

Edgemont Primary School Student & Parent Handbook 2018-2019



574 West Indian Valley Road

Covington, VA 24426

Phone (540) 965-1420

FAX (540) 965-5895

Cafeteria (540) 965-1432

Office Hours

Monday to Friday

7:30 A.M. to 4:30 P.M.

School – Community Interaction

Parent and community support is an imperative ingredient for an effective school. To foster support and promote the school program in the community, the school informs parents, students, and others in the community by the following methods:

- The school website serves as a valuable and effective tool to communicate school related information to parents and community.
- A parent/student handbook is provided for each family at the beginning of the school year or when children are enrolled during the year.
- An open house is held before school opens.
- There is an active A.P.T. (Association of Parents and Teachers)
- Parent-Teacher conference days are scheduled in the school calendar. Other conferences are scheduled before, during, and after school, as the need arises.
- Academic reports are sent home for every student at the end of each six weeks. Mid terms will be available on Parent Portal. If you do not have access to Parent Portal to view grades, please call the school office.
- Newspaper articles focus attention on the school and its activities.
- The public is welcome and encouraged to attend school related and student centered functions.
- The school supports community organizations, businesses and activities.
- Educational field trips are organized to enhance student learning.
- Guest speakers are invited to present programs for students.
- The school facilities are available for use by local organizations.
- Community members are welcome to participate in our volunteer program.

Student Information, Health, Medication and Medical Care

A Student Registration Information form is sent home with each student. It is VERY IMPORTANT that we have this form filled out and returned. This form gives us permission to call a doctor or ambulance in case of a serious accident or illness. It also gives us the name of someone to be contacted during school hours. Emergency forms must be kept up to date. It is extremely important that the school be notified of any changes in telephone numbers, addresses, emergency contacts, etc.

A Student Health History form is also sent home to be completed for each student and returned to school promptly. Permission to take Tylenol, cough drops and/or other nonprescription drugs is included on this form. No student will be given medication until the form has been completed, signed and returned to the school nurse. Parents will be notified immediately in case of serious student illness or injury. All injuries will be recorded in the office and kept on file for reference purposes.

Students may not transport medication to and from school on a school bus at any time. An adult must bring all medication to the school office in its original container along with the medication sheet provided by the school nurse program. Parental permission and written directions from a physician are required before any medication can be dispensed to students. A student found with any type of medication in violation of school policy is subject to disciplinary action.

Updating Information

Parents are asked to keep the school office informed of any changes in a student's residence, mailing address, contact information and phone numbers so that our records are as up-to-date as possible.

Student Behavior and Discipline

All students are expected to follow all school and classroom rules and conduct themselves in a manner that is appropriate for school and social environments. Basic manners are expected at all times. Respectful communication and interaction with teachers, cafeteria workers, custodians, bus drivers and other adults as well as peers is required. Any behavior less than what is mentioned above is unacceptable. Students who fail to abide by rules are subject to disciplinary consequences. The severity of a disciplinary consequence is related to the severity of the misbehavior. The severity of disciplinary action also increases for multiple infractions or each time a student is referred for disciplinary reasons. Teachers are encouraged to contact parents when a student's behavior is problematic in the classroom setting. Parents will be notified if a student is referred to the principal's office. Parents are strongly encouraged to maintain regular communication with their child's teachers so that potential discipline issues can be addressed before escalating.

Use of School Telephones

The telephones in the school offices are business phones and not for student use. In cases of emergency, special permission may be granted by the office staff to allow a student to use an office phone.

Special Deliveries to Students at School

Students should not receive special deliveries at school such as flowers, balloons, etc. as they can be disruptive. Items of this nature will not be allowed in the instructional areas and cannot be transported on the bus. If a student receives a delivery such as this at school, a parent/guardian will have to come to school to pick it up.

Students Riding a Different Bus

Students who will be riding a bus that is not their regular bus or who will be getting off at a stop other than their regular bus stop must bring a written note from a parent/guardian. The note must include the student's name, date(s), specific address, and reason for the change and must be signed by a parent/guardian. The office will give students an official bus pass. Any student who does not bring a note will have to ride his/her regular bus home in the afternoon. A parent wishing to make a change in their child's bus arrangements during the school day must deliver or fax a written note to the school with the required information.

Students Who Are Picked Up After School

Students who will be picked up after school, regularly or occasionally, must bring a note to the office from a parent/guardian stating that their child(ren) will be picked up and not be riding a bus. Notes must state the student's name, the date and the name of the adult who will be picking up the student. Parents who pick up their child(ren) from school must follow the marked traffic pattern.

Dropping Off and Picking Up Students

Parents and other adults are cautioned to abide by all traffic laws. The posted speed limit in the school zone area is 15mph. Drivers should always watch out for children who may enter traffic areas. All visitors, including parents who are dropping off students before school or picking up students after school, must abide by the traffic flow pattern. Local law enforcement officials have agreed to monitor and enforce our traffic laws and patterns.

Procedure for Afternoon Car-Riders:

Your child will be brought to your vehicle. There is no need for you to leave your vehicle. Please proceed using the traffic pattern designed in the back of the school building when picking up your child.

Attendance

A new Covington City Public Schools Attendance Policy was instituted for the 2017-2018 school year. Each family will receive a copy and will be asked to sign that they have received a copy and acknowledge its contents.

Good attendance is essential for academic success. Regular attendance is the responsibility of both the parent and the student. If it is necessary for a child to be absent from school, the parent must provide the office with a written excuse signed by the parent or a doctor that includes the student's name, date(s) of absence and reason for the absence. Please turn in these notes within two days of the student's return-to-school date

Twelve absences (excused or unexcused) in one school year is considered excessive. When a student has accumulated five absences from school, regardless of the reason, a letter of acknowledgement will be sent to the parent/guardian. After the twelfth absence, a second letter is mailed with a request to contact the school to develop a plan for better attendance.

Excused Absences	Unexcused Absences
Student illness Death in the family Exposure to contagious disease Medical appointment for the student Recognized religious holiday Required court appearances School sponsored activities	Valid note not submitted to the office Absences for reasons not listed in the left column. These reasons include but are not limited to: *Family outings or vacations *Appointments not directly involving the student.

Students who are sick and running a fever (100+) should not come to school. A student must be fever-free for 24 hours before returning to school. If a student is found to be running a fever at school, his/her parent/guardian must make arrangements for him/her to be picked up.

Attendance is a significant factor in determining the acceptance of non-resident or non-district students attending Edgemont Primary Elementary. Approval for nonresident or non-district may be denied during the school year if absences and/or tardies are excessive.

Buying/Selling/Trading

Students are not permitted to buy, sell, or trade personal items at any time on school property.

Dress Code

Students are to wear comfortable, modest clothing. For safety reasons, shoes are to be casual, tie-up, or strap on. Early Childhood, Pre-Kindergarten, and Kindergarten students are asked to keep a clean change of clothes here at school at all times.

The following regulations are for appropriate dress at Edgemont Primary School:

Students CANNOT wear:

- Messages on clothing that have offensive language, symbols, double meaning (s), etc.
- Revealing shorts, skirts and tops that do not adequately cover the body.
- Clothing that exposes underwear.
- Chains attached to clothing.
- Hats and other forms of headwear inside the building.

If student dress is deemed "disruptive to the learning environment" by the classroom teacher or out-of-compliance with the dress code, the student will be asked to comply with guidelines, to provide adequate coverage or to change clothes. Parents will be notified if necessary to provide a change of clothes.

Decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the principal or a designee.

Students participating in P.E. on designated days must wear tennis shoes. Wearing inappropriate footwear may result in a student not being allowed to participate in P.E. or recess for safety reasons. Participation is a major factor in a student's P.E. grade; therefore, a reduction in a student's P.E. grade may result for those who continually miss P.E. due to wearing inappropriate shoes.

During cold weather, parents should ensure that their child(ren) are dressed adequately for outside activities.

If there is a question about an article of clothing, check with an administrator first before wearing it to school.

Student's Personal Property

A student's personal property such as CD players, iPods, sports equipment, electronic games, cameras, expensive jewelry, pocketbooks, large sums of money, etc. should not be brought to school. Students who bring such items to school must keep them inside their backpacks at all times during the instructional day. If a teacher sees a student in possession of such items, he/she may take these items and hold them until the parent picks it up. If these items are necessary for the instructional program, special permission may be granted by the principal. The student is responsible for keeping up with his/her own personal property. The school and school employees are not responsible for the loss of a student's personal property.

Cell Phones

Students are asked not bring cell phones to school. Although these devices serve as tools of communication between parents and children, they can also be used for malicious or illegal purposes. A student found to be in possession of a cell phone during instructional time, must give it to the requesting administrator or teacher. All confiscated cell phones will be turned off and secured in the office. The parent must come to school to pick up the phone.

Lost and Found

Announcements of items lost or found will be made daily. Any found items not claimed by the end of the school year will be held until July 1. After that date, items will be discarded or donated to a charity. Parents are encouraged to label their child's belongings.

Students should be aware we do not operate on a finder-keeper's system. Any student who finds an item that does not belong to him/her must report it as lost by turning it in to the office.

Grading Scale

Students will receive some degree of performance credit for assignments that are given to them. Students will also have graded assignments returned to them in a timely manner to provide them and their parents with valid/reliable academic feedback.

Refer to the chart below for the grading scales:

Numeric Scale (0-100)		Performance Scale	
A	93-100	O	Outstanding
B	92-85	S	Satisfactory
C	84-77	N	Needs Improvement
D	76-70	U	Unsatisfactory
U	69 and below	✓ X	strengths and weakness

School Website

The Edgemont Primary School website will serve as a venue of communication with parents and community and will be updated periodically. The site includes valuable resources and important dates to remember. Please feel free to set your personal default webpage or set up a quick link on your desktop for easy access. Our address is:

<http://www.covingtoncityschools.us/edgemontprimary.shtml>

Report Cards

Report cards will be sent home at the end of each six-weeks grading period. Parents are encouraged to consult with their child(ren)'s teachers any time questions or concerns arise about the students' academic progress. Parents may access grades (Grades 2-3) at any time using their Parent Portal account. You will receive your child's username and password sometime during the first six weeks

Junior Kindergarten and Kindergarten	Performance Scale	<p>O = Outstanding S = Satisfactory N = Needs Improvement U = Unsatisfactory X = Used to indicate a sub-skill specifying needs ✓ = Use to indicate satisfactory progress</p>
Grades 1-2	Combination Performance/Numeric Scale	<p>Letter grades (A, B, C, D, U) will be given for academic subjects of reading and math. Numeric averages will also be identified. The remaining subjects will be graded with the performance scale (O, S, N, U).</p>
Grades 3	Combination Performance/Numeric Scale	<p>Letter grades (A, B, C, D, U) will be given for the academic subjects of Language Arts, math, science, social studies and health. Numeric averages will also be identified. Other subjects are graded on the performance scale (O, S, N, U)</p> <p>The Language Arts grade will be based on the following: Reading (60%), Grammar/Writing (30%), and Spelling (10%).</p>
Library, Music, P.E., Art	Performance Scale	<p>O = Outstanding S = Satisfactory N = Needs Improvement U = Unsatisfactory</p>

School Pictures

School pictures will be taken of each student and staff member at Edgemont Primary School. Information regarding the schedule and ordering information will be sent home as the date approaches. These pictures will be used in our school yearbook; however, there is no obligation for parents to purchase pictures or a yearbook. Other opportunities for pictures may be scheduled during the second semester. Information will be distributed in a similar manner.

Unscheduled School Closing

If conditions or circumstances, such as inclement weather or emergencies, become necessary to close schools, the decision will be made by school officials and announced on the local radio and television stations. Homes will also be contacted by the automated phone alert system.

Radio Stations

WSLQ (Q99 FM)
WXLK (K92 FM)

Television Stations

WDBJ (Channel 7)
WSLS (Channel 10)
WSET (Channel 13)

Websites

www.wdbj7.com Click on CLOSINGS AND DELAYS (WDBJ 7)
www.wsls.com Click on CLOSING AND DELAYS (WSLS 10)

Phone

965-1400: Announcement on phone is set.

Student Scholastic Records

The content of the scholastic record shall be limited to data needed by the school to assist the student in his/her personal, social, educational, and vocational placement. The scholastic records for students are retained in the office. Information maintained within cumulative records shall include the following:

1. Court/Legal/Parent papers
2. Discipline/Attendance Papers or Letters/Notifications of expulsion
3. Elementary final grades with promotion noted/Grades
4. Immunization/Physicals
5. Transfer Information/Data sheets/Info. from other districts the student has attended.
6. Birth Certificate
7. Social Security Number
8. Testing info./School Screening Sheets
9. Cumulative Health/PE Fitness Records/Competencies

***NOTE: Any student who does not have a birth certificate on file in his/her scholastic record on the first day of school will not be allowed to enroll until a copy is provided. ***

The following information is considered directory information:

- Student name
- Parent/guardian name
- Address of student

Family Life Education

The majority of the Family Life Curriculum is taught in health, science and social studies classes as students learn about safety rules, the roles of family members and respect for themselves and others. Trained Family Life Education teachers will provide instruction on sensitive topics in gender-separate classes for third, fourth, and fifth graders. Family Life Education objectives and curriculum are available for preview in the office upon request. Parents will be notified prior to the sensitive areas being taught. Parents have the option of allowing or disallowing their child(ren) from participating in this portion of instruction. Parents wishing to opt-out must visit the school office in person to complete a form.

Crisis Management Plan

Edgemont Primary School has a detailed Crisis Management Plan which is reviewed and updated annually. Our plan covers procedures and protocols to follow in the event of such emergencies as severe weather, fire, intruders, bomb threats, weapons, hostage situations, hazardous materials, suicide and death. The Edgemont Primary School Crisis Management Team includes teachers, administrators, law enforcement officers, and emergency personnel.

Fire and Other Emergency Drills

In accordance with Virginia law, Edgemont Primary School will conduct regular fire drills. Every public school is required to hold a fire drill at least twice during the first 20 days of each school year and at least two additional fire drills during the remainder of the school year. Every public school is also required to hold a lock-down drill at least twice during the first 20 school days of each school year and at least two additional lock-down drills during the remainder of the school year. Teachers and staff will instruct students on proper procedures for each of these drills so that each student is familiar with the protocols.

Association of Parents and Teachers

The Association of Parents and Teachers (A.P.T) promotes a united effort and cooperation between parents, educators and the general public so that all children will have the greatest advantages in academic, physical, and social education. All parents are encouraged to become active members of the A.P.T. and attend regular meetings.

Although membership drives are held at the beginning of the year, anyone wishing to join the A.P.T. may do so at any time.

Field Trips

Field trips are educational in nature and directly correlate with the Virginia Standards of Learning.

Field trips are school events and not intended as opportunities for family outings. If at all possible, the sponsoring teacher will provide sufficient supervision for field trips using members of staff. Should parent chaperones be needed, the teacher may contact approved chaperones to provide appropriate supervision of students. Approved chaperones are required to complete a Social Services background check and pay a \$10.00 fee.

Only school personnel may ride the bus with students; chaperones will not be allowed to ride the bus and must follow in personal vehicles. Additionally, no siblings are allowed to accompany the parent chaperone on field trips. Chaperones are responsible for all fees and personal costs (admission, lunch, tickets, etc.) associated with the trip.

Visiting the School

Visitors to our school are required to stop in the office to sign in and print a visitor badge. The visitor badge must be worn at all times for the duration of the visit. If visitors are questioned by a school employee regarding their reasons for being in the building, he/she should not take offense as we are only ensuring the safety of our students.

To minimize disruption, adults who enter the building with students in the mornings or visit to eat lunch must say goodbye to students in the hallway in front of the office. Parents wishing to visit a teacher for a conference before or during the school day must schedule with the teacher in advance.

Volunteer Program

The goal of the Volunteer Program is to encourage and enable citizens within our community to participate in the educational process of our students. This goal is accomplished by:

- *recruiting potential volunteers to serve in schools
- *train volunteers to be effective participants
- *support volunteers and provide encouragement
- *recognize volunteers for their service

More information about the Edgemont Primary School Volunteer Program will be made available during the first six weeks of school.

The Volunteer Program will be a valuable tool to help our teachers with various services so that they may concentrate on providing the best educational experiences for students. Volunteers can assist students and teachers in a variety of ways and are greatly appreciated.

Animals on School Property

Pets and other animals are not allowed in the building or on school property with the exception of service animals. Even the nicest of pets are unpredictable and can become dangerous in an instant if they feel threatened. For special instructional circumstances that involve animals, approval must be granted by the principal.

Preschool Aged Children

Parents who are visiting the school or volunteering for any significant length of time may not bring preschool aged children. Such situations can create a possible danger to the child if unsupervised as well as potential disruptions to classroom instruction.

Distributing Invitations to a Party

Students wishing to distribute invitations to a non-school related party may not do so at school unless invitations are provided for ALL students in his/her class. Party invitations that do not include all classmates must be distributed through the US Mail or by other means in non-school settings.

Visitors

All visitors are required to check in at the office to make their presence known before going to an appointment. The "check-in" procedure is imperative to keep unauthorized persons and strangers from entering the building where children's safety is a prime importance. The visitor may be asked to show a photo I.D. Visitors are also expected to obey the policy of no smoking on school premises.

*Report to the office immediately upon entering the building.

*If you are here for a conference classroom assistance, etc., please check in at the office. Each visitor needs to obtain a visitor's pass.

*Teachers have been instructed not to release any child without authorization from the office. WE are not allowed to release your child to anyone other than parents or guardians unless we have written permission. Please come to the office when picking your child up early and please keep these occurrences to a minimum.

*Telephone messages can create misunderstanding, embarrassment, and omissions. A written note is the best method of communication between the home and the school.

Special Services Assistance

A Screening Committee comprised of a Special Education teacher, classroom teacher, and the principal receive referrals from teachers and parents. Children who are discussed and evaluated by the committee are submitted to the Eligibility Committee which determines a student's need for special services. Children identified as having a severe discrepancy between ability and achievement may be placed in a classroom with a low pupil-teacher ratio. Others may stay in the regular classroom but receive additional help from a special education teacher. Parents are

involved in these procedures and are invited to participate in the eligibility meeting. Parental permission is required for all educational and psychological evaluations.

Community Use of School Facilities

The Covington School Board strongly desires to encourage wholesome youth and civic activities which contribute directly to the development of the democratic progress of a free society. Use of public school facilities and grounds outside of school hours shall be granted for worthwhile educational, recreational, civic and cultural activities to the fullest extent possible under the law, so long as these activities do not interfere with the regular school program, and are conducted in accordance with the Board's rules and regulations. Anyone wishing to use the school facilities should come in to our office and request a Facility Use Application which must then be approved by the principal and Superintendent.

Physical Education

Your child should wear sturdy, comfortable tennis shoes and clothes suitable for physical activity. All students are expected to participate in physical education class.

Opt Out Procedures

On December 10, 2015, the Every Student Succeeds Act of 2015 (ESSA) was signed into law. Section 1112 (e) (2) of ESSA states that parents of students in Title 1 schools have a right to know about state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments. If you would like to receive information about this topic, please contact the Covington City Public Schools Director of Testing; Kit Staunton either by phone at 540-965-1420 or in writing at 574 West Indian Valley Road Covington, VA 24426.

Student Name

**Edgemont Primary School
Parent Acknowledgement of Edgemont
Primary School
Rules and Regulations**

I have read and understand the Parent-Student Handbook for Edgemont Primary School. My child(ren) and I agree to follow the guidelines printed in the informational document; including the new 2017-2018 Student Attendance Policy.

Signature of Parent or Guardian

Date

The Covington City School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law. This commitment will prevail in all of its policies and practices concerning staff, students, educational programs and services, individuals, and entities with whom the Board does business.