the  
 Point of Sales (POS).  
 b. School Nutrition Program central office will contact households.

IV. Delinquent debt is allowable in the School nutrition program and may be carried over  
to one successive school year.  
a. The student’s household will be notified that the debt has been deemed delinquent after  
 i. The student’s charges exceed $25  
 ii. At least four successive attempts have been made to collect the debt  
 iii. Payment arrangements have not been secured via written agreement.  
b. The student may not be eligible to participate in extracurricular activities that have an  
outstanding balance.

V. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the  
school year. Bad debt is not allowed in the SNP and cannot be carried over to the next  
school year. Funds resulting from bad debt cannot be recovered using SNP funds. Parents  
or guardians are responsible for paying the bad debt.

a. At the end of the school year, the School Nutrition Program Supervisor and the Finance Director will evaluate all delinquent debt for conversion to bad debt. Bad debt will be restored to the SNP from the general fund prior to the end of the same fiscal year.  
b Efforts to collect delinquent and/or bad debt will be handled by:  
 i. Send First and Second Letters  
 ii. Phone calls  
 iii. Notice of Adverse Action/potential collections  
 iv. Collection efforts may be enforced

VI. Collection procedures for Delinquent and Bad Debt- Adverse Action

a. When a household has reached a threshold of $25 dollar amount, the debt has been  
carried over for more than one successive year, and all attempts to collect the debt in the  
delinquent phase have been exhausted to no avail, collection procedures will be initiated.  
b. The household will receive a Notification/Notice of Adverse Action stating collection  
procedures have begun.  
c. If payment is not received, the following may occur:  
 a) Student non-participation in extracurricular activities  
 b) Collection procedures with the Mecklenburg County Court System

VII. Assistance to Households

Households with questions or needing assistance may contact the school office where their  
student attends or the School Nutrition Program office at: (434) 738-6111, 175 Mayfield Drive, Boydton, VA 23917, [rmoore@mcpsweb.org](mailto:rmoore@mcpsweb.org)  
Regulations: 2 CFR Part 200 Section 143 of the Healthy, Hunger-Free Kids Act of 2010.

**NOTICE OF DIRECTORY INFORMATION**

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 educational records. However, Mecklenburg County Public Schools 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 all the Mecklenburg County Public Schools to include this type of information from your child’s education records 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 Educational 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.

If you do not want Mecklenburg County Public Schools to disclose directory information from your child’s educational 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 Degrees, honors, and awards received Participation in officially organize activities and sports

**South Hill Elementary School**

1290 Plank Road, South Hill, Virginia 23970

PHONE: (434) 447-8134

August, 2018

In accordance with MCPS policy IAA, each year, Mecklenburg County Public Schools is required to provide students and parents/guardians the requirements necessary for each type of high school diploma. The school division is also responsible for providing access to the standards of learning strands (SOL’s) that students will be taught in a course in which they are enrolled. Below is a explanation of what can be found by accessing the link and step by step directions to access the information. If you have any questions, please contact the your child’s school for assistance.

**High School Diplomas**

Using the link [www.doe.virginia.gov](http://www.doe.virginia.gov), students and their parents can find information on current diploma options and requirements. Follow the instructions below to access this information:

* Access the webpage for the Virginia Department of Education by entering the link listed above.
* On the homepage, look at the left column, find the label “Instruction”, and click on it.
* On the Instruction page, scroll down the right column until you find the heading, *Graduation & Scholarships*. Under this heading, click on the link labeled “Graduation Requirements”.
* From the Graduation Requirements page, all the diplomas are listed in the right column along with other resources students may need for graduation. Simply click on the diploma of interest and you can find the required courses needed for graduation and the number of credits required for graduation (Students and their parents should use the middle and last column to determine credits required.)

**Standards of Learning (SOL’s)**

Using the link [www.doe.virginia.gov](http://www.doe.virginia.gov), students and their parents can access the content standards for classes in which the student is enrolled. On the main page for Standards of Learning (SOL) & Testing, parents can find news and announcements, changes being made to student testing, and other relevant information regarding the state standards. Follow the instructions below to access this page and all information related to the State Standards (SOL’s):

* Access the webpage for the Virginia Department of Education by entering the link listed above.
* On the homepage, look at the left column, find the label “Standards of Learning (SOL) & Testing”, and click on it.
* On the Standards of Learning (SOL) & Testing page, all the subjects that have a standard are listed in the right column along with other assessment programs, assessment and accountability support, and resources.
* Click the subject you are interested in reviewing and it will take you to the subject page. Here you can find the state standards, the curriculum framework (how the standards are being taught), and the testing blueprint. There is also information on Virginia’s College & Career Expectations and a comparison of the Common Core Standards and the Virginia SOL’s.

# 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

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# 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:

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# 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 waived.

# 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,

# Tracey Rogers

# Title III Coordinator

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