



TALENT. HEART. EXCELLENCE.

**Villa Rica Elementary
Parent/Student Guide**

2022-2023

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Please refer to the Carroll County Schools Student Handbook for information on the Attendance Protocol, Dress Code, Discipline, Code of Conduct, and other important information.

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Welcome to THE VRE

Dear Parents and Students,

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

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

Please acknowledge you have read and understand the information found in this guide by filling out the form on Infinite Campus.

On behalf of the faculty and staff, I would like to let you know how happy we are to have you as a part of the VRE family. I encourage you to become an active member of our PTO, and/or participate in any of our volunteer programs. We are very pleased to have you and your child with us at Villa Rica Elementary School.

Sincerely,

Alison Lyle
Principal

Arrival to School and Departure from School

Students cannot be dropped off at the school before **7:00 a.m.** There is no supervision for car riders before 7:00 a.m. and this would create a safety issue. **The school will not be responsible for the safety and welfare of any students dropped off at car riders before 7:00 a.m. Students must be dropped off at the designated area in front of the new two story building for car riders between 7:00 a.m. and 7:35 a.m. All car riders will enter the car rider line from Peachtree Street and continue around our back campus drive to the car rider drop off area in front of our new two story building. Please do not pull around cars in the car rider line. This is a safety hazard. DO NOT drop off any student at the front of the school (bus arrival area) before the end of car riders as there will be NO supervision. Students who arrive after car rider drop-off is over can be checked in at the front bus lane after 7:35. They will be marked as tardy if they are not in their classrooms once the 7:40 a.m. bell sounds according to school time.**

Buses will load in the front circle at 2:20 p.m. Car riders will be dismissed starting at 2:25 p.m. Car rider line will end at 2:45 p.m.

After School Program

The Villa Rica Elementary After-School Program is available to all students at Villa Rica Elementary. All VRE students are required to have an ASP form on file for the 2022-2023 school year. Parents will ONLY be charged when students stay in ASP. The program time is 2:30 p.m. – 5:45 p.m., and the cost is \$7.00 per day per child. The After-School Program is a **PRE-PAY** program. Payment can be made in the form of personal check, credit/debit card, or automated bank draft from your checking account. If for an unexpected reason a balance does occur, it must be resolved by the following Monday, the student(s) **will not be able to attend** the program if this balance is not resolved. Students who have outstanding balances from the prior year are not allowed to attend until that debt has been settled. If the student(s) is not picked up before 5:45 p.m., **late charges of \$1.00 per minute** will apply. Children not picked up before 3:00 p.m. will be charged for a full day. All ASP money should be paid through the ASP program. The number for ASP is **(770) 459 - 1488**.

Bell Schedule

7:00-7:35 Arrival
7:35 Warning Bell
7:40 Tardy Bell
2:20 Dismissal Bell

Bookbags

Bookbags need to be full size and non-rolling.

Check-in/Check-out Procedures

The school instructional day begins at 7:40 a.m. according to school time. Any student arriving at school later than 7:40 a.m.(school time) will be given a tardy slip to be admitted to class. **Cooperation is requested in decreasing the number of times a student is late or checks out early.** Daily attendance for a full school day is important. Unless there is a medical appointment, legal obligation, or occasional family emergency, students need to arrive no later than 7:40 a.m. each day and stay until students are dismissed in the afternoon. If a student must be checked out early, parents or any person checking out a student must be listed in Infinite Campus and must have a form of picture identification. **We do not check out students after 2:00 p.m. unless it is an emergency.** There will be **NO** checkouts between 2:00p.m. – 2:25 p.m. due to bus dismissal.

Clubs 2022-2023

Club:	Sponsor(s):	Meeting Day:
Tome (Reading Bowl) Club	Williams	4th Monday
STEM Club	Nist/ Savidge/ LaRonde	2nd Monday
Roadrunners	Gore/ Vohun/Hudson	Tuesdays after school
Academic Team	Carroll/ Gore	Thursdays after school
Jr. Beta	Carroll/Tomei	1st Monday each month
Art Club	Shad / Hudson	Starts in January (day TBD)
Honor Chorus	Harden	Tuesdays after school
Science Olympiad	Nist	Tuesdays after school
History Bee Team	Driver/ Tigner	During school hours
Technology Team	Hudson	TBD
FCA (Fellowship of Christian Athletes)	Shawley/Homan	Thursdays (1x a month for Huddle) leadership meets weekly on Thursday
Purple Pearls	Florence/Thompson/Barnwell	3rd Monday - school hours
Avengers Club	Florence	Under construction
Perennial Math Competition Team	LaRonde / Harris	1 day per week (per grade level) during exploratory
4-H	Mitchell	During school hours
Gaming Club (D & D)	Shad	TBD
Gardening Club	LaRonde / Tigner	Under ReConstruction...TBD
Stock Market games (4th & 5th)	Cooper	Fridays after school

Counseling Program

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

Deliveries to School

No student may receive deliveries of flowers, balloons, or gifts at school. Cakes, cupcakes and/or baked goods must be store bought, in order to protect children from eating something they might be allergic to. Please make arrangements with your child's teacher when providing cupcakes for students.

2022-2023 THE VRE Staff

Principal

Alison Lyle

Asst. Principal

Beth Little

Counselor

Lytisha Florence

Bookkeeper

Angel McCowen

Secretary

Avia Love

Social Worker

Pam Kinnebrew

Psychologist

Jeff Pence

School Nurse

CNA-Jennifer Benson

ELL

Laura Cano

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

Stacy Carroll

Instructional Coach

Gretta Harris

ASP Director

Meloyde Aston

Technology Specialist

Brent Boyd

EIP Teachers

Myrna LaRonde

Meagan Russell

Resource Officer

Michelle Moore

Pre-Kindergarten

Ashley Vohun

PALS Pre-Kindergarten

Bailey Anderson

Kindergarten

Melinda Agan

Sherry Crabtree

Paige Staton

First Grade

Keri Glass

Kayla Homan

Chelsea Shead

Second Grade

Zaria Pounds

Mindy Savidge

Lisa Steed

Third Grade

Katelynn Cooper

Brittany Gore

Rae Hudson

Fourth Grade

Sharon Nist

Shannon Shawley

Michaela Underwood

Fifth Grade

Idaja Driver

Floristine Tigner

Shadra Tomei

Instructional Support

Morgan Norton (behavior)

Joni Wood

Special Education

Wakiaa Bray

Virginia Brown

Christi Lovelady, ISC

Speech

Tina Vines

Art (½ year)

Autumn Shad

Music (½ year)

Geoffrey Harden

Physical Education

Michael Mitchell

Media Specialist

Candace Williams

Paraprofessionals

Karen Barnwell

Deborah Bone

Stephanie Butler

Alli Lloyd

Nancy Kelley

Margaret Tatro

Jamie Thompson

Victoria VanEffen

Computer Lab Assistant

Jessica Miller

Lunchroom

(Mgr)

Custodians

Linda Harris

Cindy Mooney

Jasmine

Field Trips

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

Media Center

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

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

Parent Organizations/Engagement Opportunities

Villa Rica Elementary has an active Parent–Teacher Organization and we encourage all parents to become members in order to be actively involved in your child’s education. This group meets at regularly scheduled times throughout the year. The dates for these meetings will be announced at the start of the year. We also encourage parents to volunteer within the school. We also encourage parents to participate in our Title I events throughout the year.

Parties and disruption of instructional time

Please remember that our classroom time is very valuable. We expect all to respect this critical time of instruction and learning. Birthday celebrations, where treats are distributed, will be held in the cafeteria only. They must be approved by the teachers in advance. Cakes, cupcakes and/or baked goods must be store bought, in order to protect children from eating something they might be allergic to.

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

School Advisory Council

Villa Rica Elementary will have an Advisory Council to support efforts to improve school climate/culture, improve performance and engage stakeholders. The Advisory Council can play a vital role in the development, implementation and revisions of the School Improvement Plan. The council will meet at least once each quarter.

Student Advisement

Purpose - The purpose of the student advisement framework is to build meaningful connections between adults and students resulting in improved student performance and more students graduating college or career ready. Student advisement lessons will happen during Wildcat Block during the last Friday of the month.

Transportation

The bus loading zone is at the front of the school and covers the area from the corner of North Dogwood and Peachtree Street all the way to the intersection of North Dogwood and the lower campus road. To provide for student safety, do not load or unload individual vehicles in this designated bus zone. Buses unload from 7:00 a.m. until 7:30 a.m. Afternoon buses load from 2:15 p.m. until 2:30 p.m., but arrive on campus around 1:45 p.m.

The parent delivery and pick-up zone is located in front of the two story building. Please follow Peachtree Street around the back campus drive to unload in front of the building. Please do not load or unload students in any other location. Students who walk or ride bicycles must use the sidewalks and crosswalks in arriving or leaving the school. A note from parents giving permission to walk or ride a bicycle is also required of our students.

Parents should establish transportation mode for their student at the beginning of the school year. If this mode needs to be changed, please contact the front office. Changes in transportation must be verified by office staff. Only in the case of an emergency should transportation changes be called in to the school office. No transportation changes will be accepted by phone after 2:00 p.m. There will be NO checkouts between 2:00 p.m. – 2:25 p.m. due to bus dismissal.

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

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

Visitors

Villa Rica Elementary welcomes visitors to our campus. Visitors must enter through the main office. Parents and visitors must have a picture identification. Please refer to the Carroll County Schools Student Handbook for guidelines.

Volunteer Policy

Villa Rica Elementary welcomes volunteers. We will host a volunteer informational session to discuss the opportunities available within our school. Volunteer times are scheduled through the teacher and/or administrator. Confidentiality regarding our students is paramount and volunteers must agree to respect the rights of the school staff, as well as the students, and refrain from sharing any information collected during the visit.