There's No Place Like TRES



Tye River Elementary School
2026-2027
Student Handbook

* Portions of this handbook were adapted from the Virginia Department of Education, Virginia school divisions, and other Virginia educational organizations.

August 2026

Tye River Elementary School
5198 Thomas Nelson Highway
Arrington, Virginia 22922
(434) 263-8960

Our School's Vision:

AT TRES, we are committed to:
T-Thriving and Transforming
R-Resilience and Respectfulness
E-Everyone, Everyday
S=Success and nothing less!

School Theme for the Year:

There's No Place Like TRES



2026-2027 Tye River Elementary School Faculty & Staff

Heather Cofflin	Principal
Brandon Garrett	Assistant Principal
Sandra Sirois	Administrative Assistant
Joyce Kiser, RN	School Nurse
Cindy Taylor	Bookkeeper

Grade Level/Department	Staff Member
School Counselor	Mikaela Koschara
Virginia Preschool Initiative (VPI)	Sarah Burrell
Early Childhood Special Education (ECSE)	Janet Page
	Sarah Hitt
Kindergarten	Sallie Bruguiere
	Lisa Falls
	Erin Minter
First grade	Denise Lawton
	Lauren Wheless
Second grade	Hannah Brown
	Kristie McCormick
	Brenda Peck
Third grade	Jessica Allen
	Ashlee Clarkson
	Taylor Ramsey
Fourth grade	Sharon Aldridge
	Carey Banton
	Lauren Dingman
Fifth grade	Haley Detamore
	Cristi Massie
	Kori Tyree
Special Education	April Aldridge (Speech; grades PK-5)
	Ryann Tyree (Adapted Curriculum K-5)
	Jessica Creasey
	Dee Shaver
Specials	Caroline DeChant (Art)
	Misty Ferguson (Library)
	Bailey Casto (PE/Health)
	Ryan Wells (Music)
Resource	Susan Cargill (Instructional Coach)
	Meghan Carlson (PALS Tutor)
	Troy Fredericks (ITRT/STEM)

Resource cont.	Crystal Grubbs (Reading Specialist)
	Vonnie Maurhoff (PALS Tutor)
	Hayley Osborne (ESOL)
	Ingrid Sherwood (PALS Tutor)
	Laura Wolf (Behavior Specialist)
	Waverly Ward (Reading Specialist)
Instructional Assistants	Susie Ballowe
	Dayna Bryant - SPED
	Regina Campbell - SPED
	Kelley Ferguson
	Marie Fitch
	Ronda Harvey
	Jessica Massie - SPED
	Patti Morcom - SPED
	Melissa Watson - SPED
	April Simpson
	Jessica Tomlin - SPED
	Jessica Tyree- SPED
Cafeteria	Kathy Callahan
	Heather Mays (Manager)
	Tiffany Drumheller
	Robin Warren
Custodians	Kendre Lee
	Kenny Lawhorne
	Isaiah Wood (Lead)

Arrival and Dismissal
School doors open at 7:40 A.M. and the Instructional Day begins at 8:00 A.M. **The car rider road entrance will be closed at 7:55 a.m.** Students who arrive after 8:00 A.M. will be counted tardy and parents must escort their child(ren) to the front office door and ring the bell to sign the student in for the day.

Dismissal for all students begins at 3:00. Buses depart the school grounds by 3:10 P.M. Car riders must be picked up by 3:10 P.M. Changes in dismissal plans for students should be communicated to the office staff no later than 12:00 P.M. **For car riders, please do not line up to pick up your student prior to 2:00 p.m.**

Afternoon Student Pick-Up Procedure

To ensure student safety, maintain an efficient dismissal process, minimize instructional disruptions, and reduce congestion in the front parking lot, students may be picked up in the front office ***no later than 2:30 p.m****. After this time, unless there is an emergency, and communicated with office staff, all student pick-ups must occur through the car rider line.*

This protocol helps ensure a smooth transition to dismissal, allowing staff to focus on safely preparing students for departure.

Student Attendance
Regular attendance has a significant impact on a student's academic success. Attendance habits are established early in a student's academic career. Students who attend school regularly build a foundation for more positive life outcomes.
The expectation is that students attend school all day, every day. Per the Code of Virginia § 22.1-254, any child who will have reached the 5th birthday on or before September 30th of any school year and who has not passed the 18th birthday is expected to attend school every day and be on time (NCPS Policy JEA).

School Absences and Tardies
Parents/guardians are requested to call the school if their child is going to be absent. Parents/guardians are responsible for providing the school with a note (within 72 hours) indicating the reason(s) for the absence. Legitimate reasons for absences are illness (including mental health, behavioral health, and substance abuse illnesses), death in the family, funeral, legal obligations, suspensions, religious observances, military obligations, injury, medical procedures, doctor or dental appointments.

Per the Code of Virginia and NCPS School Board Policy (JED), all absences must be verified by a signed note or phone call from the parent/guardian. This verification must include the dates(s) of and reason for the absence(s). If written or verbal notification is not received within 3 days of the absence, the absence will be coded as unexcused. Per the Code of Virginia 22.1-258, if a student accrues 5 unexcused absences, school administration will send the parent/guardian the 5 day Unexcused Absence Letter. On the 7th day of unexcused absences, the 7 Day Unexcused Absence Letter will be sent and a truancy conference will be scheduled. An additional conference with a truancy officer will be scheduled at 10 unexcused absences. Additional information is provided in the Parent Handbook and Code of Students Conduct 2024-2025. This booklet will be available on the division website as well at all school office locations.

Students are expected to be in class on time. If tardy, students should bring a note from a parent or guardian indicating the reason for the tardiness, sign in and secure a tardy slip from the office.

Early dismissal
If a student is to be dismissed early, the parent, guardian or an adult approved by the parents must sign the child out from the office. For the student's own protection, s/he will not be permitted to meet adults at a car, wait outside the building, or walk home. Students may not be picked up directly from the classrooms.

Visitors
All visitors must report to the office where they will be issued a visitor's pass. ***Proper identification is required before a visitor's pass is issued. Proper identification would be your state issued license or identification card.***

Fees
All students/families are asked to pay an annual materials fee of $25.00. This can be turned in during Open House or at the beginning of school. Parents may pay with cash or a personal check.

Custodial and/or Proof of Residency Documents and Contact Information
Parents/guardians who have custodial documentation for their child are requested to provide a copy to the school's main office upon registration of their child, and when/if changes are made to the custodial document. In regards to changes in living arrangements, please provide any changes as soon as possible to the office along with documentation regarding proof of residency.

Current contact information is expected to be updated as needed in order for the school to promptly contact parents/guardians or listed emergency contacts. This information can be updated, when needed, by contacting the office during school hours.

Dress Code
Students are expected to dress appropriately; clothing should fit, be neat and clean, and meet the following:

- Pants, shorts, dresses, skirts, athletic shorts, or other similar clothing must be at least midthigh in length (typically mid-thigh would be below the tip of the thumb when placed at sides – arms straight with palms down).
- Hats, caps, hoods, bandannas and sunglasses may not be worn during the school day unless denoted in a specific activity such as a spirit week.
- Footwear must be worn at all times. Due to safety concerns during PE time, students are expected to wear tennis shoes to participate.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians, and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights include:

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.
- The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

More information is available in the Nelson County Parent Handbook and Code of Student Conduct, under FERPA.

Volunteers
Volunteers play a vital role in each of our schools. We encourage and enjoy having volunteers work with our students and staff at Tye River. If you wish to volunteer, visit the Nelson County Public Schools website and complete the Volunteer Application online. A paper copy can also be provided by contacting the school. Once the application has been approved, you will then work with the staff member to arrange a schedule and tasks for volunteering.

Field Trips
Field trips are off-campus instructional activities. Field trips can provide excellent educational experiences for students by enriching the curriculum and by making classroom learning experiences more meaningful. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation, and opportunities to assimilate the experience during and after the trip. Teachers plan advance activities that prepare students for the trip and follow-up activities that assist students in summarizing, applying, and evaluating information learned on the trip.

No student is denied the opportunity to participate in a field trip because of a lack of funds.

Chaperones are assigned to each homeroom to maintain safety and assist the teachers while on the field trip. Student-chaperone ratio recommendations require one chaperone to five (5) students as per board policy. **Parents/Guardians must complete the Volunteer Application and be approved prior to being a chaperone on a trip. This application must be updated annually.**

Grading
Student performance is reported to parents/guardians every nine (9) weeks. Interim reports are issued at the mid-point of each grading period. At the end of the first quarter, teachers will invite parent(s)/guardian(s) to a conference to discuss their student's progress.

The classroom teacher is responsible for the grading and evaluation of his/her student's achievement in class. The following grading scales will be used in grades K-5 for all students:

Grades K-2	**Grades 3-5**
O (Outstanding)	A = 90% - 100%
S (Satisfactory)	B = 80% - 89%
P (Progressing)	C = 70% - 79%
N (Needs Improvement)	D = 60% - 69%
	F = below 60%

Online Parent Portal
PowerSchool Parent Portal gives parents access to real-time information including attendance, grades, and detailed assignment descriptions, teacher comments, school bulletins. Parents also have the ability to review and submit changes to your address and phone information with Parental Portal. Access to this website is available from any computer. Checking your child's progress regularly will help you keep them on track.

Visit the Nelson County Public Schools website (www.nelson.k12.va.us) and click on the Parent Portal instructions link to get started.

Family/Teacher Conferences
Please see the attached school calendar regarding Family/Teacher Conferences. These opportunities are very valuable to the overall educational program for your student and to support the communication between families and teachers. Please feel free to contact your child's teacher if you wish to schedule a conference in addition to the designated conference dates.

Health Services
Tye River Elementary's School Nurse is only permitted to administer medication to a student with the permission of a parent or guardian or in the case of prescribed medication, written permission from the prescribing physician. A current medication form must be on file in order for your child to receive medication while at school. The form is available for you to pick up at school. If a student will be taking medication at school, the following requirements must be followed:

- **Prescription Medication** must be clearly identified as to the name and type of medication; must be in the original container; must carry a prescription label with the child's name, drug identity, and dosage instructions; and the School Nurse will administer all medications.

- **Non-prescription Medication** must be in the original package, clearly marked with the student's name, type of medication, and dosage instructions; do not send any medication in plastic bags or aluminum foil; and parents are encouraged to bring their child's medication to school, rather than sending it by the student.

Illness/ Accidents
Families will be notified as soon as possible should their child become ill or are involved in an accident. It is imperative that your contact information is up-to-date. Review your child's emergency phone list and contact the office throughout the year to ensure we have current contact information.

Student Records
Accurate and complete individual, placement, and commutative student records will be maintained in each school. Adopted: March 9, 1995. Legal Ref.: Code of Virginia, 1050, as amended, Section 22.1-209. Regulations of the Virginia State Board of Education, Revised 1993, VR 270-01-0012 (Sec. 6.3). Cross Ref.: JO, Student Records.

Teacher Quality
On December 10, 2015, the Every Student Succeeds Act (ESSA) was signed into law. Section 1112(e)(1)(A) states that as a parent of a student at Tye River Elementary School, receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status because of special circumstances.
- Whether the teacher is teaching in the field of discipline of the certification or degree he/she received
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the Tye River Elementary School Main Office.

Lost and Found
The school cannot accept responsibility for lost articles. Lost and found articles may be claimed in the school's designated "Lost and Found" area. Unclaimed articles are disposed of periodically. Please encourage your student to check the "Lost and Found" area when missing an item.



At Tye River Elementary School we are committed to helping all our students achieve academic and behavioral success. This can only happen in a positive, safe environment where all teachers can teach and all students can learn. As a school, we have implemented a school-wide positive behavior plan that involves explicitly teaching students the behaviors that we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not. Each teacher has a comprehensive classroom behavior management plan that aligns with the core values of Tye River Elementary School.

PAWS (Pride, Attitude, Wise Choices, Safety) are the core values of our school-wide behavior plan. Students will be acknowledged for following PAWS and will regularly receive incentives throughout the school year. Each quarter, a goal will be set with a school-wide incentive tied to it. If students reach their goal, a benefit is attained by all. Our goal is to recognize all students following the expectations, as well as those going above and beyond, during each school day.

Communications
Tye River Elementary School uses an automated mass notification system to enhance school-to-home communications. The system is used to notify parents/guardians of school closings, emergencies, student attendance, and school events and activities via telephone and/or email. To receive these messages, the school must have your up-to-date contact information. Please keep in close contact with the main office if there are any changes to your contact information. Also, feel free to follow up on facebook as well for up-to-date information and pictures from the school day.

Communication Devices of Students
Per the NCPS School Board Policy (JFC-R Option 2) and HB1961: Public elementary & secondary schools; bell-to-bell student cell phone & smart device possession: Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property provided that the device must remain off and out of sight during school hours. Devices can be used on school buses during transit times.

At no time may any device be used with an unfiltered connection to the Internet.

The division is not liable for devices brought to school or school activities.

If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

School Nutrition
Tye River Elementary School participates in the Community Eligibility Provision (CEP). Participation in CEP allows students to receive free breakfast and lunch regardless of family income. Breakfast is available beginning at 7:40 A.M. Students can purchase a la carte items during lunch if they have money on their myschoolbucks.com account. Students may also bring a packed lunch from home if they wish. Please do not send soft drinks or anything in glass containers in lunch boxes or book bags. School staff and students are not permitted to heat/reheat food items for students that are brought from home. Water bottles are allowed in each classroom with your student.

Lunch Visitors
Students love to have visitors at lunch. We welcome family members to come and eat with their student(s) if interested. In order to make this a successful and enjoyable experience for you and your student, we ask that you follow the guidelines listed below:

- Ensure the lunch time of your student by contacting the teacher or contact the main office for exact times.
- Enter the office, **with your license/ID, in order to be checked in** so we can welcome you here and you can get your visitor badge. You are required to wear the visitor badge throughout your visit.
- Wait outside of the cafeteria (lobby area) until your student and their class is approaching the cafeteria.
- Escort your student in and enjoy lunch.
- Please do not access your cell phone during lunch with your student. However, if an emergency requires you to access your phone, do not photograph or video any students during this time.
- When lunch is over, you are able to walk your student into the lobby and then you will need to check back out in the office. Family members are not permitted to walk their student(s) back to class.

School Quality Profile
Tye River's School Quality Profile can be accessed using the link below; however, if internet access is limited, you may contact the school and request a paper copy. http://schoolquality.virginia.gov/schools/tye-river-elementary.

School Safety & Emergency Preparedness
The safety of the school environment is a top priority for Tye River Elementary School. We have a comprehensive crisis plan in place to address a wide variety of emergency situations.

- Over the course of the school year, students and staff will participate in several drills to help ensure that everyone knows what to do in the event of an emergency. These drills include, but are not limited to: fire, tornado and lockdown. Due to the necessity to accurately assess emergency response procedures, drills are not typically announced in advance.

- In the case of an emergency, access to school facilities may be limited. During this time, it may be necessary to keep the entrance/exit corridors and parking lots clear for emergency vehicles.
- Parents are asked not to call or come to a school during an emergency. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications and that staff are handling their emergency roles.

Special Education (NCPS Policy IGBA): In accordance with the Individuals with Disabilities Education Improvement Act (IDEA), special education and related services are provided at no cost to eligible students with disabilities ages 2 through 21. A multidisciplinary team, including the parents or the adult student, determines eligibility for services based on evaluations conducted by the school division and appropriate outside agencies.

Please contact the school if you have any concerns or questions regarding services your student receives or may need.

Testing & Assessment:

Students enrolled at Tye River Elementary School participate in a well-rounded instructional program which prepares them for state-mandated Standards of Learning (SOL) testing. SOL tests are untimed. Students in grades 3-5 take the following SOL tests:

- Reading and Math (grades 3-5)
- Virginia Studies (grade 4)
- Science (grade 5)

To learn information regarding state and/or division policies regarding student participation in mandated assessments, such as policies or procedures please contact the School Administration Building at 434-263-8960.

Child Abuse Reporting

Anyone employed with NCPS and Tye River Elementary School who suspects that a child is abused or neglected is required to report such suspected cases of child abuse or neglect. All persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose.

The Virginia Department of Social Services' has a toll-free child abuse and neglect hotline that can be used to report concerns. 1-800-552-7096

VSBA *Policy GAE Child Abuse and Neglect Reporting*; VA. *Code* § 22.1-291.3

Tobacco-free and Vape-free campus

Students, staff members, and visitors are not permitted to use any tobacco product at any time (including non-school hours):

- in any building or facility;
- on any school grounds and property (including athletic fields and parking lots); or
- at any school-sponsored or school-related event on-campus or off-campus.

Parent/Teacher Association

Please consider joining our Family/Teacher Group (PT Tigers) to support Tye River students and staff! Joining the PT Tigers team can keep you involved in the events at Tye River Elementary, allow you to spend time with your student, and make new friends for yourself! Previous P.T.O. sponsored events have included Bingo Night, family dance nights, movie nights, Color Runs, Breakfast with Santa, and Teacher Appreciation Week. PT TIgers also fundraises to purchase items for students and for teachers. Former items have included playground equipment, document cameras for the classrooms, classroom supplies, field trip sponsorship, and much more. Please let your teacher know if you are interested in volunteering in any way for our school.





There's No Place Like TRES

STUDENT HANDBOOK

Acknowledgement

I have received a copy of the Student Handbook. I have read the handbook and understand that if our family has any questions, we can contact the school for clarification.

Print Student's Name: _____

Print Parent's Name: _____

Parent's Signature: _____ Date: _____

Teacher's Name: _____ Grade: _____