

Clarksville Elementary School



Parent-Student Handbook

2022-2023

SCHOOL HOURS 9:00 AM - 3:30 PM

Dr. Dominique T. Sturdifen, Principal
Mrs. Stephanie Neal, Assistant Principal
Phone #: 374-8668 Fax #: 374-8157

Dr. Sturdifen – Ext. 29001
Mrs. McQuain (Guidance) – Ext. 29005
Mrs. Gardner (Office) -- Ext. 29004
Cafeteria – Ext. 29012

Mrs. Neal– Ext. 29002
Mrs. Poole (Office) – Ext. 29003
Nurse Hite – Ext. 29007

The School Day Runs From 9:00 AM - 3:30 PM

Bus Drop Off Time - Dismissal

- 8:30 - 9:00** Car Rider Drop Off Starts
- 8:30** Bus Rider Drop Off Starts
- 9:00** Instruction Time Starts
Students are Tardy at this time & must be signed in by the person bringing them
- 3:25** Car Riders Dismiss
- 3:30** Bus Riders Dismiss

**The 1st Day of School
Monday, September 12, 2022**

Clarksville Elementary School

MCPS Motto

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



DISCLOSURE: The Mecklenburg County School Board does not discriminate on the basis of race, color, national origin, ancestry, sex, gender, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, religion, marital or veteran’s status, genetic information, disability, or any classification protected by applicable law in its programs, activities, or employment. The Director of Federal and Special Programs acts as the Compliance Officer as outlined in School Board Policy for the following areas: Title IX, Equal Employment Opportunity/Nondiscrimination, Equal Educational Opportunities/Nondiscrimination, Section 504, Prohibition Against Harassment and Retaliation, and Third Party Complaints Against Employees. The Assistant Superintendent serves as the Alternate Compliance Officer. Both the Compliance Officer and Alternate Compliance Officer may be contacted at the Mecklenburg County Public Schools’ Central Office at 175 Mayfield Drive, Boydton, VA 23917, or by calling 434-738-6111.

Signing in/out



For the **2022-2023** school year, anyone wishing to sign a student in or out needs to bring in their driver's license in order to do so. Identification is required for signing in/out on the computer at the school entrance. Thank you!

HOW DOES THIS WORK?

- Click on the appropriate badge (Tardy or Leave Early)
- Scan your Driver's License.
- Follow the directions
- If you need assistance with this system, please feel free to ask anyone in the office to help.

Clarksville Elementary School
2022-2023

I. Daily Time Schedule

8:30 - 9:00	Car Rider Drop Off Students report directly to the homeroom unless they are receiving a grab & go breakfast.
8:30	1st bell, buses unload Students report directly to the homeroom unless they are receiving a grab & go breakfast.
8:30 - 9:00	Breakfast in the classroom and instruction to begin.
9:00	Tardy Bell Rings
9:00	Main Door to Campus will be locked
9:00	Intercom Announcements

Parents bringing students after 9:00 will be met at the main door to have the student(s) signed in by office personnel.

3:25	Car Rider Dismissal
3:30	Bus Rider Dismissal

II. Student Meal Prices

Breakfast & Lunch Prices

Free breakfast and lunch for all students

Adult Breakfast --	al la carte	Adult Lunch	\$4.00
		Extra Milk	50¢

III. Early Dismissal:

Students will be called up once a parent signs them out on the computer.

Again, the parent will be met at the main door to have the student signed out on the computer by office personnel.

MORNING STUDENT DROP-OFF PROCEDURE

September 2022

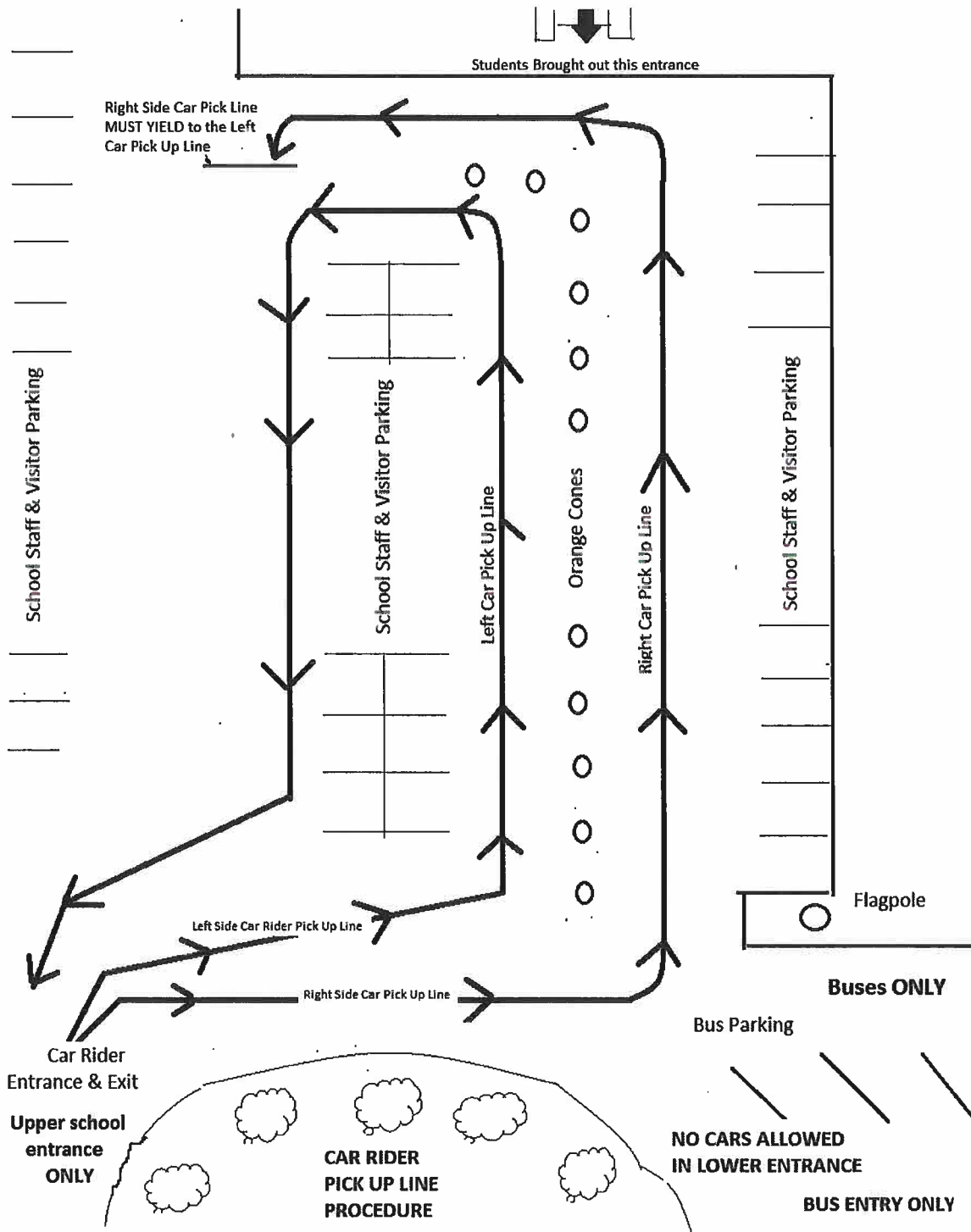
The procedure for student drop-off from 8:30 a.m. - 8:50 a.m.. is intended to reduce congestion and provide security inside and outside the building. An organized and supervised approach to morning student drop-off will ensure the transfer of responsibility from school to parent without incident.

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

- The student drop-off area is at the main entrance to the big parking lot..
- 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 8:30 a.m. because there is no adult supervision.**
- Students are tardy after 9:00 a.m. If students arrive after 9:00 a.m. they **must be accompanied by an adult** to the main door 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 Arrington’s.
- An adult must accompany students who live across the street at LakewoodApartments to the main entrance for drop-off.
- 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 front of the building.
- **In the interest of student safety, parents can drop students at the entrance; however, walking the hallways is not permitted. Staff is here to ensure students arrive safely in their classrooms.**

**PARENTS ARE ASKED TO REMAIN IN THE CAR
WHEN DROPPING STUDENTS OFF IN THE
MORNING BEFORE 9:00 AM.**

Morning Drop-Off Car Lines



AFTERNOON STUDENT PICK-UP PROCEDURE

September 2022

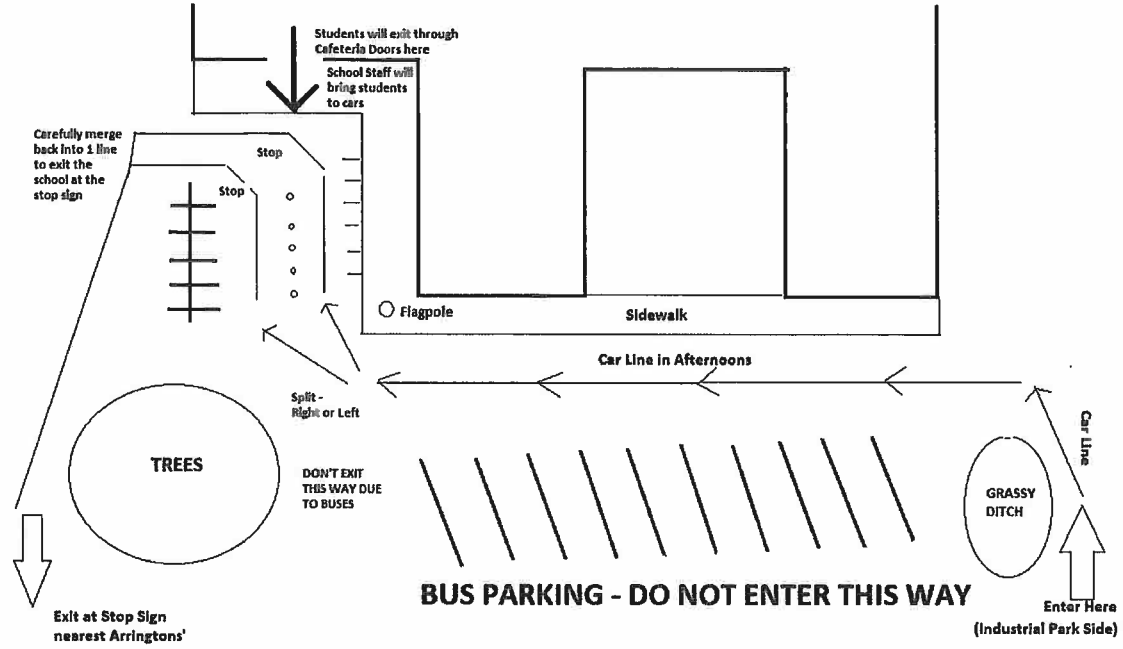
The system of student pick-up at 3:25 pm, prior to the 3:30 pm dismissal bell, is intended to reduce congestion and provide security inside and outside the building. An organized and supervised approach to 3:25 pm student pick-up will ensure the transfer of responsibility from school to parent without incident.

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

- Parents are asked to enter the school using the driveway nearest the Industrial Park.
- Parents should then proceed to form a single line along the sidewalk of the building and the line should move toward the flagpole.
- 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 rider 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 Arrington's. 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.

PLEASE NOTE THE MAP ON THE FOLLOWING PAGE FOR THE FLOW OF TRAFFIC FOR CAR RIDER PICKUP.

Afternoon Car Pick Up Lines



Rules for Medications at School

School Personnel may give **prescription medication** to students **IF** a completed Mecklenburg County Public Schools' **Medication Consent** form is 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 the 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. A 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 original unopened container by the parent/legal guardian, or their adult designee.

Students with severe asthma should have an up-to-date Asthma Care Plan on file with the School Nurse. All related medications, inhalers, nebulizers, and breathing treatments should be at school as well.

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 parent/guardian and the student must also sign the appropriate form.

Medication Administration Forms and Asthma Care Plan Forms are available in the school's main office or the nurse's office. Our school nurse is Ms. Angie Hite and can be reached at (434)374-8668 ext. 29007.

**Mecklenburg County Public Schools
Parent Information
2022-2023**

Attendance Questions	Contact Mrs. Stephanie Neal, Assistant Principal Clarksville Elementary School 434-374-8668, extension 29002
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 Bus Shop 434-738-6771
Homebound Instruction	Ms. Jeannie Garner, Central Office 434-738-6111
Pre-School Information	Mrs. Amy Hite, 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 Superintendent of Schools: Mr. Paul Nichols, Central Office 434-738-6111

Mr. Paul Nichols, Superintendent
Dr. Scott Worner, Assistant Superintendent
Mrs. Amy Hite, Director of K-8 Instruction
Mrs. Robin Moore, Supervisor of School Food Services
Mrs. Mary Hodges, Director of Special Education
Mr. Brian Dalton, Executive Director of Facilities/Operations

School Board Office

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

School Bus Garage

School Board Maintenance Shop

Transportation Supervisor
Mrs. Donna Conner, Transportation Safety Officer
Phone #: 434-738-6771 or 434-447-7251
Fax #: 434-738-0100

Clarksville Elementary PTA Officers (Please let us know if you are interested in being considered.)

President: Ms. Paige Hamlett
Vice-President: Ms. Nicole Newcomb
Secretary: Ms. Martha Gray
Treasurer: Ms. Sarah Gupton

**Mecklenburg County Public Schools Grading Procedures
2022-2023**

Elementary Categories and Weights

- | | |
|--|-----|
| 1. Tests, Projects, Presentations of Learning,
Research Products, Major Assessments | 30% |
| 2. Classwork, Daily Assignments, Quizzes
(may include HW- one grade) | 70% |

Accelerated Reader and ST Math

Accelerated Reader is a supplement to our core reading instruction designed to strengthen fluency and comprehension skills. This supplemental program is an effort to encourage and improve a student's reading skills while providing solid data as to a student's comprehension and reading level. We will work with the AR committee to find various incentives to encourage lifelong readers.

All students in kindergarten through fifth grade participate in ST Math. ST Math (or Spatial Temporal Math) is designed to help all students reach math proficiency through self-paced, language-independent, mastery-based objectives. Students work on the curriculum and strive to meet one-fourth (25%) of the curriculum each marking period.

***Clarksville has a Reading Specialist, Mrs. Tabitha Cash, and a Math Specialist, Ms. Brooke Inge, who will provide targeted intervention throughout the school year for our students.**



Please sign this page and return it to your child's teacher by
Friday, September 23, 2022.

Parent's Signature Form

By signing below, I acknowledge the following:

I have read this copy of the **2022-2023 Clarksville Elementary School Parent-Student Handbook**. I understand that if I have any questions or need clarification on anything in this handbook I can contact my child's principal.

Parent/Guardian's Signature: _____

Name of Student: _____ Date: _____

Student's Signature Form

By signing below, I acknowledge the following:

I have received this copy of the **2022-2023 Clarksville Elementary School Parent-Student Handbook**.

Student's Signature: _____

Teacher: _____ Date: _____