

CALLAGHAN ELEMENTARY SCHOOL

PARENT and STUDENT HANDBOOK

2023-2024

Dear Parents and Students,

Welcome (or welcome back) to Callaghan Elementary School for the 2023-2024 school year. It is my pleasure to serve the Callaghan community as principal of this fine school now a proud part of the newly established Alleghany Highlands Public Schools. We have a lot to look forward to in the coming year as we blend with our new family members from the Falling Spring area.

This handbook is designed to help you become familiar with Callaghan Elementary. It is full of helpful information that is both valuable and important. Please take time to read through this handbook as well as the parent-student handbook for Alleghany Highlands Public Schools so that you will be familiar with our policies and procedures, some of which are very familiar while others are brand new.

It is the goal of the faculty and staff of Callaghan Elementary to provide an environment in which each student can grow academically, physically, socially, morally, emotionally AND to reach his or her maximum potential. The high standard of excellence that is historic to this school has been made possible through the efforts of parents, students, the school staff and community members working closely together. I am very fortunate to be a small part of its continuing legacy of success.

I wish everyone an enjoyable and successful school year.

Sincerely,

Lisa Hansford

Lisa Hansford, Principal

2023-2024 Callaghan Elementary School Staff

Lisa Hansford	Principal	Office
Melanie Hartman	Secretary/Bookkeeper	Office
Nancy Turkewitz	School Counselor	Guidance Office
Kerry Claeys	Early Childhood	201
Paige Bradberry	Early Childhood Assistant	201
Winter Crance	VPI	97
Ashley Kimberlin	Kindergarten	99
Mary Ann Morris	Kindergarten	98
Lynne Seldomridge	Kindergarten	100
Debbie Rose	1 st	101
Elisabeth Thompson	1 st	103
Linda Liptrap	2 nd	102
Gina Middleton	2 nd	104
Lori Dressler	3 rd	108
Sharon Shreve	3 rd	110
Jessica Allen	4 th	113
Allison Fox	4 th	111
Jaclyn Bray	5 th	109
Karie Browning	5 th	107
Jeremy Bartley	Physical Education	Gym
Susan Clonch	Art	112
Angie Nicely	Librarian/ITRT	Library
Thomas Bradshaw	Music	Room A
Nancy Fry	Title 1	106
Cassandra Browning	Special Education Services	105
Jessica Parker	Speech/Language Therapy	114
Heather Snead	Instructional Assistant	Title 1-106
Ashley Decker	Instructional Assistant	Sp.Ed - 105
Ashli Fridley	Instructional Assistant	99
Jessica Harmon	Instructional Assistant	97
Tara Craft	Instructional Assistant	106
Paula Bell	Occupational Therapy	114
Sidney E. Birchfield	OT Assistant	114
Sarah Lythgoe	PT Assistant	114
Melanie Mason	Physical Therapy	114
Toni Jackson	Gifted Education	Room F
Deputy Ricky Bates	School Resource Officer	114
Brooke Allman	School Nurse	Clinic-Office Complex
Darrel Tucker	Head Custodian	6:00 AM - 2:30 PM
Todd Frye	Custodian	1:30PM - 10:00PM
Valerie Jack	Cafeteria Manager	965-1813
Gina Adkins	Cafeteria	
Amber Paxton	Cafeteria	
Carla Arritt	Bus Driver	# 41*
Bill Biggs	Bus Driver	# 37 *
Kathy Sexton	Bus Driver	# 54*
Teresa Urban	Bus Driver	# 49*

SCHOOL MISSION

Callaghan Elementary School is committed to improving students' learning skills and providing quality instruction in a positive, nurturing, safe and success-oriented environment so that all students have the opportunity to reach their full learning potential and have the tools to make sound decisions for their future.

SCHOOL VISION

Our vision for education is to prepare 21st Century Learners by:

- Nurturing creativity.
- Providing opportunities for critical thinking and problem solving.
- Encouraging collaboration and cooperation.
- Teaching a variety of communication skills.
- Promoting healthy social-emotional growth and good citizenship.
- Instilling a love of learning.
- Building strong academic foundations in reading and math during the primary years to successfully build upon throughout the upper elementary years.

SCHOOL PHILOSOPHY

We believe that the purpose of education is to help students develop desirable moral, ethical, and academic preparation in order that each individual will have the skills necessary to assume a positive role in shaping the future of our community, state, and country.

We believe that all children must have the same opportunity to obtain the skills they will need to be successful in the adult world. We accept the premise that the center of the school curriculum is the student and that the instructional program should be tailored to fit each child's developmental pattern of learning.

We believe that the school shares the responsibility with parents and community for keeping our school safe and helping students become self-sufficient contributing members of society.

SCHOOL OBJECTIVES

- To provide a clean, safe and healthy learning environment for students and staff.
- To achieve the goals and objectives of public education in Virginia and Alleghany Highlands Public Schools and to preserve the unique identity and culture of Callaghan Elementary School.
- To teach and assess local and state learning objectives, including the Virginia Standards of Learning.
- To use any and all available data and performance indicators in monitoring group and individual achievement progress for goal setting.
- To recognize and accommodate different learning styles that provide experiences that will help students develop intellectually, socially, morally, physically and emotionally.
- To develop competency in the basic learning skills through a wide range of experiences.
- Promote physical fitness and good health practices, especially cardiovascular fitness.
- Provide discipline and teach good decision making skills that foster respect for self, others and property.
- To provide each student with the skills necessary to find success in further educational endeavors.

REGULAR SCHOOL ATTENDANCE

.super very important.

STUDENT ATTENDANCE

Moving to the very front of the handbook this year

ATTENDANCE MATTERS. COME TO SCHOOL. EVERY DAY.

Please take note: Regular and consistent school attendance is required by Virginia's Compulsory Attendance Laws for public school students. There are expectations and laws that require parents to send their children to school, and there are consequences for those that fail to do so. Read these bullet points carefully:

- Attendance is determined by a student's physical presence in the building on any school day. Students are expected to arrive at school on time and stay for the entire school day.
- According to Virginia Law, students who are absent 10 percent of the days as the school year progresses are considered "excessively absent".
- Attendance is monitored daily, and the school will communicate with parents regarding a child's attendance status.
- For students whose attendance signals a red flag, by law, we are required to develop a formal plan with parent involvement to improve school attendance.
- Parents are encouraged to help us by providing a written note or professional excuse verifying the reason for a child's absence or tardiness on each occurrence.
- If a student with excessive absenteeism continues a pattern of absences after efforts have been made to improve attendance, a truancy referral will be made to the division's Attendance Team in a timely fashion and legal processes with the court system will be initiated.

Continue reading for our specific Attendance Policy procedures:

Attendance Policy Procedures: This is the formal course of action that will be taken to address attendance concerns.

STEP 0: A student's parents are notified by letter whenever the number of his/her absences, regardless of reason, surpasses 10 percent of the total number of days school has been in session. Parents could potentially receive these letters periodically throughout the school year as the number of school days tick by and the number of absences accumulate. Seventeen (17) absences for ANY reason is the maximum per school year not to exceed ten percent.

STEP 1: **At 5 unverified absences**, a member of the school's attendance monitoring team will make direct contact with the student's parent(s) to discuss the students' absences with a friendly reminder that all absences need to be accompanied by written documentation.

STEP 2: **At 7 unverified absences**, we will schedule conference with the student's parent(s), teacher(s), for the purpose of developing a formal plan to improve the student's attendance and a friendly warning that a truancy referral will occur after 10 unverified absences. This conference will be held regardless of whether the parent approves of or attends/participates in the conference.

STEP 3: **At 10 unverified absences**, a referral will be made to the AHSP Attendance Team. Parents will be contacted by an official at the division level for a conference to be held within 10 days of the 10th unverified absence. If the students' attendance does not improve after this step, Step 4 will be implemented. Please read on.

STEP 4: In circumstances when parents are **intentionally noncompliant** with compulsory attendance requirements or the

student is resisting efforts by parents to comply, the school division will initiate legal proceedings in accordance with Virginia's Compulsory School Attendance laws and parents will be subpoenaed to court to face the judge.

Excused Absences:

Any acquired absence which is immediately followed up with presentation of a written note from a medical professional, legal authority, or from a parent that states a specific medical, legal or family emergency-related justification for the absence.

Unverified/Unexcused Absences:

Any acquired absence that is not verified in writing in a timely manner or never at all or excuses that are not related to medical, legal or family emergencies, such as family vacations. (For the record, we are not opposed to family vacations and always encourage quality family time and experiences away from home. Typically these events do not lead to an improvement plan or truancy referral as long as the student remains in good standing for school attendance. These events become problematic when additional unexcused absences continue to accumulate over a period of time.)

Tardies:

Students should arrive at school on time as late arrivals can be disruptive for everyone. Students arriving to school late must present a written excuse from a parent when they arrive at school. An accumulation of six tardies is the equivalent of one absence and will be documented as an absence.

Dismissal:

The school day does not end until 3:20 p.m. Parents are encouraged to avoid picking up their child(ren) until that time. Checking a student out of school prior to 3:20, regardless of the reason, will be recorded as an early check-out.

Leaving School Early:

Any student who will be leaving school prior to 3:20 must be signed out by the adult picking him/her up. When possible, students should bring a note from a parent upon arrival at school stating the time and reason he/she will be picked up early. If a student is to be signed out by someone other than a parent or legal guardian, parents must send a written note identifying the person who will pick up the student. Such requests over-the-phone will not be accepted. Verification of ID may be asked of anyone signing out a student. This is for the safety and security of our students and your child. In custody situations, the school will follow the exact wording of the most current court order that we have on file for the student.

Perfect Attendance

Students who come to school every day will be recognized throughout the year and at the end of the year. To qualify for perfect attendance recognition, a student must be present every day and have less than a combination of six tardies and/or early checkouts.

DAILY SCHOOL SCHEDULE



THE INSTRUCTIONAL DAY

Schools will again operate on a regular Monday-Friday schedule. The instructional day begins at 8:40 AM and ends at 3:20 PM. It is important that students attend school during these hours. Please make every attempt to schedule medical, dental or other appointments before or after instructional school hours.

STUDENT ARRIVAL TIME

Arrival time at school for students is from **8:15 AM. until 8:35 AM**. Parents who bring their children to school must ensure that they are delivered to school on time. Students arriving after 8:40 AM will be counted tardy. **Students may not enter the building before 8:15 AM.** Parents who bring students to school before this time should be prepared to wait with them in their vehicles. Teachers will be on duty beginning at 8:15 AM to supervise students upon arrival.

DAILY SCHEDULE

- 8:15- 8:40:** Student arrival. Students who eat breakfast at school will report directly to the cafeteria. All other students will report to their homerooms upon arrival. Students who are driven to school and plan to eat breakfast must arrive in time to allow for adequate time to eat and report to homeroom before the tardy bell.
- 8:40:** Tardy bell rings and instruction begins. Students arriving after this time will be counted tardy and must check in at the office before reporting to their classrooms.
- 3:20:** The instructional day ends. Students will be released by bus number to board buses. SRO will coordinate and direct traffic waiting to pick up students.
- 3:25ish** Staff will escort car riders individually to their respective vehicles according to student pick up procedures.

***NOTE:** Early dismissals begin at 1:20 p.m. Bus arrival times in the afternoon on early dismissal days will be approximately **TWO HOURS** earlier than the time that students arrive at home on a regular day. Parents should adjust times accordingly to ensure a parent or authorized adult is present at the bus stop when students arrive home.

A TYPICAL STUDENT DAY

A typical school day for all students is very similar across all grade levels with some differences in scheduling at each level. All students receive at minimum 90 minutes of core instruction in Reading and Math each day. Content in Science and Social Studies may be taught at separate times during the day or as an integral part of daily Reading and/or Math instruction. Learning activities in each area may consist of whole-group, small-group and individualized instruction. Depending on a student's grade level, he/she may have different teachers or switch classes for certain subjects. All students participate in Physical Education, Music, Art, and Library/Media/STEM classes weekly with 35 minutes devoted to one (or more) of these classes each day. The school counselor provides each class with lessons in emotional and social development on a bi-weekly basis. Students also receive a minimum of 20 minutes of daily recess time, outdoors as weather permits. Students who qualify for Title 1 instruction receive at least an hour of services per week in Reading and/or Math. Beginning sometime in early October, Callaghan School will offer structured After-School Remediation in Reading and Math until 4:30 on Tuesdays and Thursdays

for recommended students in grades 3-5. For more information regarding your child's specific daily schedule, please contact his/her homeroom teacher.

COMING TO SCHOOL AND GOING HOME



TRANSPORTATION TO SCHOOL

Alleghany Highlands Public Schools provides students with the privilege of transportation to and from school. This privilege comes with responsibilities for students while riding a school bus. Many of the roads in the school district are narrow and winding and require the constant attention of our bus drivers. Students must understand that their primary responsibility while riding the bus is to cooperate with the bus driver. This cooperation is essential to ensure the safe transport of students to and from school. Failure to follow bus safety rules and/or cooperate with the driver may result in disciplinary action including the temporary or permanent loss of bus riding privileges.

Parents are strongly encouraged to discuss with their children the safety rules and regulations issued by the school division at the beginning of the year.

In the event of an emergency involving student transportation, alternate arrangements in getting affected students to or from school will be determined by the Supervisor of Maintenance and Transportation. All students will be transported by an Alleghany Highlands School Board employee with a valid driver's license.

DROPPING OFF STUDENTS IN THE MORNINGS

Students will not be admitted into the school building before 8:15. Students who arrive early must wait in the vehicle with a parent until this time. Parents who drop off students at school in the mornings must use the student drop off area. Drivers must pull forward into one of the marked spaces next to the island with the flag pole. **Important: No passenger may exit a vehicle until the driver has completely pulled into the drop off space. Please do not allow children to get out of the vehicle while you are positioned behind another vehicle.** Once your vehicle has completely stopped in the drop off space, you may allow your child to safely exit, and then proceed forward and left to the crosswalk. The School Resource Officer and/or school staff will be present each morning to assist students in crossing the walkway to the school entrance. The student drop off area is not a parking lot between 8:00 a.m. and 9:00 a.m. each day. Folks needing to conduct business in the building during these times are to park in regular parking space. **Again, students are not to be dropped off at school before 8:15.**

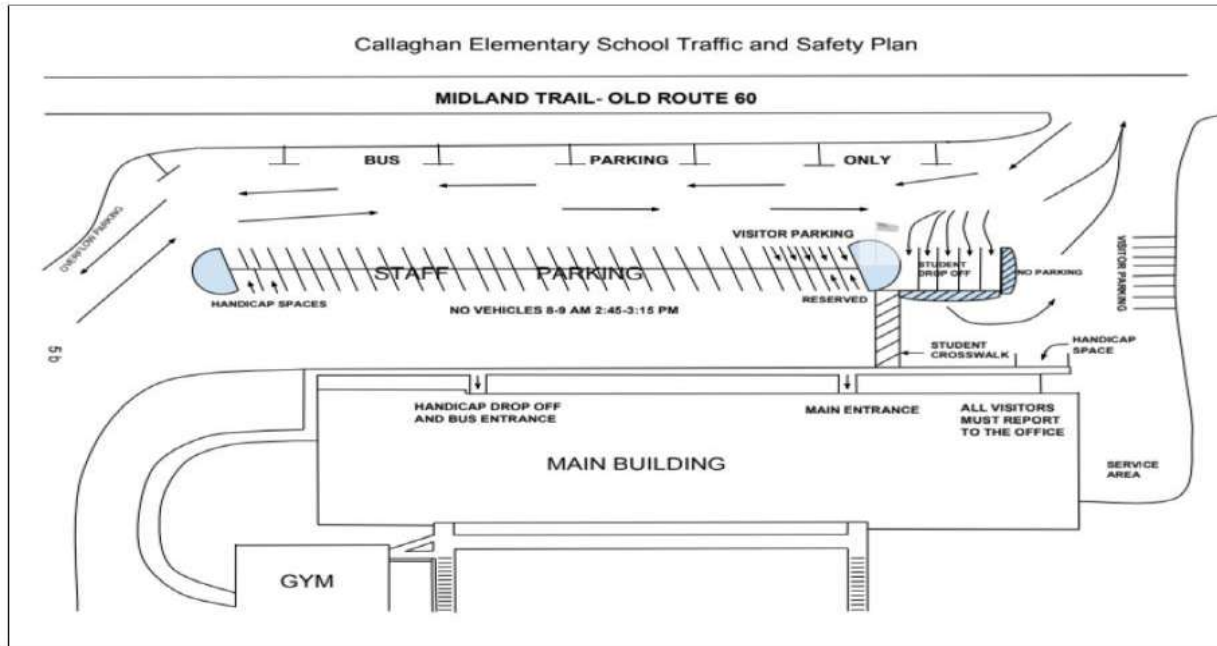
PROCEDURES FOR PICKING UP STUDENTS AFTER SCHOOL

If you regularly pick up your child from school, please read these instructions carefully. Arrive to pick up your child between 3:00 and 3:15. Upon arrival, parents must park their vehicles in a single-file line parallel to route 60. (Do not pull into a parking spot.) Park right behind the vehicle ahead of you. The SRO will coordinate a second row if needed to prevent the line of vehicles from extending into the main road. Prior to dismissal time, the SRO will visit each vehicle and ask for your child's name. It is important that all vehicles stay in order in which they arrive. Do not cut the line or our pick up order will then be inaccurate and take more time. After all buses have departed the parking lot, the SRO will instruct vehicles to proceed forward in a parade-style line along the sidewalk where the buses load. Students will be escorted to parents' vehicles 5 at a time according to the ordered list. Parents will not exit their vehicles. During the first couple days, this procedure will require patience on everybody's part, but it is an efficient system that runs like clockwork and takes very little time. I know frustrations may be high due to the amount of time it might take until our new students and parents learn the routine, but I ask for grace and understanding until we get it down.

Please be advised that our School Resource Officer will monitor driving activity and enforce Virginia laws governing the use of cell phones while driving and legal child safety restraints

One more word of caution about this topic: Do not arrive early and check your child out from school in order to simply avoid this dismissal process. Getting students checked out at the end of the day while we are managing the many tasks associated with dismissal takes up more time and is distracting. We want to ensure that kids are delivered to the right people and places without mistakes. Thank you for your cooperation.

CALLAGHAN SCHOOL FLOW OF TRAFFIC



RIDING A DIFFERENT BUS

Requests for a student to ride a different bus or get off at a bus stop other than his or her regular bus stop must be made to the school by the parent in writing. Such requests should state the date, bus number, bus stop and name of student or adult with whom he/she will be visiting. Requests must be sent to the office for approval before 9:00 a.m. Students will be issued a bus pass to be given to the driver and teachers will be notified. Do not send verbal messages with students; such requests will not be honored. **Unless the office has been provided with a written request signed by a parent, children will be sent home according to normal procedures.**



MEETING YOUR CHILD AT THE AFTERNOON BUS STOP

Unless we have written permission from parents, bus drivers will never drop off students at designated bus stops in the afternoon without a parent or designee present. In instances when no one is present to meet the bus, the school will attempt to make contact with the parent to inform him/her that the bus is waiting. In many instances when a parent cannot be reached, the driver will be instructed to proceed with his/her route and will bring the student back to school to be picked up by a parent. Please be reminded that having to wait on parents who are not on time to meet the bus delays the driver in dropping off all other students which creates confusion and disruption for other parents and inconvenience for the school staff who must contact parents of all remaining students to inform them of a late bus. Please be at the bus stop at the appropriate times each day to meet your child. This is essential in order to maintain an accurate afternoon bus schedule.

ACADEMICS AND INSTRUCTION



INSTRUCTION

Callaghan Elementary School provides standards based instruction for students in Reading, Math, Language Arts, Science, Health, Art, Physical Education, Social Studies, Music, and Guidance, with 75% of the instructional time spent with a focus on the core areas of Language Arts, Math, Science and Social Studies. The school offers services for students with special learning needs and remedial instruction in Reading and Math. Instructional programs are also provided for students identified as gifted and talented.

A copy of the year-long pacing guide and instructional plan for each subject are available for viewing upon request.

GRADING SCALE and GRADING PERIODS

Below is a table that describes the AHPS grading scale. The school year is divided into **four** grading periods of **nine** weeks. Report cards are issued after each nine week grading period; however, unofficial grade reports, which we will refer to as “progress reports” are sent home with students at the mid term after four and a half weeks into each grading period. Specific mid and end term dates are included in the 2023-2024 AHPS academic calendar.

Under this grading system, grades for students in grades 3-5 are earned in each of the four core areas and are calculated on a 10 point, A-F scale. Students in Kindergarten through second grades do not see traditional grades. Instead, they will receive standards-based grades and are evaluated on their levels of performance of several developmental skills within the areas of Reading and Math such as “can add single digit numbers with sums through 20”. Content for science and social studies are taught in conjunction with Reading and Math instruction. The grading scale is outlined in the chart below. Report cards will reflect a students’ letter grades only; numeric grades are not reported.

Grades 3-5	Core Classes-10 point Grading Scale A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59-0
	Grades for Specials/Electives (PE, Music, Art, Library) P = Proficient-Meets expectations for standard E = Emerging- Does not yet meet expectations
Grades 1-2	Core Areas AP = Advanced Proficient (= 90-100) P = Proficient (=81-89) DP = Developing Proficiency (=61-80) E = Emerging proficiency (=60 or below) NE = Not Evaluated
	Grades for Specials/Electives (PE, Music, Art, Library) P = Proficient-Meets expectations for standard E = Emerging- Does not yet meet expectations
Junior Kindergarten and Kindergarten	All classes P = Proficient (=81-100) DP = Developing Proficiency (=61-80) E = Emerging proficiency (=60 or below) NE = Not Evaluated

	Grades for Specials/Electives (PE, Music, Art, Library)
P	= Proficient-Meets expectations for standard
E	= Emerging- Does not yet meet expectations

Any student working below grade level will be recommended for remediation and/or other intervention.

HONOR ROLL

- A Honor Roll** Distinction granted to 4th and 5th graders achieving all As with no grade below E in any non-core content area.
- AB Honor Roll** Distinction granted to 4th and 5th graders achieving all As and Bs with no grade below E in any non-core content area.

Honor rolls will be published each nine weeks in the Virginian Review and the Alleghany Journal. Beginning this year, students achieving perfect attendance each nine weeks at all grade levels will also receive name recognition along with the Honor Roll publication.

SCHOOL ISSUED CHROMEBOOKS

As a major component of Alleghany Highlands Public School's 1:1 initiative, all students in grades JK-5 are issued a Chromebook to use in conjunction with teachers' instruction. These personal devices foster multiple learning pathways, greatly enhance teaching and learning experiences and are invaluable resources for students both in and outside of the classroom setting. A parent must participate in a one time school division Chromebook training and sign a release form before his/her child is issued a Chromebook. Parents who have participated in a training session in the past or for another student do not have to repeat the training. For students who will be transporting Chromebooks back and forth from home to school, it is the student's responsibility to charge his/her device each evening and bring it back the next day. All Chromebooks are linked to the AHPS server and are filtered for inappropriate content and can be monitored for acceptable use and violations. **Refer to the AHPS Chromebook Use Handbook for more information.**

SOL TESTS AND USE OF ASSESSMENTS

Student grades are determined by multiple measures collected by teachers based on daily performance and assessment tools as part of the instructional program and evaluation process. Scores and results will be used as a determining factor in student remedial needs and promotion.

The Virginia Standards of Learning (SOL) tests measure skills that students have learned from classroom instruction in specific content areas. SOL tests results provide information which helps the school evaluate instructional needs of the individual student and the entire instructional program. These scores are not used to promote or to retain elementary students; however, they are used in determining the need for remedial instruction.

The Virginia Department of Education is in the process of evolving the ways that public schools test students and use the results. Last year, all students in grades 3-5 were administered a growth assessment in both Reading and Math which were given in the fall. Scaled scores were determined for each test and used as baseline measures for students' growth and mastery of skills. Then, when students took their SOL tests in the spring, scaled scores from those tests were compared with the scaled scores that they students achieved in the fall. If a student's scaled score fell within a specific range of growth based on his/her fall score, he/she could be eligible for a rating of PASS even if the Spring SOL score fell below 400. This is a much more efficient and fair way to assess students' academic progress and in turn to award accreditation to Virginia Public Schools. Coming soon, students in grades 3-5 will also be administered a mid-year growth assessment in addition to a pre and post-test as another indicator of growth and progress. Scores and school accreditation will be based on a model and formula of student growth from beginning to end of a school year instead of a high-stakes, one-day, one-test snapshot of an entire school year that determines a public school's accreditation status. This is a good shift.

Parents are encouraged to regularly monitor their child's grades on the Parent Portal interface of PowerSchool. Teachers update student grades at least once per week. One password entry will work for the entire time your child is enrolled in Alleghany Highlands Public Schools. Please contact the office for your login information and password.

If you have concerns or questions, please schedule a conference with the teacher or principal to help you better understand your child's academic performance and progress.

FAMILY LIFE EDUCATION

The majority of the Family Life Curriculum is taught in 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 on 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. Such forms will not be sent home.**

COMMUNICATIONS BETWEEN HOME AND SCHOOL



OPEN LINES OF COMMUNICATION

Teachers communicate with parents both individually and collectively using a school licensed app though SeeSaw. To access school notifications and communication, parents need to download the app to their personal device and enter a one-time unique code associated with their child's class and teacher. Important or time-sensitive school announcements are also often made through SeeSaw (such as when an afternoon bus is delayed) . Parents are highly encouraged to download and take advantage of this very useful app for the most up to date information and for efficient two-way communication with teachers. SeeSaw information and class connection codes will be provided by your child's teacher.

School Messenger is utilized to dispense important school and school division-related information by telephone. Such communications will include delays and closings due to inclement weather, advance lockdown drill notifications and transportation related information.

A smorgasbord of school information can be obtained by visiting Callaghan's school website which is maintained daily as needed. The URL is listed below. Bookmark this to your favorites list.

<http://ces.alleghany.k12.va.us>

(With the merger of Alleghany County and Covington City Public Schools, a new division website was established. At the time of publication, individual school websites are still under development. In the meantime, our website address under the former Alleghany County website is still active. Stay tuned for changes.)

Report cards will be sent home at the end of each nine week grading period. An unofficial report card, which we will refer to as a “progress report” will be sent home at the mid terms of each grading period (4.5 weeks). Again, parents are encouraged to monitor their student’s grades using the Parent Portal and to consult with their child’s teachers at any time questions or concerns arise about students’ academic progress.

PARENT INVOLVEMENT



PARENT -TEACHER CONFERENCES

The school has scheduled dates for parent-teacher conferences. On these days, parents are able to request specific times that best accommodate their schedules. A form with a list of potential conference times will be sent home for scheduling convenience and should be returned to your child's teacher as soon as possible. Even though conference days are scheduled, parents are encouraged to regularly communicate with their child's teacher(s) at any time throughout the school year. **Teachers may provide the option to conduct virtual or phone parent-teacher conferences as needed for parents' convenience.**

CALLAGHAN PTO

Callaghan School has a small, yet extremely active PTO and all parents are strongly encouraged to support their child and school through this organization. PTO meetings are held throughout the school year to plan for special events, to give information to parents concerning the instructional program of the school, to present informational programs. **Unless directed otherwise, names, addresses, and telephone numbers of parents will be made available to the PTO officers so that your support can be solicited.**

The PTO Executive Board usually conducts a regular Board meeting each month. Other general membership meetings may be held during special school events. The organization also sponsors fund-raising programs to purchase items needed for the school. Annual membership dues are \$3.00 for each person or \$5.00 for two adult household members. The officers encourage all adult family members and interested community citizens to join and support this worthwhile organization. Messages and reminders from the PTO are communicated through Facebook, SeeSaw, informational letters sent home and the Callaghan school website. The PTO By-laws are also posted on the school website. Join the Callaghan PTO Facebook Community and better yet....get involved! We'd love to have you on board.

PTO Executive Officers for the 2023-2024 school year include:

**Kristen Garten-President
Amy Jackson
Kristi Persinger
Gray Patterson**

PARENT ADVISORY COUNCIL

Callaghan School hosts a Parent Advisory Council (PAC) designed to provide two-way communication for parents and the principal. The purpose of this committee is to focus on the BIG PICTURE, to establish goals, to assess the needs of the school and to evaluate policies, procedures and programs. Topics of interest concerning our children, school, community, and the educational process will be discussed during meetings throughout the school year. **PAC meetings are open to ALL parents/guardians** and are held throughout the year and will be advertised well in advance.

SERVING AS A SCHOOL VOLUNTEER

The Callaghan Staff recognizes the valuable contributions that volunteers can make to the instructional program. Parents and community members who are interested in serving as a volunteer at Callaghan Elementary must attend a volunteer orientation that will be scheduled as interest is expressed. Volunteers will be used in specific areas where there is a

need. In addition, according to Allegheny Highlands Public Schools policy, first time school volunteer candidates must submit to a mandatory background check and be approved by the school board. (Disclaimer: This process takes time as background checks are completed by a third party. The school board will approve volunteers during monthly business meetings as background checks are returned.) Once a background check is completed, it is valid for five years. More information about this requirement will be discussed at the volunteer orientation. Volunteers working in the school who wish to eat lunch are requested to notify the school cafeteria in advance.

STUDENT HEALTH AND SCHOOL SAFETY



STUDENT HEALTH, MEDICATION AND MEDICAL CARE

Student Health History forms must be completed for each student and returned to school promptly. Permission to administer Tylenol, cough drops and/or other non-prescription 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.

When a student becomes ill at school; parents will be notified by the school nurse. General first aid will be administered for minor scrapes and cuts. If a student becomes seriously injured at school, every effort will be made to contact the student's parent/guardian in advance of arranging for emergency medical services. In emergency situations, the school will immediately arrange for medical assistance by contacting the rescue squad or transporting the student to the emergency room at LewisGale Alleghany while simultaneously making contact with the parents.

Students CANNOT transport medication to and from school on a school bus at any time. A parent must bring all medication to the school office in its original container along with the approved medication sheet provided by the school nurse. Parental permission and written directions from a physician are required before any prescription medication can be dispensed to students. An elementary student found in possession with any type of medication is in violation of school board policy.

Again, it is critical that the school office have up-to-date contact information for parents and designated individuals to call in cases of illness or emergency. Please notify the office when contact information or designated individuals change.

CRISIS MANAGEMENT PLAN

Alleghany Highlands Public Schools has a detailed Crisis Management Plan which is reviewed and updated annually or as often as the need arises. Emergency protocols that are specific to Callaghan School are also included in this plan. Our plan covers procedures to follow in the event of such emergencies as severe weather, fire, intruders, bomb threats, weapons, hostage situations, hazardous materials, suicide and death. The Crisis Management Team includes teachers, administrators, counselors, school resource officer, other law enforcement agency representatives, and emergency personnel. Understandably, the specific details of this plan are kept confidential to anyone other than school personnel; however, anyone wishing to inquire about the plan may make an appointment with the principal to discuss.

VISITORS IN THE BUILDING

All visitors to the school must report to the main office before going anywhere in the school and provide the office staff with the nature of your visit. Upon admittance, all volunteers and visitors must sign in and print an identification badge to be worn at all times while on school property. Visitors must be accompanied by a staff member at all times. All visitors will be required to show a form of identification upon entering the building. (Please don't be offended.) Visitors going beyond the main office may be required to sign in and leave their driver's license or other form of ID until they return to checkout. The parent or guardian's ID will cover minor children. Any visitor without an ID will need to be screened by an administrator or designee and accompanied by a staff member to and from their destination.

Students may not bring guests (friends, relatives, etc.) to visit with them during school hours. To protect the learning environment, please silence your mobile device while in the building and refrain from using cellphones in the presence of students. Due to state and federal laws regarding the privacy and safety of children, taking photos and videos of students by persons not employed by or affiliated with the school is prohibited. Violators may be permanently barred from school property and/or be subject to legal prosecution by law enforcement agencies.

SAFE SCHOOLS COMMITTEE

In addition to providing all students with a high quality educational experience at Callaghan, it is also our top priority to ensure that those experiences occur in a safe, secure learning environment. During the 1999-2000 school year, a committee of employees and concerned parents was formed to ensure the safety of students, faculty and visitors in the school. A division Safe Schools committee consisting of school division administrators, personnel, Alleghany County Sheriff's Department, Virginia State Police and other community organizations responsible for safety meets regularly. A School Resource Officer is assigned

to each school for the 2023-2024 school year. Other preventative practices, which may be slightly inconvenient for school visitors, have also been implemented for the further protection of our students and staff. If you have suggestions or concerns about the safety program, please contact the principal.

UNSCHEDULED SCHOOL CLOSING

If conditions or situations such as inclement weather, hazardous conditions or health emergencies become necessary to close schools, the decision will be made by school officials and announced using the School Messenger Automated Phone System and/or local and social media. Such information will also be posted on the Allegheny Highlands Public Schools website.

SCHOOL MEALS AND FOOD SERVICES INFORMATION



SCHOOL BREAKFAST AND LUNCH

All Alleghany Highlands Public Schools participate in the School Breakfast Program, National School Lunch Program, and School Nutrition Programs. As part of these federally funded programs, Callaghan serves breakfast and lunch to students each school day. Breakfast will be served when schools are operating on a delayed opening schedule; however, modified menu choices will be offered.

Each lunch and breakfast meal served is subsidized by the US Department of Agriculture. Callaghan qualifies as a Direct-Certified school which means that all students receive breakfast and lunch free of charge; however, a la carte items may be purchased with lunch such as chips, snacks, ice cream or drinks other than milk.

Here is some helpful information from Food Services:

- School cafeterias operate under Offer vs. Serve which allows students to choose the food items they want on their tray:
 - For breakfast, choose 3 of 4 food items one of which must be fruit or 100% fruit juice.
 - For lunch, choose 3 of 5 food items one of which must be fruit or vegetable.
- Milk is provided for all reimbursable lunches but may not be given to students free in place of a meal. Students who pack a lunch may not get milk for free; they will need to get a reimbursable meal to receive milk. Students who pack may bring money to purchase milk.
- Students with allergies may not receive a substitution unless the cafeteria has proper medical documentation from a PCP stating the allergy causes a severe disabling reaction. Lactose intolerance is not an acceptable allergy for substitution of a juice. Students always have the option to purchase juice in addition to a subsidized meal. Cups will be provided to students who opt for water from the filling station.
- Potable water is offered to students during breakfast and lunch. Many students carry bottles now, but upon request, a cup will be provided to any student who chooses water to drink at meal time.
- Students will use their ID number or scannable card at the point of sale when purchasing a meal or a la carte items.
- The cafeteria will offer a variety of beverages and snacks for the students to purchase daily. Elementary students may purchase ice cream one day per week on a set schedule by grade level. A la carte items may not be charged. Students may prepay on their account or bring money to make daily purchases of extra items.
- Of course, students may bring packed lunches from home. Please note that glass containers are prohibited and soda is highly discouraged.

Please call the school or send a note with your child in the mornings if you or another family member would like to come eat lunch with your child. The price for an adult lunch is \$4.25.

NO OUTSIDE FOOD DELIVERIES

Fast food or restaurant food deliveries may not be brought to students to eat during breakfast or lunch as these foods do not comply with federal regulations. Willful noncompliance of these regulations can result in a federal citation for the school and school division resulting in a loss of federal funding for school meal reimbursement which would be a very bad thing to happen.

FOOD-RELATED FUNDRAISERS

Only foods that meet the federal regulatory nutritional standards may be sold at school during school hours. This applies to any fundraisers (PTO, sports-related, outside organization) that involve food. This does not apply to food-related fundraisers held outside of school hours.

DAILY MENU

Food Services will provide a monthly menu that details daily offerings for both breakfast and lunch. A copy of the menu will be sent home with students towards the end of each month. School menus are also posted on the Callaghan School website.

STUDENT CONDUCT AND BEHAVIOR EXPECTATIONS AT SCHOOL

STUDENT CONDUCT AND DISCIPLINE

Callaghan Elementary is committed to creating a safe and secure learning environment by teaching and modeling appropriate behaviors. Through discussion and modeling, students become familiar with behavioral expectations outlined in the Student Code of Conduct as prescribed by the Allegheny Highlands Public Schools Division as well as the Callaghan School Discipline Plan. Teachers will review this with all students at the beginning of the year and discuss any additional rules that may be specific to our school or their classroom. Teachers use a variety of methods to encourage students to exercise good choices and self control when necessary.

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 are 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 repeated infractions or each time a student is referred for disciplinary reasons.

Most often, consequences for inappropriate behavior include a warning and counseling, parent notification and/or loss of privileges; however, teachers may issue a time out, loss of privileges or after school detention. When the principal becomes directly involved in disciplining students, consequences are likely to result in more severe consequences such as the types listed above, a work detail, the loss of privileges (such as riding the bus) or even Saturday School. For severe behaviors or inappropriate behavior that continues after prior consequences or strategies have not been effective, the principal may issue out of school suspension as a consequence. The discipline chart on the next page will provide additional information about certain behaviors and consequences. Descriptions of the types of consequences are below.

- **WARNING AND COUNSELING**- In dealing with inappropriate behaviors, warnings and counseling will be used first and where appropriate to help a student identify when his/her conduct interferes with the educational process, threatens the rights of others, or is contrary to school policy or regulation and needs to be corrected. Teachers, counselors, and/or administrators will communicate with parents in an effort to keep them informed of their child's conduct so that discipline can be a valuable learning experience to prevent further or escalating behaviors. Parents with concerns should contact the school.
- **TIME OUT** is used for short periods of time as needed for minor offenses.
- **AFTER SCHOOL DETENTION** may be used for students who do not turn in assignments, fail to complete homework, disrupt the class, and/ or violate school rules and policies. If there is a concern with your child, a teacher will notify the parents of the problem and request your cooperation in picking up your child from school after the end of the school day. If your child is asked to stay after school, he will be supervised and expected to work on assignments required by the detaining teacher.
- **WORK DETAIL** is used when students are unable to stay for After-School Detention or when removal from the classroom is necessary. Students are paired with a school custodian and are provided with chores to do such as (but not limited to) sweeping, trash collection or mopping. Students are provided with safety gear (rubber gloves) as necessary, and no work detail consequences involve students using chemicals or heavy lifting.
- **OUT OF SCHOOL SUSPENSION** is used when a student's actions are extreme and have violated codes of conduct and thus calls for extreme consequences often for the protection of the student and other students and staff in the building. In some cases, Allegheny Highlands Public School Policy and Code of Virginia require out-of-school suspension for a first offense of certain behaviors that violate Virginia law.

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. For in depth details regarding the school division's policy on student discipline, refer to the Alleghany Highlands Public Schools Parent-Student Handbook.

At all times, all students should be:

- **Responsible** for their words, actions, property, and school work.
- **Respectful** of themselves, other students, property, and all adults.
- **Be ready to learn** with all needed materials, homework, and a positive attitudes

DISCIPLINE GUIDELINES – ELEMENTARY

INFRACTION	DEFINITION	1st OFFENSE	REPEAT OFFENSES
Bus Misconduct	Violation of AHPS Bus Rules	Warning up to a 10-day bus suspension.	1 to 10-day bus suspension. May result in loss of bus riding privileges.
Disruptive Behavior and Minor Misconduct	Examples include: Class disruption, running, shouting, failure to work in class, and other minor misconduct.	Warning. Possible ISS.	1 Day ISS. Possible ISS up to OSS.
Dress Code Violation	Failure to adhere to Dress Code Policy	Request change of clothing.	Request change of clothing.
Incorrigible Behavior	Continued violation of the AHPS Student Code of Conduct	Mediation/Counseling during school day. Parent Guardian Conference.	3-10 days OSS. Recommendation of Suspension for the year. Parent/Guardian Conference.
Defiance	Refusal to carry out a request by any staff member.	Warning up to all day ISS.	Up to 1 day OSS. Parent/Guardian Conference.
Profanity and/or obscenity	Use of inappropriate language and/or material.	Warning up to all day ISS.	ISS up to OSS. Parent/Guardian Conference.
Theft	Stealing property belonging to another person or school.	Up to 1 day ISS. Restitution as necessary.	Up to 3 days OSS. Parent/Guardian Conference. Restitution as necessary.
Sexual / Racial Harassment	Unwanted and/or unwelcome behavior as defined by AHPS Policy JFHA	As determined by Compliance Officer. Responses may range from mediation and/or counseling to recommendation of expulsion.	As determined by Compliance Officer. Responses may range from mediation and/or counseling to recommendation of expulsion.
Vandalism	The willful destruction or defacement of school property	Warning up to 1 day OSS. Restitution as necessary.	ISS up to 3 days OSS. Parent/Guardian Conference. Restitution as necessary.
Violence: Fighting	Participating in, instigating, or aiding in a fight.	Mediation/Counseling during school day up to 3 days OSS.	Mediation/Counseling during school day up to 3-10 days OSS. Parent/Guardian Conference.
Violence: Verbal Abuse and/or Threat, Bullying, Hazing	Threatening, insulting, or in any other manner, verbally abusing another person.	Mediation/Counseling during school day up to 3 days OSS.	Mediation/Counseling during school day up to 3-10 days OSS. Parent/Guardian Conference.
Weapons in School	Violation of AHPS Policy JFCD	Category A: 10 days OSS, Recommendation of Expulsion Category B: Disciplinary action up to and including a recommendation for expulsion.	Category A: 10 days OSS, Recommendation of Expulsion Category B: Disciplinary action up to and including a recommendation for expulsion.

**** The school administration will refer any cases to law enforcement as required by the Code of Virginia.**

****The Parent/Guardian will be notified of any discipline referral. If parent/guardian cannot be reached prior to the end of the day, then the referral will be sent home for signature.**

**** School administration may take disciplinary action for the good and just cause to preserve academic integrity and school safety.**

Some Detailed Definitions Regarding Student Behavior

DISRUPTIVE BEHAVIOR- Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, or is dangerous to the health or safety of students or others, is prohibited. Disruptive conduct will result in a mandatory parent pick up or suspension.

PROFANE OR ABUSIVE LANGUAGE- Students shall not use vulgar, profane, or obscene language or gestures or engage in conduct that is vulgar, profane, or obscene or disrupts the teaching and learning environment. Use of vulgar, profane, or obscene or abusive language will result in suspension.

THREATS OR INTIMIDATIONS- Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason. Students who make online and/or digital threats, whether or not the act was committed during school hours, may be subject to both school and legal consequences.

ASSAULT AND BATTERY- A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property. An assault is a threat of bodily injury. A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to kicking, shoving, pushing, hitting, and fighting. Fighting and/or assault and battery will result in suspension.

BULLYING - “Bullying” is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; **and is repeated over time** or causes severe emotional trauma. “Bullying” includes cyber bullying. “Bullying” does not include ordinary or age-appropriate teasing, horseplay, argument or peer conflict.

A student, either individually or as a part of a group, shall not harass or bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct includes verbal or written comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person. Students and parents should understand the definition of bullying and distinguish behaviors that are and are not considered bullying. Students should report any form of bullying to an adult. All reports will be investigated and dealt with appropriately and according to ACSP policy.

Thank you for taking the time to read this handbook.

STUDENT CONDUCT AT SCHOOL SPONSORED ACTIVITIES

School sponsored activities such as PTO events, after-school remediation, field trips, or even middle and high school athletic events are an extension of the school day and all school rules apply. School sponsored activities also include events not held at Callaghan School, such as sporting events at Alleghany High School, Covington Middle School, or Jeter Watson Elementary. Misconduct of any Callaghan student reported by a school official at such events will be

handled by the principal and consequences will be issued according to the discipline policy.

STUDENT DRESS CODE

The following regulations are for appropriate dress at Callaghan School:

Students CANNOT wear:

- Messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, or that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry.
- Revealing shorts, skirts and tops that do not adequately cover the body.
- Clothing that exposes underwear
- Chains attached to clothing
- Flip flops or other footwear that is not fully secured to the foot.
- Hats and other forms of headwear inside the building.

Students in grades 4-5 will be held to a higher standard of modesty with the slightly stricter regulations closely in line with the Covington Middle School dress code policy which includes:

- **Shorts and skirts should come to or just above the knee.**
- **Tank tops, spaghetti straps and low necklines are not allowed without a cover.**
- **Muscle shirts cannot expose more than the armpits.**
- **Backside billboards are not allowed. Do not wear pants or shorts with words across the rear end.**
- **Continuous and/or intentional failure to comply with dress code will result in disciplinary action.**

If a student's attire 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. In the event that parents cannot be reached in a timely fashion, the students will be asked to change to appropriate clothes from the school clothing supply.

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 the teacher or principal first before wearing it to school.

For a complete description of the Alleghany Highlands Public Schools Dress Code, please refer to the Alleghany Highlands Parent-Student Handbook.

Student Cell Phone Expectations - Grades PK-5:

Students in grades PK-5 in Alleghany Highlands Public Schools are allowed to be in possession of a personal cell phone device for safety purposes. However, no student is allowed to use that device at school and during school hours. ***The only exception to this is during a deemed emergency situation when the safety of self or others is in danger.***

- **Cell Phone Restrictions:**

- Phones must be out of sight for the **entire school day** while at school.
- Phones must be set to ***silent mode with vibration off***. Do Not Disturb mode is best.
- Headphones, earbuds, AirPods, Bluetooth headphones, and other accessories connected to cell phones **cannot be used** by students during the school day.
- Headphones, earbuds, AirPods, and Bluetooth headphones are **only allowed** to be used in the classroom when connected to school-issued Chromebooks and only for instructional purposes as the teacher sees fit.

- **Disciplinary Actions:**

- 1st Offense: Teacher verbally warns the student, documented teacher phone call to parent/guardian.
- 2nd Offense: Administrator calls parents and/or guardians.
- 3rd Offense (and beyond): Student is referred to school administration, phone is confiscated until the end of the day, and student is assigned an additional consequence of the administrator's discretion.
- Failure to turn over the phone to administration upon third offense and beyond: Additional consequences at administrator's discretion.

OTHER IMPORTANT STUDENT INFORMATION

UPDATING STUDENT INFORMATION

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

It is extremely important that the office, school nurse, and child's teacher have current phone numbers where parents or a responsible adult can be reached during the school day or while buses are in the process of transporting students. Parents must ensure that the school can make contact with parents or designee(s) in case of illness or emergency involving their child. We respect an individual's choice of an unlisted phone number and do not share that information with outside parties.

When you receive a call from the school during the school day, there is a good chance that it is for an important reason. Please either answer your phone when the school tries to contact you or provide us with the contact information of multiple individuals for whom you grant authority to make decisions about your child. In times of emergency, when we cannot reach a parent or other adult after repeated attempts, school personnel may have to make medical decisions on behalf of parents without the parents' knowledge or consent.

CONFIDENTIALITY OF STUDENT INFORMATION

The school does not distribute student information to requesting parties without parental request or permission; however, at times, the names and addresses of students are released to agencies that have legitimate needs for such information and may be done so legally without parent permission.

STUDENTS' PERSONAL PROPERTY

A student's personal property such as cellphones, electronic devices, sports equipment, 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 or until the end of the school day.** 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. Neither the school nor school employees are responsible for the loss or damage of a student's personal property.** Parents are encouraged to label their child's jacket, book bag, lunch box and other items with the child's first and last name.

LOST AND FOUND

The school maintains a stash of found items (mostly jackets, hoodies and other items of clothing). 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 local charity organization. Parents are encouraged to label all belongings. If your child is missing something that he/she wore to school, call us to check to see if it has been found.

Students should be aware we do not operate on a finders-keepers system. Any student who finds an item that does not belong to him/her must report it as lost by bringing it to the office. Incidences in which students apply the finders-keepers system will be handled as thefts.

USE OF SCHOOL PHONE

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. Phone messages for teachers or staff will be taken and delivered at the earliest convenience. Before coming to school, students are responsible for making arrangements with parents regarding after-school activities.

SCHOOL PICTURES AND YEARBOOK

School pictures will be taken of each student and staff member at Callaghan School. Information regarding the fall picture day and ordering 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.

A Callaghan yearbook is published in the spring. All students who have their photographs made by the school photographer will have their pictures and names in the yearbook. Any parent who desires to not have his child's picture and name in the yearbook must notify the principal in writing by December 1.

We work with our photographer and publisher to try to ensure that the school yearbook is available for purchase prior to the end of the school year; however, sometimes that is not possible with the publisher and yearbooks are delivered during the summer. In these cases, yearbooks will be made available for purchase after July 1 or on open house day of the new school year. Arrangements for yearbook purchase may be made anytime by calling the school office. Yearbooks will be available for purchase as supply lasts.

COLD WEATHER RECESS

There are no specific regulations that prohibit outdoor recess when the temperature is at or below a specific degree. The location of recess is determined at the teacher's discretion on a daily basis regardless of weather conditions. As a general

rule of thumb, if it is not raining, students will play outside. In cold weather, parents are encouraged to ensure that students come to school with attire that would be appropriate for safe and comfortable outside play (coats, gloves, hats, long pants, etc.) In cases of extremely cold (sub-zero) outdoor temperatures, teachers and the principal will consult to determine if it is safe to hold recess outside. If a parent feels that temperatures are too cold for his/her child to participate in outside recess, a note can be sent to school with the student that day stating such, and the student will be provided with alternate indoor recess activities supervised by school personnel.

ALLEGHANY HIGHLANDS PUBLIC SCHOOLS

ACADEMIC CALENDAR

2023-2024

ACADEMIC CALENDAR

The academic calendar is developed by the Alleghany Highlands Public School Division and published in newsletters, local news media outlets and posted on the division website. Inclement weather conditions or other emergencies may cause the delay or cancellation of a school day. Local media will broadcast school closing information as soon as decisions are made. This information is posted on the AHPS website and an automated call is made from School Messenger. Since our school division includes Clifton Forge and Alleghany County, poor road conditions in one section of the division may result in the closing or delayed opening of all schools. Your attention to official local media postings should keep you informed of these situations.

According to the 2023-2024 academic calendar, the school year begins on August 23 and finishes in June. Schools are closed during traditional holiday periods and at various times throughout the school year to allow for teacher preparation and professional development. The calendar may be adjusted during the year to accommodate make-up days due to unanticipated school closings. You can access the division's academic calendar on the Callaghan and AHPS websites or on the last page of this handbook.

Allegheny Highlands Public Schools Academic Calendar 2023-2024

July	4	Tues	Holiday (All Schools and Administrative Offices Closed)
August	15	Tues	New Employees Report (Professional Development)
August	16	Wed	All Teachers Report (Home School)
August	17	Thurs	All Teachers Report (Convocation)
August	18	Fri	All Teachers Report (Home School)
August	21	Mon	All Teachers Report (Open House 11am-6pm)
August	22	Tues	All Teachers Report (Home School)
August	23	Wed	School Opens (Begin First Nine Weeks)
September	4	Mon	Holiday (All Schools and Administrative Offices Closed)
September	25	Mon	Interim Reports Issued
October	2	Mon	Parent/Teacher Conferences 11:00 a.m. - 6:00 p.m./No School for Students
October	9	Mon	Holiday (All Schools and Administrative Offices Closed)
October	27	Mon	Early Release PD, End 1 st Nine Weeks (45 days)
November	3	Fri	Report Cards Issued
November	10	Fri	Holiday (All Schools and Administrative Offices Closed)
November	22	Wed	Holiday (All Schools and Administrative Offices Closed)
November	23	Thurs	Holiday (All Schools and Administrative Offices Closed)
November	24	Fri	Holiday (All Schools and Administrative Offices Closed)
December	5	Fri	Interim Reports Issued
December	21	Thurs	Holiday (No School for Students/ 12 Month Employees Report*)
December	22	Fri	Holiday (No School for Students/ 12 Month Employees Report*)
December	25	Mon	Holiday (All Schools and Administrative Offices Closed)

December	26	Tues	Holiday (All Schools and Administrative Offices Closed)
December	27	Wed	Holiday (All Schools and Administrative Offices Closed)
December	28	Thurs	Holiday (No School for Students/ 12 Month Employees Report*)
December	29	Fri	Holiday (No School for Students/ 12 Month Employees Report*)
January	1	Mon	Holiday (All Schools and Administrative Offices Closed)
January	2	Tues	Holiday (All Schools and Administrative Offices Closed)
January	3	Wed	School Reopens
January	15	Mon	Holiday (All Schools and Administrative Offices Closed)
January	19	Fri	Teacher Workday
January	22	Mon	Professional Development Day-Elem and Middle, Workday High School (no school for students), End of 1 st Semester, 90 days
January	26	Fri	Report Cards Issued
February	22	Thurs	Interim Reports Issued
February	26	Mon	Parent/Teacher Conferences 11:00 a.m. - 6:00 p.m./No School for Students K-8; Prof Development Day for High School
March	7	Thurs	#Spring Break/12 month Employees Report*
March	8	Fri	#Spring Break/12 month Employees Report*
March	28	Thurs	Early Release PD, End 3 rd Nine Weeks (45 days)
March	29	Fri	Holiday (All Schools and Administrative Offices Closed)
April	1	Mon	Holiday (All Schools and Administrative Offices Closed)
April	2	Tues	Holiday (All Schools and Administrative Offices Closed)
April	8	Mon	Report Cards Issued
May	3	Fri	Interim Reports Issued
May	27	Mon	Holiday (All Schools and Administrative Offices Closed)
June	1	Sat	Alleghany High School Graduation 10:00am
June	5	Wed	**Anticipated End of Fourth Nine Weeks (45 Days) / Second Semester (90 Days) / School Year (180 Days)/Early Release
June	6	Thurs	Workday
June	19	Wed	Holiday (All Schools and Administrative Offices Closed)