

Villa Rica Elementary School

Student/Parent Handbook

2017-2018



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**

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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 the VRE Parent Assurance sheet, the After School Program Form as well as the Carroll County Parent Assurance sheet which will be provided to you by your child's teacher because of each document verifies 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,

Mitch Springer
Principal

2017-2018 VRE Staff

Principal

Mitch Springer

Asst. Principal

April Price

Counselor

Sarah Radvansky

Bookkeeper

Angel McCowen

Secretary

Nancy Hesterlee

Social Worker

Pam Kinnebrew

Psychologist

Jeff Pence

School Nurse

Cassie Kubicek

ELL

Anna Williams

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

Angelique Kauffman

ASP Director

Amy Moore

Technology Specialist

Barry Griffin

Pre-Kindergarten

Lisa Rhodes

Kindergarten

Melinda Agan

Jeanne Dent

Jan Rosson

Deb Sheats

First Grade

Laura Cano

Laura Cleveland

Brittany Gore

Erika Krebs

Second Grade

Sherry Flowers

Kellie Maddox

Mindy Savidge

Ashley Schinella

Third Grade

Stacey Carroll

Cheryl Harper

Myrna LaRonde

Kristy McCord

Fourth Grade

Deliska Cooley

Mikey Jiles

Sharon Nist

Natalie Tritt

Fifth Grade

Vicki Bell

Luke McLendon

Suzanne Palagano

Special Education

Shelly Anderson

Julie Cole

Pamela Levett

Speech

Tina Vines

Art

Airyonna Ayala

Music

Geoffrey Harden

Physical Education

Michael Mitchell

Media Specialist

Candace Williams

Paraprofessionals

Deborah Bone

Nancy Kelley

Avia Love

Amy Moore

Sheryl Powell

Amanda Prater

Mandi Ryan

Jamie Thompson

Computer Lab Assistant

Renee Bonnacarrere

Lunchroom

Lottie Harrison

Patsy Hendricks

Sherri Nalley

Susan Sanspree

Brenda Taylor

Shirley Yancey

Kathy Pritchett (Mgr)

Teresa Torrance

(Asst. Mgr.)

Resource Officers

Amber Troglin

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

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.

Attendance Protocol

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 VRE automated system and your child's homeroom teacher. Please feel free to contact the school ahead of time if your child is sick. Students who are absent 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.

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 2017- 2018 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. Student(s) **will not be able to attend** the program if a 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 is not picked up before 5:45 p.m., late charges of \$1.00 per minute will apply. Children not picked up before 2:50 p.m. will be charged for a full day. This refers to students returned on the school bus and not picked up from car riders by 2:45. All ASP money should be paid through the ASP program. The number for ASP is **(770) 459 - 1488**.

Bell Schedule / Checking Students In/Out

The school instructional day begins at 7:40 a.m. Any student arriving to 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 2:10 p.m. unless it is an emergency.**

BYOT (Bring Your Own Technology)

Please refer to the Carroll County Student Handbook board 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, 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.

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

Clubs/Extra Curricular Activities

Activity	Staff Members who support the activity
Academic Team	Angelique Kauffman and Stacy Carroll
Student Council	Vicki Bell, Luke McLendon, Mikey Jiles, M. LaRonde, and Kellie Maddox
Junior Beta	Angelique Kauffman and Mikey Jiles
Drama Club	Deb Sheats and Angelique Kauffman
Chorus	Geoffrey Harden
Art Club	Ariyanna Ayala
Science Olympiad	Sharon Nist, Vicki Bell, Myrna LaRonde, and Kellie Maddox
Road Runners	Brittany Gore, Renee Bonnetcarre, and Vicki Bell
Yearbook	Brittany Gore and Natalie Tritt
Reading Bowl	Candace Williams, Laura Cano, Vicki Bell, and Angelique Kauffman
History Bee Team	Deliska Cooley and Angelique Kauffman
Math Perennial Bowl	Suzanne Palagano and Angelique Kauffman
STEM	Sharon Nist and Stacy Carroll
Gardening	Ashley Schinella
Community Connection	Mitch Springer

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 VRE 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 the administrators.

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.

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.

Prohibited Clothing Items:

1. See-through or mesh clothing
2. Garments that expose the midriff and/or cleavage
3. Halter tops, tank tops, and spaghetti strap shirts
4. 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 heelies 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

The principal has the authority to determine appropriate dress.

Fieldtrips

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 buses, but remain behind the last bus. **There are no refunds for field trips, unless the trip is cancelled.**

Nutrition Program

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 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.

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 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.

Student Advisements

- 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 first administration of the Georgia Milestones shall be given the opportunity to participate in intensive instructional support program designed to accelerate academic achievement before taking the Georgia Milestones a second time. Third and fifth grade students who do not meet standards of performance **on the second administration of the Georgia Milestones shall be retained.**

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.

Transportation

The bus loading zone is at the front of the school. 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. **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.

Carroll County Policy

***** For Information not covered in this handbook, please refer to Carroll County School's Student Handbook which can be found at**

