

# Tazewell Elementary

101 Parkview Drive  
Tazewell, VA 24651  
(276) 988-4441  
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Welcome to the new school year

Suzanne Grindstaff, Principal  
Chandra Ashby, Asst. Principal

***PLEASE KEEP THIS HANDBOOK. IN FUTURE YEARS, WE WILL ONLY SEND HOME THE UPDATES AND/OR CHANGES IN AN EFFORT TO "GO GREEN". PLEASE SAVE THE HANDBOOK FROM YEAR TO YEAR.***

## 2011-2012

We are **proud** of our school, faculty, students, and staff. It is our sincere hope that your learning experience at Tazewell Elementary School will be one filled with happiness and success. You are urged to support the school, teachers, and programs. Parents' positive attitude and support can make a significant difference. It is our belief that the strong support of our community and parents helped Tazewell Elementary School earn Federal recognition.

"...Our treasure is buried not in some exotic far off place that requires a special map but that "X" marks the spot right here, right now, in all the ordinary people and places and activities in our lives." – Barbara Brown Taylor

Tazewell Elementary School was designated as a 2007 No Child Left Behind Blue Ribbon School. TES was one of seven Virginia Public elementary schools and three private schools to receive this recognition. The Blue Ribbon Schools Program honors public and private K-12 schools that are either academically superior in their states or that demonstrate dramatic gains in student achievement.

The Blue Ribbon Schools Program was established in 1982 to spotlight the country's most successful schools. The U. S. Department of Education honored Virginia's Blue Ribbon Schools during an awards ceremony in Arlington, Virginia.

## ACCELERATED READER

We supplement our reading instruction by the use of the Accelerated Reader Program. In this program our students select their reading material and read the material at a comfortable pace. After each book is completed, the students work through a computerized multiple-choice test. The program provides an instant score and immediate reinforcement in a way that is both encouraging and fun. The scientifically designed

“reading points system” establishes a clear system of goals and recognition that motivates students to read. The more students read, the better their fluency and comprehension become. Each of our classrooms is networked and each classroom has at least one computer available for students to use with this program. Currently, our school database includes over 7,000 Accelerated Reader tests. Each year the media specialist, teachers, and Title I personnel strive to include more tests and books of all reading levels and genres.

## ARRIVALS

- Students in grades K, 1, and 2 who arrive prior to 8:05 a.m. are to sit at the tables in the cafeteria.
- Students in grades 3, 4, and 5 who arrive prior to 8:05 are to sit in the assigned sections in the gymnasium.
- **STUDENTS ARE NOT TO ARRIVE PRIOR TO 7:30 A.M. FOR SAFETY REASONS. THE TEACHERS AND STAFF ARE NOT ON DUTY UNTIL 7:30 A.M.**
- Students are requested to use the time in the cafeteria and gymnasium for pleasure reading or studying.
- Students are reminded to **WALK** to and from the buses and cars.

## ATTENDANCE

Regular school attendance is essential for maintaining satisfactory academic progress and to establish, at an early age, work habits required for success. The elementary curriculum is developmental and builds on repetition and reinforcement with emphasis on mastery of the Standards of Learning Objectives. This will occur only if your child has good attendance. Parents will be requested to meet with the school administration and/or truancy officer after FIVE unexcused absences.

**AFTER SEVEN DAYS OF ABSENCE EACH SEMESTER A DOCTOR’S EXCUSE IS REQUIRED in order to receive credit for work missed during absence.**

Student attendance will be checked on a regular basis for excessive tardies and/or early check outs. All excessive checkouts or tardies will be reported to the attendance officer. **Attendance is checked daily and parents will be called or notes sent home.**

**More than three (3) hours of check-in and/or check-out time is considered a day absent and the student will not receive a certificate for Perfect Attendance. There will not be any trophies awarded for perfect attendance.**

# BREAKFAST AND LUNCHESES

Meals and milk may be purchased daily, weekly, or monthly. Full or reduced priced lunches may be bought after 7:30 a.m. each day. Price for lunch is **\$1.65** per day and breakfast is \$1.00 per day for the 2011-2012 school year. Extra milk is also available for purchase **at \$0.50 per carton**. If your child packs lunch (regardless of lunch status), and you wish a milk for them to drink with their packed lunch, the cost will be \$0.50 per carton. **The price for adult breakfast is \$1.50 and adult lunch is \$2.75.**

Applications for free and reduced meals are available in the school calendar and also on the Tazewell County Public School website. All applications will be approved through the Tazewell County Public Schools Office of Food Services. All students who received free or reduced meals at the end of the school year will automatically qualify for free or reduced meals for the ***first ten days only*** of the new school year. **Students may not charge for breakfast or lunch. Parents will be notified by telephone or letter if a child does not have funds for meals.**

# BUS TRANSPORTATION GUIDELINES

Tazewell County bus drivers have the responsibility of transporting students to and from school in a safe manner. All students will be expected to follow safety rules and display the following conduct on the buses.

- Students must take assigned seats without crowding or pushing and remain seated while the bus is in motion.
- Strict obedience to bus drivers
- Obey state bus law. Must not extend arms, legs, or head out of bus windows. Never ride on bumper or on outside of bus.
- State regulations prohibit the use of tobacco products of any kind on the bus.
- Riders on the bus must remain seated until bus comes to a full stop.
- Students waiting to get on bus must line up and enter bus in an orderly manner.
- Students must ride same bus regularly. No change in bus may be made without written permission request from parents or guardian and **A BUS PASS SIGNED BY THE PRINCIPAL. THE BUS PASS MUST BE GIVEN TO THE DRIVER.**

- Students must sit in the seat assigned by the bus driver, if behavior or occasion warrants, and remain in that seat until changed by the bus driver or school administration.
- The use of profane or indecent language or signs is absolutely forbidden.
- Loud talking, unusual noises, pushing, shooting spit balls, peas, corn, etc. on bus is forbidden.
- Throwing of any article or matter is forbidden.
- Scuffling or any unnecessary movements to attract driver's attention is forbidden.
- All students riding buses for night programs or field trips are under the same school regulations as during the day schedule.
- **ANY STUDENT NOT OBEYING THESE BUS REGULATIONS TO THE FULLEST EXTENT COULD LOSE THE PRIVILEGE OF RIDING THE SCHOOL BUS.**
- Students and their parents are reminded that there is no law in the State of Virginia requiring the transportation of pupils to and from school. This service is a privilege that can be and will be withdrawn if abused.
- No eating or drinking on bus to and from school.
- No guns, knives, dangerous materials, water pistols, pea shooters or weapons of any type are allowed on the bus.
- Students in K-2 that do not have someone waiting for them at their bus stop will be returned to the school.
- Glass bottles, animals, tape players, CD players, portable DVD players, video games, game boys, or radios are not allowed on buses.
- Aisles must be kept clear of book bags, books, etc. at all times.
- Students should not throw anything out the window of a bus.
- **NOTICE: BUSES MAY HAVE CAMCORDERS AND STUDENT'S PICTURE, VOICE, AND ACTIONS MAY BE RECORDED.**
- A safety recommendation is for an adult to wait at the bus stop with your child.

Students who violate the above policies will be reported to the school administration. Parent conferences will be conducted and continued violation of the above regulations could result in a suspension of the **PRIVILEGE** to ride the bus.

## **CAFETERIA GUIDELINES**

The following guidelines are to be followed by every student:

1. Each class should enter the cafeteria in a quiet manner without talking, pushing, shoving, or disruption to the other students eating.
2. Each teacher should remain with her class of students as they go through the serving line.
3. As the students move to the tables to be seated, saving of seats is not allowed due to the amount of confusion and disorder this practice creates.
4. After students are seated, the first 10 minutes are to be used for eating only. Then the last 20 minutes may be used for quiet conversation.
5. Talking at the lunch table should be in quiet, conversational tones. The teacher will monitor his/her class behavior within acceptable limits.
6. Each class will enter and leave the cafeteria at assigned times.
7. Trays should be emptied in an orderly manner. Tables and floors are to be kept clean. All trash will be disposed of as the class empties their trays.
8. Lines moving to the tables from the serving line and lines moving from the tables to the trash disposal area should be organized and directed to prevent overlapping and spilling accidents.
9. Students lining up to exit the cafeteria should do so in a quiet and orderly manner.

## **GRADES**

Report cards are sent home at the end of each six weeks grading period for grades 1-5. Kindergarten report cards are sent home each nine weeks. The grading system, as approved by the Tazewell County School Board, follows:

|          |                 |
|----------|-----------------|
| <b>A</b> | <b>93-100</b>   |
| <b>B</b> | <b>85-92</b>    |
| <b>C</b> | <b>77-84</b>    |
| <b>D</b> | <b>70-76</b>    |
| <b>F</b> | <b>BELOW 70</b> |

All subjects are graded according to this grading policy and are given as average scores. Promotion and retention decisions are based on grades, achievement, test scores, the maturity level of the student, the academic progress in skill areas, and attendance. A Standards Based report card is in place for grades K- 2.

# **HOMEWORK**

Your child may have homework daily. There are several reasons for the homework.  
Homework

1. May provide extra practice on learned skills;
2. May provide further learning in areas covered in the classroom;
3. May provide an opportunity for students to learn good work habits;
4. May provide parents opportunities to see what the student is studying and how well he/she is progressing.

We believe that learning should continue after school hours. The daily homework is in no way to be viewed as punishment but as a way for encouragement and extending learning. If at any time your child has difficulty with homework, please schedule a conference with his/her teacher. You can cooperate with the school to make the homework effective by:

1. Providing your child with suitable study conditions (desk/table, proper lighting, books, and supplies);
2. Reserving a time for homework with television turned off;
3. Encouraging without undue pressure;
4. Showing interest in what your child is doing;
5. Avoid doing work for them; and
6. Understanding that homework is to be completed and returned to school.

# **ICE CREAM AND WATER**

**Ice cream is sold in the classroom on a daily basis. The price is \$0.50 per day and is collected by the classroom teacher. The flavors may vary depending upon the delivery of the ice cream. All of our ice cream is low fat.**

**We also have a water machine available in the gym. The price is \$1.00 per bottle for Dasani water.**

**Please feel free to send a water bottle to school each day with your child too.**

# INCLEMENT WEATHER AND EMERGENCY CLOSING PROCEDURE

During the school year, if it is necessary to alter the school schedule because of inclement weather, parents and students will be informed by the local radio and television stations. **PLEASE DO NOT** telephone the school for closing information. If the weather becomes severe during the school day and school is to be dismissed early, an announcement will be made by local radio and television stations one hour in advance of dismissal time. **CHILDREN SHOULD BE INFORMED OF THE PROCEDURES TO FOLLOW IF THEIR PARENTS ARE OUT OF TOWN. PLEASE DO NOT PLAN FOR YOUR CHILD TO CONTACT YOU BY TELEPHONE....BE PREPARED IN ADVANCE.** School may operate on the late schedule (two hours) when bad weather occurs. Schools will begin two hours later than the normal time. This announcement is also made by the local radio/television stations. *On a late schedule, students should not arrive before 9:30 a.m.*

# LOADING AND UNLOADING LANES FOR THE ARRIVAL AND DEPARTURE OF STUDENTS

Parents who bring their children to school must use the roadway between the Tazewell County Career and Technical Center and Tazewell Elementary School. Children **may not be dropped off before 7:30 a.m.** for safety reasons. Children must be in the classroom by 8:15 a.m. Children arriving after this time are considered tardy and must report to the office for a tardy slip. The pick-up line begins at 3:00 p.m. in the afternoon in the front parking lot. All children transported by parents must be picked up by 3:15 p.m. **Children will not be dismissed to be picked up by parents who are not in line. Parents may not park and walk to pick up their child. If parents do not arrive prior to the buses arriving, they will have to wait in line until all buses have been dismissed and then pickup their child.**

**TRANSPORTATION CHANGES CANNOT BE ACCEPTED OVER THE TELEPHONE. PLEASE GIVE YOUR CHILD NOTES REGARDING THEIR TRANSPORTATION IN THE MORNING BEFORE SCHOOL. IN EMERGENCY SITUATIONS, YOU MAY FAX THE SCHOOL WITH A SIGNED NOTE. TES FAX NUMBER: 276-988-0445**

# **MEDICATION AT SCHOOL**

Parents must submit to the school office and/or school nurse a permission form for their child to take a valid prescription medication or non-controlled over-the-counter drug. The medication must be in the original bottle and properly marked. These forms may be obtained from the school nurse or on the Tazewell County website. All types of medicines require appropriate paperwork to be completed and on file before any medication may be given at school.

# **MOMENT OF SILENCE**

The Tazewell County School Board recognizes that a moment of silence before each school day prepares student 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 the class shall make sure that each student:

1. Remains seated and silent.
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 not to meditate during the moment of silence. Students and employees are prohibited from praying aloud during the moment of silence.

# **PORTABLE COMMUNICATION DEVICES**

All portable communication devices are unauthorized except as follows:

Possession of Beepers, Cellular Telephones, Personal Digital Assistant (PDAs), or Similar Devices. Only middle school and high school students having a signed parental consent form on file in the administrative office may possess a beeper, cellular telephone, or PDA on school property, including school buses, provided the device remains in their personal vehicle or locker and is turned off during the instructional day, which is defined as 8:00 a.m. until 3:30 p.m. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device will be confiscated from the student and returned only to the student's parent.

1st Offense: Confiscation of communication device. Conference with parent, and relinquish device to parent. Three (3) day in school suspension.

2nd Offense: Confiscation and ten (10) days out of school suspension.  
Beyond 2nd Offense: Confiscation and recommendation to the Division Superintendent for long-term suspension - - minimum 15 days.

Possession of Laser Pointers, Musical Devices (CD players, electronic toys, etc.)  
1st Offense: Conference with student, confiscation until parent (s) come to school and claim device.  
2nd Offense: Confiscation and three (3) days in-school suspension.  
3rd Offense: Confiscation and three (3) days out-of-school suspension.  
(continued) (7)

Portable communication devices such as hand held radios or walkie talkies are not permitted.

## **RESPONSIBILITIES OF PARENTS**

- Monitor and require daily attendance
- Assume responsibility for your child's behavior and teach compliance with school rules.
- Teach children skills to solve conflicts peacefully.
- Teach children to respect themselves and others
- Know the school's rules and sanctions for violations of the rules and teach them to your child.
- Participate in policy development and implementation.
- Support the school's policy, curriculum, and programs.
- Maintain regular communication with the school and your child's teacher.
- Bring to the attention of school officials any problem that may affect your child's behavior or academic success at school.
- Bring to the attention of school officials any information that could be used to prevent harm or bodily injury to students or staff or damage to school property.

## **RETENTION AND PROMOTION POLICY**

*Reference TCPS Policy IC/ID-R.6*

Elementary students will be expected to show continuous growth and progress in the four core subject areas to include English, Math, Social Studies, Science, and various test profiles. If a student does not make a significant progress in these areas, the following indicators will be utilized in determining grade placement for the next school year:

- a. Attendance: Students are expected to be in compliance with the Tazewell County attendance policy.
- b. Test Data (PALS, Standards of Learning, STARS, Early Literacy, ARDT, and Benchmark Assessments).
- c. Progress Reports/report cards.
- d. Teacher recommendation/parental involvement.
- e. Previous retention/intervention.
- f. When a teacher observes a student with deficiencies in academic skills which may lead to retention, the teacher will refer the student to the Response to Intervention Team (RtI) to develop strategies to help the student achieves and improves academically.
- g. Academic Performance will be the prime determiner.
- h. Classroom performance.
- i. Chronological age in relation to the normal grade/age group.
- j. Delayed/advanced physical development
- k. maturity in emotional and social development
- l. Work and study habits

Decisions relative to promotions and retentions are made by respective teachers and reviewed by the building principal. Before a student is retained more than once at the elementary level or middle school level, the retention must be reviewed and approved by the Supervisor of Elementary or Middle Education and the Assistant Superintendent of Instruction.

Promotion/retention of ESL students will take into consideration English Proficiency and cultural factors.

Promotion/retention of ESL students will be based on individual progress in specified educational programs and identified goals developed by the student's IEP Team.

## **SCHOOL BOOKSTORE**

The bookstore is located in the main entrance hallway. Students may purchase supplies between 7:45 – 8:10 each day. Supplies include:

|                |        |
|----------------|--------|
| Notebook Paper | \$1.00 |
| Pencils        | .25    |
| Erasers        | .25    |
| Lead Pencils   | 1.00   |
| Crayons        | 1.00   |

# SCHOOL DISCIPLINE

One of the most important lessons that students learn is discipline. Even though it is not addressed as a subject, it underlies the entire educational and social structure. Discipline training develops self-control, character, orderliness, self-esteem, and efficiency. Discipline is the key to good conduct, respect, and proper consideration for other people.

School discipline involves courtesy, manners, motivation, and attitudes on the part of the students. All Tazewell Elementary staff members have equal authority. Students are expected to do what is asked of them while under our supervision. We make and enforce rules and regulations for the safety of all of the children and staff of the school. Our school environment attempts to develop the child's potential and skills to the highest degree possible for student success.

Certain behaviors are disruptive to this positive learning environment and will not be tolerated. These behaviors include but are not limited to the following:

1. Homework assignments are not complete.
2. Stealing and/or destroying the property of other students or staff.
3. Disruption of class.
4. Verbal abuse of another student or staff person which includes but is not limited to cursing, calling people obscene names, or threatening harm to others.
5. Physical abuse of another student or staff person which includes but is not limited to fighting, kicking, hitting, or throwing objects.
6. Bullying.

When the above behaviors are observed, the incident may be reported to the principal or assistant principal. A conference may be held with the administrator to discuss the consequences of the inappropriate behaviors. Parents of the student involved will be notified of the incident.

TES will begin an Effective School-Wide Discipline Plan (ESD) this year. Our theme will be P.A.W.S. The P.A.W.S. Team Mission or "Possibility Statement" says:

The mission of our ESD team is to promote a culture that fosters prevention and mutual respect for faculty/staff and students with a Positive Attitude

The school rules and respect will be enforced throughout the school in all common areas and in the classrooms.

# SCHOOL HOURS

Our instructional school day begins at 8:15 a.m. and concludes at 3:00 p.m. Students begin arriving at 7:30 a.m. on the early buses and in the parent drop off area. Please do not bring students prior to 7:30 a.m. because no one will be on duty to supervise the students. The morning announcements will begin at 8:10 a.m.

# SCHOOL PLEDGE

## P.A.W.S. PLEDGE

I will have positive manners.

I will always be respectful of myself and others.

I am willing to follow the rules.

I will always show pride in myself and in my school.

# STATEMENT OF PURPOSE FOR STANDARDS OF STUDENT CONDUCT

The development, implementation, and enforcement of a Student Conduct Policy is intended to ensure that all students have fair access to an education. Therefore, this policy sets forth those standards of behavior believed to be appropriate in the learning environment and informs all students and their parents and/or guardians of the standards of student conduct established by the School Board. Students who continually disrupt the educational process and those who have multiple disciplinary infractions will be given more serious consequences as deemed appropriate by the administration.

# STUDENT CHECK OUTS

Parents wishing to check their child out of school early must go directly to the main office. Office personnel will assist the parent or guardian in completing the necessary information for checkout. The child and teacher will be notified over the intercom and the student will come to the office. **The parent is to remain in the office until your child comes from their classroom to prevent additional interruption in instructional time.** Students are not to be checked out after 2:40 due to interference with the buses. **When checkouts/tardies exceed five unexcused, the parent will be expected to meet with administration and/or the truancy officer.**

# STUDENT DRESS CODE

## A. Generally

School personnel have the responsibility to protect the health and safety of students and to maintain proper and appropriate conditions that promote learning. Based on the belief that school is a place of business where students are learning both academic and social skills, the Tazewell County School Board requires that all students dress appropriately. In accordance with the purpose of this dress code, no student shall present himself or herself to school in a manner which is plainly offensive to others or is likely to cause disruption. As provided herein, the administration shall prohibit any clothing, jewelry, similar attachments, or accessories, which have a substantial and material disruptive effect on the school atmosphere or represents a clear safety concern for students and/or staff. School clothing should be appropriate as to time, place, and weather conditions. Any form of dress or appearance that disrupts or distracts from the purpose or orderliness of the school that is considered contrary to good hygiene or that threatens the safety of one's self or others, will not be permitted.

1. Students shall wear appropriate clothing and footwear and groom themselves for school in a manner that does not offend the common rules of decency, or reflect negatively on, or distract from any phase of the educational program. Appropriate dress is clothing that covers the body sufficiently so as not to attract excessive attention to one's self.
2. Messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, violence, or that represent gang activity or membership, or that advertise obscenities, or that reflect adversely upon persons because of their race, sex, color, creed, national origin, or ancestry will not be permitted.
3. Any article of clothing, footwear, jewelry, or other accessory that suggests, identifies, or otherwise promotes "gang" related and/or endorses/promotes subversive activities will not be permitted.
4. For health and safety purposes, appropriate footwear must be worn at all times. Going barefoot is not acceptable.

## B. Specific Guidelines

The following guidelines are examples that are intended to be age appropriate for all students in kindergarten through grade 12. They include, but are not limited to: (JFC-R.4)

### Student Dress Code (continued)

1. Any item of clothing, jewelry, adornment, or etc. which may be distracting or may materially and substantially interfere with the requirements of

appropriate discipline in the operation of the school or which represents a potential danger to self or others will not be permitted. This decision will be at the discretion of the Administration.

2. Footwear must be worn at all times and should be appropriate for normal activities. Socks without other footwear are not considered appropriate. Tennis shoes are appropriate, but Heelys, or shoes with wheels in the soles, are inappropriate. Sport shoes with cleats are not acceptable for inside wear.
3. Specific school programs, such as industrial technology, laboratory activities, physical education, and interscholastic athletics, may require special hair care and clothing to ensure the health and safety of all students.
4. Hats, visors, bandannas, and sunglasses (unless required by a physician) may not be worn inside the building.
5. Shorts/dresses/skirts must be of appropriate length. Traditionally, the hem of shorts/dresses/skirts must hang below the extended fingertips when standing. Shorts/dresses/skirts should be no shorter than mid-thigh when standing. The following shorts are not acceptable: very short shorts, athletic type shorts with side slits, biker, jogging, swimwear, cut-offs, gym shorts (except in physical education classes and athletic practices).

Athletic and cheerleading uniforms not meeting the above criteria may not be worn during the instructional day.

6. Shirts or blouses should be of sufficient length so they may be tucked in the waistband. Pants/shorts/skirts shall be appropriately sized and worn at the natural waistline. Spandex, tights, or other skin tight clothing of any type, unless worn under an acceptable style of dress, is prohibited.
7. Clothing that exposes the midriff, navel, cleavage, or that is sexually provocative is prohibited.
8. No undergarments (including boxer shorts and sports bras) should be readily visible or be worn as outer garments.
9. Strapless tops, tops with "spaghetti" straps, traditional tank tops with narrow straps and cut-away underarms, tube tops, bare back or bare midriff style, mesh or "fish net" style apparel are not permitted. If sleeveless garments are worn, underwear may not be readily visible.
10. Clothes with holes exposing underwear or private areas are not permitted.
11. T-shirts, articles of clothing, and badges or buttons that have writing, symbols or slogans encouraging the use of alcohol, drugs, sex, profanity, vulgarity, violence, promotion of racial prejudice, or subversive activities may not be worn. Tattoos must be covered.

12. Clothing usually worn outdoors, such as heavy coats, raincoats, jackets, or gloves, should not be worn in the building under normal circumstances.
13. In schools where lockers are provided, backpacks will not be permitted in the classroom. Backpacks should be placed in lockers upon arrival at school and should not be retrieved until school is dismissed.
14. Accessories, typically referred to as "animal jewelry", such as heavy chains, dog collars, or spiked collars are not permitted.

Decisions regarding the appropriateness of clothing, footwear, hair, and accessories will be made by the building principal or designee. Initially, items deemed inappropriate will be called to the attention of the parent(s) for corrective action. Students may be required to call home for a change of clothing and/or will be assigned to In-School-Suspension (ISS) for the remainder of the day. Repeated violations of the dress code may result in suspension from school.

The Board believes the primary responsibility for appropriate dress, grooming, and overall appearance of students rests with the parents and with the student.

Approved by School Board: June 11, 2000  
Amended by School Board: August 8, 2005  
Amended by School Board: June 11, 2007

## **TARDINESS**

If a student arrives in their classroom after 8:15 a.m., he/she is required to report to the office and obtain a tardy slip. The parent will need to come into the building with the student to sign them in and state the reason. Excessive tardiness will also be reported to the truancy officer. **Students with five (5) days of unexcused tardiness and/or early check outs will be expected to meet with administration and/or the truancy officer.**

## **TEACHER WEBPAGE**

Many of the teachers have websites (internet address listed above) where they list their spelling words, vocabulary words, and various other homework assignments each week. Your child will be responsible for keeping their own list of homework and class assignments on a daily basis.

# TRANSPORTATION CHANGES

If your child has alternate plans for transportation for the day, please make these transportation changes for your child before they arrive at school. If they will be riding a different bus than normal or will be picked up by a different person, please send a note to the office with these changes. **DUE TO THE SAFETY OF THE CHILD, TELEPHONE CALLS FOR CHANGES IN TRANSPORTATION WILL NOT BE ACCEPTED BY THE SCHOOL OFFICE** other than in emergency situations. If you need to make a change, you are welcome to come by the school with the **written change** or **fax the written change to 276-988-0445**. Bus drivers will require a **pass** to ride a bus other than your child's **normal** bus.

# VISITORS

Parents and other visitors are welcome to visit the school. **All visitors and parents are requested to enter through the front entrance of the school. After 8:15 each day, we have a security system which requires that all visitors must buzz the intercom at the front door and the door will be opened from within the office.** We require all parents, volunteers, and visitors be identified by wearing the appropriate identification tag in the hallways. This practice is essential for the safety of all the children. Upon entering the school's front entrance, we ask that you go directly to the main office to sign in and receive the appropriate identification tag. As you leave the school building through the front entrance, please come into the main office to sign out and return your identification tag. Unless you have an appointment with your child's teacher, instruction will not be interrupted for visits. Each teacher has a planning period for appointments and telephone calls.

# WEBSITE

Tazewell Elementary School has a website where you can read the Spike's Bark, a copy of this handbook, current events, and other important information about TES. You may connect to the TES webpage from the Tazewell County Public School's website at the following address: <http://tazewell.k12.va.us/>, then choose "Schools" and then select "Elementary Schools" and then scroll down and select "Tazewell Elementary School"; or go directly to the TES website at the following address: <http://tazewell.k12.va.us/schools/tes/>. In addition, many of our teachers have websites where they list classroom information and these websites may be accessed from the Tazewell County homepage also. A copy of the School Report Card may be viewed on the Virginia Department of Education website at the following address: [http://www.doe.virginia.gov/statistics\\_reports/school\\_report\\_card/index.shtml](http://www.doe.virginia.gov/statistics_reports/school_report_card/index.shtml)

# PARENT TEACHER ASSOCIATION

The Tazewell Elementary PTA exists to promote the welfare of children and youth. They sponsor many educational opportunities for our students.

Parents, grandparents, and family members are encouraged to join and participate in the activities of our PTA. The membership fee is \$4.00 per year.

## PTA OFFICERS FOR THE 2011-2012 YEAR

|                 |                   |
|-----------------|-------------------|
| President       | Vicki Hagy        |
| Vice Presidents | Heather Powers    |
| Secretary       | Chelsea Whittaker |
| Treasurer       | Christy Thompson  |

The PTA will meet the third Monday of each month in the gymnasium at 7:00 p.m.

**The September PTA meeting will be held on September 26, 2011.**

**We do not have PTA meetings in January.**



## PARENT SIGNATURE

Please sign, cut on line, and return this to your child's teacher saying you have reviewed the rules and read either the entire Student Handbook or the Addendum pages for the Student handbook.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent's Email Address: \_\_\_\_\_

(Please furnish email address if you would like to receive reminders and messages from the PTA.)

**VOLUNTEERS**

Do you have some time you can share to volunteer at Tazewell Elementary School? Your contribution is vital and will become an important part of our total instructional program. We encourage all parents who have some “extra time” to join our volunteer program. Please complete the following form and return to your child’s teacher.

Parent’s Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

I am interested in becoming a volunteer at Tazewell Elementary School. I am available to come on the following days and times:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am interested in working on the following activities: (please check area(s) of preference:

- \_\_\_\_\_ Tutoring Students
- \_\_\_\_\_ Arts/Crafts in the classroom
- \_\_\_\_\_ Assistance to teachers such as making learning games and activities for the teachers, AR, bulletin boards, etc.  
\*Unfortunately, class volunteers may not work with student confidential information.
- \_\_\_\_\_ Welcome Station (greeting visitors)
- \_\_\_\_\_ Filling ice cream orders
- \_\_\_\_\_ Shelving books in the Library
- \_\_\_\_\_ Serve on the Principal’s Advisory Committee

***THIS HANDBOOK IS ALSO ONLINE ON THE TES WEBSITE ADDRESS:***  
<http://tazewell.k12.va.us/schools/tes/>

