

Villa Rica Elementary School

Student/Parent Handbook

2019-2020



314 Peachtree Street
Villa Rica, GA 30180

Front Office: (770) 459-5762
Fax: (770) 459-2041
After School Program: (404) 368-0471

**Providing Quality Education
Through High Expectations**

Villa Rica Elementary School

Mission Statement

Villa Rica Elementary will provide a premier learning environment that fosters the success of the whole child, shaping students who are valued and add value to the community and world around them.

Vision

To achieve our vision, we will prepare our students to become lifelong learners and productive members of society.

Beliefs

WE BELIEVE

Villa Rica Elementary School provides a premiere learning environment by:

- ...Meeting the needs of all students*
- ...Recognizing individual achievements*
- ...Developing character rich, intelligent members of our community*
- ...Ensuring a safe, healthy, and positive environment*
- ...Using innovative practices*
- ...Delivering a rigorous and relevant curriculum*
- ...Engaging teachers in lifelong learning through professional development*
- ...Optimizing data driven instruction*
- ...Supporting stakeholders*
- ...Facilitating teamwork and collaboration between stakeholders*

A Letter from the Principal

Dear Parents and Students,

Welcome to Villa Rica Elementary School! We are now looking forward to another successful school year. We have prepared this handbook in order to create a common understanding between the school, parents, and students. We ask for your assistance so we may provide your child with a rewarding and enriching educational experience. While it is not all-inclusive, this handbook does reflect Carroll County School Board Policy and serves as a supplement to the Carroll County insert. More detailed information regarding school board policies may be found in the student agenda and at www.carrollcountyschools.com. **Please take time to read this informational handbook thoroughly.**

Every effort will be made to provide students and parents with accurate, up-to-date information. Additional information regarding this handbook will be provided via written communication. Updated information can be found on the school's website: <http://vre.carrollcountyschools.com> or on our Facebook page, www.facebook.com/villaricaelementaryschool . Please check these websites for information regarding upcoming events, news, and general information regarding the school.

Please sign and return both the VRE Parent Assurance sheet, as well as, the Carroll County Parent Assurance sheet found on the last page of each document verifying that you have read and understand all expectations for your students.

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your child's programs, become an active member of our PTSO, and/or participate in any of our volunteer programs. We are very pleased to have you and your child with us at Villa Rica Elementary School.

Sincerely,

Alton Bias
Principal

2019-2020 VRE Staff

Principal

Alton Bias

Asst. Principal

Beth Little

Counselor

Sarah Radvansky

Bookkeeper

Angel McCowen

Secretary

Avia Love

Social Worker

Pam Kinnebrew

Psychologist

Jeff Pence

School Nurse

Cassie Kubicek

ELL

Anna Williams

Q.U.E.S.T. (Gifted)

Stacy Carroll

Instructional Coach

Ashley Schinella

EIP Teacher

Cheryl Harper

ASP Director

Meloyde Aston

Technology Specialist

Jeff Magee

Pre-Kindergarten

Jeanne Dent

Kindergarten

Laura Cleveland

Evan Craig

Jan Rosson

Deb Sheats

First Grade

Melinda Agan

Chassi Cole

Natalie Tritt

Second Grade

Sherry Flowers

Brittany Gore

Mindy Savidge

Jena Shippey

Third Grade

Rae Hudson

Myrna LaRonde

Sharon Nist

Fourth Grade

Katie Carter

Deliska Cooley

Katelynn Cooper

Shannon Shawley

Fifth Grade

Laura Cano

Lisa Steed

Flo Tigner

Special Education

Julie Cole

Amber Herring

Vivian Moore

Amanda Prater

Speech

Tina Vines

Art

Autumn Walters

Music

Geoffrey Harden

Physical Education

Michael Mitchell

Media Specialist

Candace Williams

Paraprofessionals

Deborah Bone

Stephanie Butler

D'andria Cox

Irma Jackson

Nancy Kelley

Amy Moore

Mandi Ryan

Margaret Tatro

Jamie Thompson

Computer Lab Assistant

Jessica Miller

Lunchroom

Annette Foster

Brenda Taylor

Shirley Yancey

TBD (Mgr)

(Asst. Mgr.)

Resource Officer

TBD

The information in this handbook is correct at the time of printing. Dates, times, prices and guidelines are subject to change.

Security Protocols (NEW 2019-2020)

Villa Rica Elementary has a new security feature this year. At the front door of the school, visitors must press the button on the silver box to the right of the front door. Our front office staff will speak to visitors and open the door for them to enter the front office once they have stated their name and the reason for the visit. Parents and visitors **MUST** have a picture ID ready. All school visits, check-ins, and check-outs will require a picture ID. If parents or visitors do not have their ID, they will be asked to retrieve their ID and return to be admitted into the office. Once the front office staff unlock the door, you will pull the door open to enter the building. You will then be asked to sign in with our computer system, Checkmate. The After School Program will also have to admit parents into the cafeteria for check-out at ASP. Thank you for helping to keep our children safe.

PTO

Villa Rica Elementary has an active Parent – Teacher Organization and we encourage all parents to become members in order to be actively involved in your child’s education. This group meets at regularly scheduled times throughout the year. The dates for these meetings will be announced at the start of the year. All meetings begin at 6 pm in the cafeteria.

School Council

The A+ School Reform Bill requires that all schools establish school councils for the purpose of advising the principal in matters relating to student achievement and school performance. Representatives serve for two years. The council meets quarterly, and the public is welcome at meetings. Anyone other than council members who wish to be heard at a meeting must notify the principal at least two days prior to the meeting. All meeting agendas are posted in the Main Office Parent Information Board. Meeting dates and times will be posted there as well.

Representatives will be elected as positions become open.

After School Program

The Villa Rica Elementary After-School Program is available to all students at Villa Rica Elementary. All VRE students are required to have an ASP form on file for the 2019-2020 school year. Parents will **ONLY** be charged when students stay in ASP. The program time is 2:40 p.m. – 5:45 p.m., and the cost is \$6.00 per day per child. The After-School Program is a **PRE-PAY** program. Payment can be made in the form of personal check, credit/debit card, or automated bank draft from your checking account. If for an unexpected reason a balance does occur, it must be resolved by the following Monday, the student(s) **will not be able to attend** the program if this balance is not resolved. Students who have outstanding balances from the prior year are not allowed to attend until that debt has been settled. If the student(s) is not picked up before 5:45 p.m., late charges of \$1.00 per minute will apply. Children not picked up before 3:00 p.m. will be charged for a full day. All ASP money should be paid through the ASP program. The number for ASP is **(770) 459 - 1488**.

Arts

Every student at Villa Rica Elementary has the benefit of art, music, writing lab, and physical education classes. In addition, we have PC computer labs, a Yamaha Keyboard Lab, and Closed

Circuit Television for morning broadcasts.

Media Center

Books may be checked out of the Media Center for one or two weeks depending on the grade level. Students may renew books for an additional week. Books for which other students are waiting may not be renewed.

Kindergarten and first grade may check out one book at a time. Second, third, fourth, and fifth grades may check out two books at a time. If books are overdue or lost, a student may not check out additional books until the lost item is returned or remunerated.

Accelerated Reader Books and Tests:

Students may earn Accelerated Reader points by reading books and taking tests on those books. Each AR book has a grade level and point value assigned. Students are invited to an AR celebration each nine-weeks based on the points earned.

AR Rules:

- Students must read books on their grade level based on testing completed three times during the year.
- Student must maintain an 80% average to be considered for AR celebrations.
- Kindergarten will earn the opportunity to attend AR celebrations by reaching goals assigned by the teachers.
- 1st through 5th grades will earn points according to grade level goals.

BYOT (Bring Your Own Technology)

Please refer to the Carroll County Student Handbook at the rear of this insert for the county policy concerning BYOT. The following are specific rules for our school.

VRE Specific Rules for 3rd, 4th, and 5th Grade

BYOT Uses:

Devices that are allowed are tablets, laptops, or other such devices. Cell phones are specifically prohibited and may be confiscated for parent pickup.

Devices may be used for reading, research, approved educational apps, Google Drive, and age appropriate music.

Devices may not be used for calling, texting, playing non-educational games, or inappropriate content as defined by County Conduct Policies.

BYOT Classroom Procedures:

Mornings in the hallways before homeroom starts: Devices may be used for reading.

Green Card in Window:

*Students place devices face down on desk in front of them.

*Teacher will say “devices up” for when devices may be used.

*Students may only use devices as teacher indicates.

*Teacher will say “devices down” when devices are not needed. Students should put devices face down on desk again.

*Students are not allowed to share devices.

*If student leaves device in homeroom, bookbag, etc., students may not go get them.

*Students are not allowed to charge devices in the classroom.

Red Card in Window:

Students are not allowed to take out their devices during this class.

Students are not allowed to have devices at lunch or recess.

BYOT Consequences:

Level 1 - not following procedures:

*1st Offense – Loss of BYOT privilege for remainder of day

*2nd Offense – Loss of BYOT privilege for 3 days

*3rd Offense – Loss of BYOT privilege for the remainder of the year

Level 2 - inappropriate use of device: (Mature or adult content or Cyber Bullying)

*Office Referral, loss of BYOT for remainder of the year

Counseling Program

Villa Rica Elementary has a full time counselor on staff. The Guidance Department at Villa Rica Elementary School promotes the social, emotional, and behavioral development as well as the CCRPI mandated academic progress of our students. Our counselor is available to provide individual and group counseling services. Classroom guidance lessons are taught that promote good peer relations, decision-making skills, and career awareness. The counselor provides consultative services to teachers as well as parents. You may discuss concerns with our counselor regarding issues related to your child’s development and academic progress. We encourage parents to make an appointment with the counselor to discuss these issues. Call our counselor at (770) 459-5762 for information related to guidance and counseling services.

Arrival to School

Students cannot be dropped off at the school before **7:00 a.m.** There is no supervision for car riders before 7:00 a.m. and this would create a safety issue. **The school will not be responsible for the safety and welfare of any students dropped off at car riders before 7:00 a.m.** Car riders arriving **after 7:30 a.m.** will have a “grab and go” breakfast, as they will not have time to eat in the cafeteria prior to the school day beginning. **Students must be dropped off at the designated area for car riders between 7:00 a.m. and 7:30 a.m. DO NOT drop off any student at the front of the school before the end of car riders as there will be NO supervision and this is the bus lane. Students who arrive after 7:40 a.m. must be escorted into the front office by an adult. This is for the safety of your child. All parents should utilize the car rider line to drop students at the designated area.** Students are late if they are not in their classrooms once the 7:40 a.m. bell sounds. The car rider drop off line will close at 7:30 a.m. daily according to school time. Students arriving late must be accompanied by an adult to the office for check-in.

Checking Students In/Out

The school instructional day begins at 7:40 a.m. Any student arriving at school later than 7:40 a.m. must sign-in through the office. The student will be given a tardy slip to be admitted to class. **Cooperation is requested in decreasing the number of times a student is late or checks out early.** Daily attendance for a full school day is important. Unless there is a medical appointment, legal obligation, or occasional family emergency, students need to arrive no later than 7:40 a.m. each day and stay until students are dismissed in the afternoon. If a student must be checked out early, parents or any person checking out a student **MUST BE LISTED IN THE STUDENT'S INFORMATION IN THE OFFICE AND MUST HAVE A FORM OF PICTURE IDENTIFICATION.** We do not check out students after 2:00 p.m. unless it is an emergency. There will be **NO** checkouts between 2:10p.m. – 2:20 p.m. due to bus dismissal.

Change of Address or Phone Number

Student databases (Infinite Campus), which support emergency phone numbers, must be kept updated at all times. Please notify the **teacher AND front office** of change of any addresses or phone number as soon as possible. **These phone numbers are the only way we have to contact you if there is an emergency with your child. Please make sure the numbers are kept current.**

Withdrawal Procedures

Parents should notify the office staff at least one (1) day in advance when a student is to be withdrawn. All textbooks and library books must be returned. Any financial obligations such as lost library books, textbooks, ASP fees, lunchroom, etc. must be cleared before the student officially withdraws.

Attendance Policy

All students are expected to bring an excuse for any absences on the next day of attendance. If a child is sent home for head lice, they are expected to be treated and return to school the next day. **A parent must bring the child into the office with proof of treatment for the child to be readmitted to the classroom.**

If your child is absent, expect a phone call from VRES automated system. Please feel free to contact the school ahead of time if your child is sick. Students who are absent for 3 or more consecutive days should provide formal documentation such as a doctor's excuse. Any concerns should be referred to the counselor for appropriate action.

After **five** unexcused or questionable days of absence, a letter will be sent to parents from the school. A school official will be notified and he/she may request a parent conference (if student has past chronic absenteeism, the social worker will be asked to attend the parent conference; if absenteeism is related to medical concerns, the nurse will be asked to attend to parent conference). Failure of the parent to attend a requested conference will result in a referral to the social worker.

After **ten** days of absence, the principal will notify the social worker/nurse. The social worker/nurse will send a letter to the parents and a plan will be implemented. The social

worker/nurse will notify the counselor as needed.

Any student attending Villa Rica Elementary on a waiver will have an attendance meeting on the 8th absence (excused or unexcused). This will be to review the policy and purpose of the waiver.

Make-Up Work

Many classroom experiences cannot be regenerated because of the nature of instruction. Due dates for make-up work must be arranged within three school days upon the student's return to school. According to board policy, the student or parent is responsible for making arrangements regarding make-up work.

Tardiness

When students are late, important concepts are missed and students start their day behind sometimes causing unneeded stress and anxiety. Therefore, students must be at school no later than 7:40 a.m. Tardiness is recorded by the attendance clerk and will be documented. If a student arrives at 7:40 a.m. or later, they are considered tardy. **Parents must accompany their child to be signed in to school late.** Early Check-Outs are also considered tardies.

****See Carroll County Policy addition****

Transportation

The bus loading zone is at the front of the school and covers the area from the corner of North Dogwood and Peachtree Street all the way to the intersection of North Dogwood and the lower campus road. To provide for student safety, do not load or unload individual vehicles in this designated bus zone. Buses unload from 7:00 a.m. until 7:30 a.m. Afternoon buses load from 2:30 p.m. until 2:45 p.m., but arrive on campus around 2 p.m.

The parent delivery and pick-up zone is located at the side of the school on Peachtree Street along the canopy between the two classroom buildings. **Please do not load or unload students in any other location.** Students who walk or ride bicycles must use the sidewalks and crosswalks in arriving or leaving the school. A note from parents giving permission to walk or ride a bicycle is also required of our students.

Parents should establish transportation mode for their student at the beginning of the school year. If this mode needs to be changed, parents should write a note to the homeroom teacher notifying the teacher of any changes. Changes can also be faxed to the office at (770)459-2041. **Only in the case of an emergency should transportation changes be called in to the school office. No transportation changes will be accepted by phone or fax after 2:00 p.m. For the safety of our students, NO transportation changes will be accepted over the phone due to security concerns except in emergency situations or changes to stay in the After School Program. There will be NO checkouts between 2:10 p.m. – 2:20 p.m. due to bus dismissal.**

To ride a different bus, students must have a note signed **by their parent and the other parent the student is riding with** giving them permission to go somewhere other than their

usual stop, and this must be signed by someone in the office before given to the bus driver. If a student is riding the bus home with a friend to spend the night, both students must have notes from parents giving their permission. **If a bus is considered full, this will not be allowed.** Groups of more than two that go home with another student will need to provide their own transportation since buses are loaded to capacity. Students should make these arrangements before leaving home in the morning; however, in an emergency, parents are asked to call the school office. Students are not allowed to use the phone to get permission to ride a different bus or to get permission to go home with another student. Students who plan to go home with each other after school **must** bring permission from **BOTH FAMILIES**. **Notes to go home with another student must be brought to the front office by both students by 9:00 a.m. for approval.**

If you have any questions or concerns regarding transportation, please contact the transportation office at 770-834-3346.

Medication

Please refer to the Carroll County Policy Addition

Insurance

Student Accident Insurance Plans are offered by Guarantee Trust Life Insurance Company. An insurance package is sent home with the students for parents to accept or reject.

Lunch

See Carroll County Schools Policy addition after the VRES section

Please...

No soft drinks are allowed in the lunchroom.

No fast food is allowed in the lunchroom.

Food must be in a plain bag with no commercial signage.

Meal Charges

Carroll County Board of Education Policy states the following procedures will be implemented concerning elementary and middle school meal charges:

1. Each school food service manager and principal will be responsible for seeing that this charge regulation is enforced.
2. When a student's account reaches \$4.00 in charges, the manager will send home a charge notice to the parents. The parent will be asked to contact the manager immediately concerning payment of charges.
3. If the manager hasn't received a response from the parent by two (2) school days, the manager will send home a second letter through the United States mail. In this letter, the parent will be notified that arrangements for payment of meal charges must be made within three (3) school days or the parent's name will be given to the social worker with a possible referral for child neglect to the Department of Family and Children's Services. At this time, the student will receive an alternate meal consisting of a sandwich and milk. A free/reduced meal application will also be sent home.
4. The homeroom teacher will be given a list of students with meal charges. Until the

charges are paid, all money sent for snacks will be applied to meal charges.

5. Account statements will be sent home on a monthly basis.
6. Extra items may be purchased if a student has money in their account. Charges will not be allowed for extras.

New Free and Reduced Lunch Forms must be filled out each school year. Also, if more than one child attends the school system only one form per family must be completed and returned. If you have any questions, you may contact Kathy Pritchett at 770-459-4485.

Snacks

Ice cream will be sold daily as a snack. The prices for all ice cream is \$1.00. Students will purchase ice cream in the lunchroom and need exact change. **Ice cream cannot be paid for in advance.** No type of snack account will be set up through the teacher. No checks will be accepted for the purchase of ice cream. Students will not be allowed to call home for ice cream money. Classroom instruction will not be interrupted to deliver forgotten money. If you want your child to purchase ice cream, please be sure they have money each day. This is a privilege that may be taken away by the teacher at any point from the student for misbehavior. No ice cream will be allowed if a student is placed in in-school suspension or silent lunch.

Field Trips

Field Trip permission forms must be signed and returned to the teacher by the due date on the permission form. No verbal permission by phone will be allowed. There is a cost involved with all field trips. Your monetary participation will prevent the possibility of trip cancellation. Student transportation to school sponsored events or other events in which system students participate, must be transported on system owned buses or vans. **Students are not to be transported by public carrier, private vehicle, or any other means unless prior approval is given by the principal – not a teacher. The principal may exclude students from participating in field trips if warranted, specifically for behavior purposes. Bringing siblings or children who are not enrolled at VRE on field trips is not allowed.** All chaperones on VRE Sponsored field trips must have access to a cell phone and be willing to leave that number with the main office. **Parents wishing to check their children out from trips must arrange with school administration in advance.** Parents may be able to ride buses, based on administrative approval. Parents who follow in their own vehicle must not travel between busses, but remain behind the last bus. **There are no refunds for field trips, unless the trip is cancelled.**

Visitors / Volunteers

We always welcome visitors and volunteers to VRE. In order to maintain a proper environment for instruction, please note a few reminders:

- All volunteers and observers must sign in at the front office and must participate in a brief volunteer training. Please sign in first and take a name sticker, then you will be assigned a room/task in which you will work in/on for the day.
- Turn off cell phones while in the school.
- Be kind to all students.
- Be respectful of the teacher and the assistant.
- You are not to grade papers at any time, due to CONFIDENTIALITY.
- ALWAYS be mindful of CONFIDENTIALITY. All classroom work and information is confidential. Any knowledge gained through participation is privileged communication and must be shared only with

responsible faculty members or administration.

- All discipline problems should be handled by the teacher/assistant (this is to protect you!). Volunteers can stop misconduct, but the teacher must handle discipline actions.
- If your child is in the classroom in which you are volunteering or observing, please help him/her to understand that you are here to work, not socialize with your child.
- **YOUNGER CHILDREN ARE NOT ALLOWED** with you when volunteering or observing. This can sometimes cause a disturbance in the classroom.
- Strive to maintain a positive outlook about OUR school in the community. Share positive information and refrain from criticism.
- Appropriate dress is expected and appreciated.
- Abide by the rules and policies of the school and work cooperatively with the staff. They are responsible for school policies. Any criticisms of the school, staff, or procedures should be made to the person in charge or the administration and NOT to friends or persons outside the school.
- Observations of classrooms can last no longer than a 45 minute time frame.
- If the teacher believes or feels in any way you are distracting the class or the class is not comfortable with your presence, you will be asked to leave the room at any time.
- You are to only speak to students about academic areas NOT personal feelings or issues unless you are a cleared MENTOR through the counselor's office.

***Remember to treat each child like you would want your child to be treated! ***

Parents who are actively involved with their child's education do better in school.

We truly appreciate the time you donate to VRE, but we must request that you not bring children that are not enrolled in Villa Rica Elementary while visiting or attending celebrations in the classroom. Non-VRE children may not be present while volunteering.

Special Occasions/Birthdays

Please remember that our classroom time is very valuable. We expect all to respect this critical time of instruction and learning. Any celebrations, where treats are distributed, will be held in the cafeteria only. They must be approved by the teachers in advance. No student may receive deliveries of flowers, balloons, or gifts at school. Cakes, cupcakes and/or baked goods must be store bought, in order to protect children from eating something they might be allergic to.

No pets may be brought to school.

We pride ourselves on having an "open door" policy at VRE, however, we must require that prior arrangements be made with the classroom teacher in order to alleviate disrupting the classroom.

Meeting with Administrators

When requesting a meeting with a member of school administration, you must call ahead and schedule an appointment. Due to the requirements of the teacher evaluation system, administrators must be in classrooms a large percentage of the day in order to ensure quality instruction. This also ensures that the administrator is prepared to meet with you upon arrival and the situation can be handled quickly.

Student/Teacher/Parent Compact

Each student will be given a Student/Teacher/Parent Compact by the homeroom teacher. Please

read with your child and sign where indicated then return this form to your child's homeroom teacher.

Parent/Teacher/Student Conferences

At Villa Rica Elementary School, education is a partnership amongst parents, students, and teachers. In order to provide success for all students, it is necessary to be in communication with all stakeholders. Teachers are available and willing to meet with students and parents in order to provide for clarity and support for the school/home connection. **Appointments must be made in advance to conference with a teacher.** Teachers are not available on a "drop-in" basis. Please do not bring siblings or children who are not enrolled at VRE to conferences in order for the focus to be on your child.

Benchmark Common Assessments

The teachers at Villa Rica Elementary School work diligently to focus and to plan the curriculum set forth for each grade level. Benchmark common assessments will be given throughout the year to evaluate whether or not the students obtained the objectives taught. As the year progresses, different assessments may be given to determine student progress. These examinations will provide pertinent information for instruction and remediation for teachers, parents, and students.

Homework

Homework is assigned to reinforce skills and to build responsibility. As grade levels and content progress, the expectations of this area increases in order to strengthen skills previously learned in the classroom. Across grade levels, students are required to read a certain number of minutes each night.

Kindergarten – 10 minutes

1st /2nd Grade – 20 minutes

3rd – 5th Grade – 30 Minutes

If students do not use their time appropriately to complete classroom assignments, they may be instructed to finish the task for homework.

Dress Code

The purpose of a dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress." Instilling dignity, pride, modesty, and cleanliness are our goals. For these reasons, some types of clothing are prohibited. The first offense will be a warning and a referral back to this policy. A second offense will require a change of clothes.

Prohibited Clothing Items:

1. See-through or mesh clothing
2. Garments that expose the midriff and/or cleavage
3. Halter tops, tank tops, and sleeveless shirts
4. Tennis, gym, biking, short shorts, leggings that are not covered by a shirt, lounging pants, pajamas

5. Garments that expose underclothing or impede walking
6. Garments that are poorly fitted, oversized, excessively tight, or extremely baggy.
7. Excessive holes and/or frays in fabric
8. Hats, visors, hoods, or other head garments including non-prescription sunglasses inside the school building unless “Hat Day” is determined by the school
9. Cleats, and/or heeled shoes inside any school building; **flip-flops**, bedroom slippers, and/or novelty footwear deemed inappropriate by the principal.
10. Garments which display emblems relating to abusive substances, tobacco products, alcohol, sex, violence, and obscenities
11. Garments that might be considered socially unacceptable or inflammatory
12. Any emblem, sign, or representation of a gang symbol, or any garment indicating a gang affiliation
13. Any article of clothing or attire that the principal deems inappropriate.

Acceptable Clothing Standards

The following acceptable clothing standards shall apply:

1. Pants, jeans, capris, etc. are permitted. Plain jeans may be worn in any color.
2. All pants, jeans, capris, etc. must be worn at the waist. Belts shall be worn securely at the waist.
3. Shorts, skirts, and dresses shall measure no shorter than three (3) inches from mid-knee cap.
4. Shirts shall have a sleeve and shall fit properly. Shirts that do not fit properly shall be worn tucked in.

The administration has the authority to determine appropriate dress.

Carroll County’s Promotion/Retention Policy

Carroll County’s Promotion/Retention Policy establishes a set of academic and attendance standards to guide placement of students in a grade level or program.

Carroll County School’s Specific Attendance/Academic Standards

Academic and attendance standards may vary with the grade level of students. Please review the following information to determine the specific standards that will be applied to students at various grade levels.

A complete copy of Carroll County’s Promotion/Retention Policy and Rules (Policy IHE) may be viewed at <http://www.carrollcountyschools.com>

Academic and Attendance Standards for Grade K-5

Academics

- Students who earn failing yearly averages in both reading/language arts **AND** math may be retained.
- Students who are reading at least one year below grade level may be retained.
- In addition to the above, Georgia law (O.C.G.A. 20-2-283) stipulates that third and fifth graders must meet state standards in the area of reading. Fifth graders must meet state

standards in the areas of reading **AND** math. Third and fifth grade students who do not meet standards of performance on the administration of the Georgia Milestones shall be retained.

- Third and fifth grade students who **do not** take the *Georgia Milestones Exam* **will be retained**.

Attendance

- Excused **OR** unexcused absences beyond 14 days during one school year may result in retention of a student.

Kindergarten

In order to prepare students to accept responsibility, each student is required to bring his or her agenda daily. Parents are required to sign the agenda daily as a means of communication. For more information regarding kindergarten please read the **Kindergarten Newsletter**, and the VRES Non-Negotiable Expectations. VRE wants to prepare your child for a great school experience. To do this requires that teachers and parents work together.

Kindergarten – Fifth Grade

A parent must sign the agenda daily.

Web-Site Information

In order to provide for all modes of communication, students and parents may access information and upcoming events from our website at www.vre.carrollcountyschools.com or on our FaceBook page.

Non-Negotiable Expectations for Villa Rica Elementary

1. Attendance – Regular attendance is vital to learning. Students are expected to be at school every day except in the case of personal illness, death in the family, or religious holiday. A written note from the parent or guardian must be sent to excuse absences.
2. Tardiness – Teachers begin class promptly at 7:40 a.m. When students are late, important work and instruction are missed. Therefore, students must be at school no later than 7:35 a.m.
3. Homework – Homework is assigned to reinforce skills and to build responsibility. Homework must be completed and returned to school on time. Reading is often a part of the assigned work and parents should take an active role in seeing that the students reads in addition to completing other written tasks.
4. DoJo– DoJo will be used to communicate between home and school. Homework, upcoming events, and notes between parents and teachers will be sent via DoJo.
5. Respect – All students must conduct themselves in class so as not to interfere with any classmate's right to learn. Misbehavior that prohibits another student's right to learn may cause the offender to be removed from the classroom. Administrators will decide on the appropriate consequences.

Carroll County Schools Bus Rules

See Carroll County Policy Addition

School Clubs and Organizations

The following school clubs and activities are currently available for student participation:

Club/Organization	Advisor/Representative
Junior Beta	Stacy Carroll, Natalie Tritt
Academic Team	Stacy Carroll
Chorus	Geoffrey Harden
Roadrunners	Brittany Gore, Michael Mitchell, Sarah Radvansky
S.T.E.A.M. (Science Technology Engineering Art & Mathematics)	Sharon Nist, Mindy Savidge, Laura Cano
Art Club	Autumn Walters
Drama	Debra Sheets, Jan Rosson
History Bee Team	Deliska Cooley
Science Olympiad Team	Laura Cano, Lisa Steed, Sharon Nist
Gardening Club	Ashley Schinella, Tina Vines
Video Gaming Club	
Reading Bowl	Candace Williams, Laura Cano
Yearbook Staff	Brittany Gore
Litterbug Club	Amanda Prater, Mandi Ryan, Jeanne Dent

School-Wide Procedures

Bus Procedures:

- Obey all bus rules
- Remain seated and use an inside voice
- Be at the bus stop on time and wait safely without horseplay
- Keep hands, feet, and objects to self
- Pick up trash/keep area clean
- Wait your turn

Hallway Procedures:

- Stop, look & listen when you hear an adult
- Go directly to your destination
- Always walk on the right side (2nd Square) facing forward
- Respect others space and work
- Keep feet, hands, and other objects to oneself
- Silent halls

Cafeteria Procedures:

- Remain quiet during music
- Obey all adults and respond appropriately
- Keep your area clean by depositing trash neatly into cans
- Remain silent while at the silent table
- Use good manners
- Use quiet voice
- Wait your turn

Restroom Procedures:

- Use facilities and return to class immediately
- Wash your hands always
- Report vandalism
- Keep water in the sink and use facilities correctly
- Respect the privacy of others
- Keep hands, feet, and objects to self
- Put trash in trash cans

Classroom Procedures:

- Respond appropriately
- Remain seated unless you have permission to do otherwise
- Pick up trash/keep area clean
- Respect the belongings of others and of the school
- Raise your hand and wait for permission to speak
- Complete assignments on time
- Keep hands, feet and objects to self
- Listen while others are speaking

Playground Procedures:

- Listen and respond to teacher signals and directions
- Report injuries and misconduct to an adult immediately
- Play fairly/take turns on equipment
- Use equipment correctly
- Use polite language
- Keep hands, feet and objects to self

Discipline

Student behavior is imperative to student success at Villa Rica Elementary. Student responsibility for their own behavior is also imperative for life lessons. Student behavior is crucial for ALL students succeeding in the classroom. Therefore, discipline will be dealt with in a clear, firm, consistent manner. Each grade level has their own expectations which coincide with the school's number one expectation of VRE wildcats- respect for self and others. Each grade level will communicate those expectations to students and parents. Once a student continues to choose to defy VRES procedures, rules, and responsibilities, that student will receive a written referral from their teacher. Once a written referral is submitted, the teacher no longer has a say in the disciplinary infraction of the student. The disciplinary action is then determined by administration.

