



## CONCORD ELEMENTARY SCHOOL

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9339 Village Highway • Concord, Virginia 24538  
434-477-5595 • Fax 434-993-3509

August 15, 2016

Dear Parents/Guardians and Students,

It is with great pleasure that we welcome you to Concord Elementary School. Our faculty and staff are excited about the upcoming year. At CES, our faculty and staff strive to create beneficial educational experiences for our students. Our teachers are committed to being life-long learners as they continue to learn and implement the latest research based instructional techniques.

We encourage parents and other citizens of our attendance area to join with the school in our efforts to help each child develop to his/her fullest potential. This school year, we will continue to focus on improving school attendance, student academic success, and building a sense of community and school pride. Throughout the year, there will be many opportunities for you to be involved with your school and we hope you take advantage of each as it arises.

In the next few pages, is our CES Student handbook. The purpose of this handbook is to provide you with helpful information pertaining to our school. Please take a few minutes to read and become familiar with the procedures and policies in this booklet.

Again, welcome to CES and thank you for being a part of our school community!

Educationally,

Whitney Rinella  
Principal

Jason Wells  
Assistant Principal

# Student Handbook



**C.E.S. Pride**  
CES Student Expectations

**Be Courteous**  
**Be Excited About Learning**  
**Be Safe**

"You can't spell SucCESs without CES!"

Voice Levels	
5	outside 
4	front of class or presentation 
3	normal voice 
2	small group and partners 
1	whispering 
0	no talking 

## What to do if:

### **You are absent from school.**

Give your parent-written note to your teacher the day you return to school. Excusable absences include sickness, family emergency, doctor's appointments, and court appearances, etc. All absences are unexcused until a note is brought into the office and the absence is excused based upon a reason stated above. Excuse notes must be received within two days of your return to school.

### **You have to leave early.**

If you know about the dismissal in advance, give your note to your teacher, signed by a parent stating the reason you are leaving early. You will be called to the office when your parent arrives. Parents are asked to sign out their child in the office and **NOT** go to the classroom to get a student. A person other than a parent or guardian will not be allowed to pick up a child unless they have parental permission in writing. For safety purposes adult identification may be checked. Checkouts after 3:15 will be called to the office as a car rider

**You are tardy to school.**

Our school day is from 8:50 am-3:35pm. You may begin entering the building at 8:25am and report to their homeroom. Excusable reasons for tardies (after 8:45am) include sickness, family emergency, doctor's appointments and court appearances etc.

**You want to use the telephone.**

Report to the office after getting permission from your teacher. Using the school phone is allowed in cases of emergency only.

**You become sick.**

Tell your teacher and get a pass from the teacher to report to the nurse's office.

**You need to take any medication.**

Parents must sign a "Medication Authorization" form and bring it and the medication to the school nurse in the main office. Any medication that is brought to school should be in the original container and clearly labeled with dosage instructions. **No medications will be given if the parent has not filled out a "Medication Authorization" form.**

**You need to change how you are getting home.**

Notes (parent note, e-mail, fax) need to be in the main office by 2:30 pm. School fax number is **434-993-3509**.

**You are sick and need to get your homework.**

Have your parent call the office and make arrangements for your homework to be collected. Your parent may pick it up in the office at the end of the school day. If you are absent only one day, assignments will not be gathered. You should simply wait until the next day when you return to get your assignment.

**You wish to celebrate your birthday.**

If it is your birthday, your parents can bring in a snack (individually wrapped) for the whole class to be eaten at snack time. Cupcakes or cookies can be purchased from the grocery as long as the ingredient list is on the packaging.

Please remember that healthy snacks are best and that drinks other than water are not allowed in the classrooms. Parents, please check with your child's teacher regarding food and other allergies prior to bringing items into school. Invitations for birthday parties outside of school may not be handed out in the classroom unless everyone in the class is invited.

**You miss the bus.**

It is the parent's responsibility to get you to school if you miss the bus. Missing the bus in an unexcused absence.

**You want to go home with another student.**

If you want to go home with a friend, each student should bring a note [who they will be going home with and by what mode of transportation (bus/car rider, etc.)] from your parent/guardian and give it to your teacher. You will be given a bus pass or car rider pass from the office.

**You are planning to go on a trip or vacation.**

Bring a written note to school **BEFORE** the planned absence so that the absence can be excused. As a general rule of thumb, vacation absences will be limited to five days per year.

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**Dress Code**

Please refer to the Campbell County School Board Policies for specific Dress Code information. Remember your child will be outside on a daily basis for recess or resource. Please make sure your child is dressed for outside play.

Students must dress appropriately for school. *Shirts must be no shorter than belt length and have a minimum of a "three fingers" wide shirt sleeve.* Hats may only be worn on designated spirit days. Shorts must be an appropriate length. Shoes must be worn at all times. ***For the safety of students, we ask that flip-flops not be worn.*** The principal reserves the right to determine what appropriate attire is in questionable situations.

## **Updating Infinite Campus**

It is very important that the most up-to-date emergency contact information is on file in the office. In the event this information changes, please contact the office as soon as possible or update your information in Parent Portal. If a student has a custody order, the most up-to-date copy needs to be on file as well in the office.

## **Visitors**

All visitors must check-in before entering the building. All visitors must be listed in Infinite Campus before they will be allowed to see the student. If the visitor is not listed in Infinite Campus a contact on the list must be reached prior to the visitor being allowed to see the student.

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## **Drop off for Car Riders**

***\*NEW PROCEDURE:** All students arriving to school by parent provided transportation will use the entrance doors at the library. To ensure the safety and smooth start to each school day, only students will be allowed to enter through these doors at arrival after the first week of school. If a parent or guardian needs to communicate with a teacher, they will need to report to the office to receive a visitor's badge.\**

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## **End of the Day Car Riders**

For children who are car riders at the end of the day, persons not on a student's emergency contact card cannot pick up a student without permission from a parent or guardian.

Afternoon dismissal begins at 3:35 p.m., therefore cars may begin lining up at 3:15 p.m. Parents are asked to not begin arriving prior to 3:15 p.m. and remain in their car at all times.

## **Attendance Policy:**

All absences 1-10 are excused with a note from a parent. Starting on day 11 for an absence to be excused a student must have a Doctor's note.

## **Policy for Unexcused Absences:**

- 3 unexcused days of school will receive written notification asking for notes following absences.
- 5 unexcused days of school will have a conference requested with administration to talk about absences and plan how to improve them.
- 7 unexcused days of school can be referred to a Truancy Referral Team.
- 10 or more days of school whether the absences are excused or not can be required to bring doctor's notes for any additional absences.

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## **Grading Policy**

CCPS uses a modified 10-point grading scale: A=Outstanding, (90-100) B= Above Average (80-90) C= Average (70-79) D= Below Average (65-69) F=No Credit (Below 65) I=Incomplete. Report cards will be sent home four times yearly in 9 week intervals. Interim reports will be sent home at the midpoint of each grading period.

## **CES P.R.I.D.E. Binder**

All students in K-5 will be given a CES PRIDE Binder. PRIDE represents "Practicing Responsibility in Daily Endeavors." Teachers and students will use this binder as a form of organization and communication to send home copies of expectations, class behavior policy, weekly Word Study features and other information home. Classroom expectations with grading policies will be developed by grade levels and shared with parents. Thursday Folders will be used to send home graded papers, assignments as well as weekly or monthly newsletters and other school information.

**Statement of Agreement and Understanding**

Concord Elementary has provided you with a copy of the Student Handbook. As a student, I have either read all policies and procedures in this handbook or have had my parent/guardian read them to me. I understand that I am responsible for knowing the information that has been provided to me.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***"Unlock the Magic of Learning at CES!"***