

# **JOHN L. HURT, JR. ELEMENTARY SCHOOL**

315 Prospect Road

Hurt, VA 24563

Office (434) 630-1812

Fax (434) 324-7233

Cafeteria (434) 630-1812 X3003

Website: [www.pcs.k12.va.us](http://www.pcs.k12.va.us)



Parent/Student Handbook

2019-2020

Kathryn Lowry, Principal

The John L. Hurt, Jr. Elementary School Student Handbook provides information about rules, policies, privileges, and responsibilities specific to our school. The handbook serves as an addendum to the *PCS Student/Parent Information Booklet*. We encourage each student and parent to read the information in the handbook as it may answer many questions concerning the operation of the school. **Everything that is in bolded or underlined text is of particular importance.**

### **Daily Schedule**

8:00-4:00.....Office Hours  
7:50.....Buses Begin Unloading (chorus kids at 7:50, all others at 7:55)  
7:55.....Car Riders Begin Unloading  
7:55-8:20.....Homeroom/Breakfast  
8:20.....Instructional Day Begins  
3:00.....Car Riders Dismissed and Buses Begin Loading  
3:15.....Teachers Leave

### **Attendance: Absences & Tardies**

- Parents or guardians must inform the school that the student is going to be absent by calling the school at 630-1812. If the school does not receive such communication, the parent or guardian will receive an automated call from School Messenger notifying them of their student's absence.
- A signed note from the parent, guardian or doctor must be received for each day a child is absent within two days of returning to school. When a child has three unexcused absences, a letter will be sent to the parent. At five unexcused absences the School/Home coordinator will be notified and a letter will be sent to parents. When a child reaches a total of ten absences (excused or unexcused) a doctor's note is required for all absences from that point until the end of the year or they will be unexcused.
- Reasons that will normally be excused will include the following:
  - Illness (parent must initiate contact with school administration each day of an absence. A doctor's note may be required when absences have become excessive.
  - Quarantine
  - Death in family
  - Medical appointments (must be confirmed with note from doctor)
  - Court proceedings (statement from court required)
  - Religious observances
  - Educational opportunities (must be approved in advance)
  - Emergencies (as determined by the principal on a case by case basis)
- Students are considered tardy if they enter the building after 8:20 a.m.
- **ANY STUDENT ARRIVING AFTER 8:20 MUST HAVE AN ADULT ACCOMPANY THEM TO THE OFFICE AND SIGN THEM IN.**

### **Bus Transportation**

- Please review the Student Regulations for School Bus Students found in the *PCS Student/Parent Information Booklet* with your child.
- Please be reminded that riding a bus is a privilege.
- **Parents should accompany their child to the bus stop in the morning and be present at the bus stop in the afternoon.**

- Students will not be let off the bus unless someone is visible to get them off the bus, or the office has a written note giving permission for the student to be let off without supervision. A form is available in the office for parents to sign if they would like for students to get off the bus without adult supervision.
- Parents should not attempt to board a school bus. If you would like to conference with the driver, please contact the school.
- **Parents must send a signed and dated note if students are to ride a different bus or get off at a different stop. Telephone calls will not be accepted, except in cases of emergency.**
- **Students may ONLY ride the bus that goes by their house unless other arrangements are made through the office, in writing.**

### Cafeteria-Breakfast and Lunch

- In order to establish a routine for lunch, we ask that parents refrain from lunch visitation until August 30, 2019.
- The USDA and the Virginia Department of Education regulation states that no one is allowed to sell, give away, or make available to students, foods that compete with breakfast or lunch programs such as McDonalds, Wendy's, etc. Therefore, students are not allowed to have commercially prepared fast food in the cafeteria. Guests coming to eat with students may NOT bring in fast food, in the original containers (that say "McDonalds", etc.) Thank you for helping us follow this USDA and VDE regulation.

HURT ELEMENTARY will be participating in the USDA's Community Eligibility Provision program. This program allows for ALL HES students to have **FREE breakfast** and **FREE lunch daily!** **No forms must be filled out!** See the following letter that fully explains this program.

The highlighted area below shows prices for parents, other student guests, and is most likely what will be our policy for the school year for 2019- 2020, unless we are able to again participate in this program!

- If you would like to have lunch with your child, please call the cafeteria manager at (434) 630-1812 X3003 before 9:15 a.m. to place your order. This allows for the cafeteria staff to prepare enough food for all students and visitors. Additionally, all visitors should adhere to procedures established for our students when visiting. Please follow the established dress code, and adhere to the code of conduct while in the school cafeteria. Adult guest lunches are \$3.50.
- Breakfast will be served when school opens on a ONE HOUR delayed schedule. (Not two hour delays, as it will almost be lunch time.)
- **Car riders who wish to eat breakfast must arrive in the cafeteria and be seated by 8:10 in order to have time to finish breakfast.**

PLEASE SEE LETTER FROM Kara Scott, Supervisor of School Nutrition, regarding Hurt Elementary School's participation in the USDA's Community Eligibility Program:

### Car Transportation

- All students will be dropped off and picked up in front of the school. Parents will enter the front parking lot from School Road and line up along the street side of the parking lot. Students are not to exit cars until teacher is present. The same procedure will be followed in the afternoons. If cars are lined up out of the parking lot, parents are to pull as far over to the right curb as possible and wait until you can pull into the parking lot as cars begin to move. Students will be brought out and loaded into cars as they pull forward.
- Car riders may unload between 7:55 and 8:20. Parents are asked to remain in their car while students are loaded and unloaded. If a parent needs to come into the school they will need to park on School Road and enter the front door near the office.

- **ANY STUDENT ARRIVING AFTER 8:20 MUST HAVE AN ADULT ACCOMPANY THEM TO THE OFFICE AND SIGN THEM IN.**
- **Car riders who wish to eat breakfast must arrive in the cafeteria by 8:10 to have enough time to eat.**
- All car riders must be picked up by 3:10 as there is no supervision for students after this time.
- The **PINK** pickup card with student's name must be displayed on the dashboard. If the **PINK** card is not displayed, the driver will be asked to park and report to the office to complete the verification process. The office staff will escort the student to the office upon verification. This procedure ensures the safety of all students. **PLEASE NOTE: WE WILL HAVE NEW STAFF WORKING IN THE CAR RIDER LINE THAT WILL NOT KNOW YOU, KNOW YOUR CHILD, OR RECOGNIZE YOUR CAR. IF YOU DO NOT HAVE A PINK CAR RIDER CARD, YOU WILL BE DIRECTED TO PARK AND COME IN THE OFFICE TO GET YOUR CHILD.**
- Parents must send a signed and dated note if someone not listed on the emergency card is to pick up the student.

**IF YOU COME TO THE OFFICE TO RECEIVE YOUR CHILD AFTER THE 3:00 BELL, PUT YOUR PINK CAR RIDER CARD IN THE HOLDER ON THE LIBRARY WINDOW. YOUR CHILD WILL BE CALLED FROM THE CAR RIDER LINE. IF YOU DO NOT HAVE A PINK CARD YOU WILL HAVE TO GO INTO THE OFFICE, SHOW YOUR ID, AND HAVE YOUR CHILD CALLED.**

#### **Day Care Transportation**

Parents of students attending the YMCA after school daycare are required to complete a Parental Consent to Release Child to Alternative After-School Transportation Form.

**\*\*\*Changes to the regular dismissal routine for any student must be documented in writing prior to noon. Changes cannot be made by a phone call. In case of an emergency, contact the administrator. If a student is to go home with a friend, a note allowing permission is required from a parent of each student.**

#### **Child Abuse/Neglect**

School officials are required by law to report suspected child abuse or neglect to the proper authorities.

#### **Classroom Parties**

- Classes are allowed two parties per school year: Winter Break, Spring Break
- Students may have treats on various occasions at the teacher's discretion. **Due to food allergies, homemade goodies are not allowed.**
- **Students are not allowed to bring food items in for birthdays. Goody bags of pencils, erasers, etc. are acceptable.**
- **Please do not send birthday party invitations to school unless you are inviting the entire class or all the boys/girls in the class. Thank you.**

#### **Custody Issues**

- The school is obligated to follow the most recent court documents on file at the school.

#### **Early Dismissal**

- When a student must leave school early, the parent or guardian must send a signed note of explanation.
- The office staff will not call ahead to have a child waiting for a parent to arrive.
- The school will not release a child to anyone other than parents, legal guardians, or persons whose names appear on the Emergency Information Card.

#### **Emergency Card**

An emergency card will be sent home with each student at the beginning of school. It is important to complete the information and return to school. This will be used to contact parents in an emergency. **Be certain the school knows of any changes in address, phone number and other information.**

### Emergency Notification

School Messenger is an automated phone system which notifies parents of announcements and school closings.

### Field Trips

- Students must abide by the rules and regulations of Pittsylvania County Code of Conduct.
- Siblings are not allowed to participate in fieldtrips. **Field trip chaperones (group supervision) must have Level I and II Clearance. (See section on Visitors/Volunteers)**

### Fund Raising Activities

- The school participates in several fundraisers that assist the school and PTO in raising funds for our students. We ask that each family participate in these fundraisers. The school also collects Box Tops for Education. Additional information regarding other fundraising activities will be provided at the beginning of the school year.

### Grading

- For information on specific grading policies please refer to Policy (IKH-PC) in Pittsylvania County Schools Student/Parent Information Booklet for 2019-2020.

### Health Issues

- Allergies-Under certain circumstances, it may be necessary for schools to restrict various products such as food items and /or fragrances. To help insure the safety of all students it is requested that all food be commercially prepared for any classroom activity. Home baked items are not allowed.
- Immunization-Students will be excluded from school if immunizations are not complete.

#### **Administering Medicines to Students**

##### **PRESCRIPTION MEDICATIONS**

- Pittsylvania County Public School personnel may give prescription medication to students only pursuant to the written order of a physician or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

##### **NON-PRESCRIPTION MEDICATIONS**

- Pittsylvania County Public School personnel may give non-prescription medication to students only with the written permission from the student's parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.
- Medications-We would prefer not to administer medicine at school. Please try to arrange for your child to take medicine at home before he comes to school and when he comes home in the afternoon. If we must administer medicine during school hours, you must complete a medication permission form and you must bring the medication to the school in the original container. **Students may not bring medicine of any kind to school.** The school will not administer any medication without the signed permission form. **(Medication form is included in this booklet and can be obtained in the school office)**

### Homework

- Homework is a part of the school program and every student is held accountable. Homework is used to reinforce concepts taught during the day.
- Students in grades 3-5 utilize a school planner to record homework, and tests, as well as notes from teachers. Please check the planner daily.
- Students who lose the issued planner may purchase another planner for \$2.50.

### **Ice Cream and Popcorn**

Students may purchase ice cream for \$.60, Monday through Thursdays (not early dismissal day). We will sell popcorn for \$.50 most every Friday (not early dismissal days).

### **Lost and Found**

Items lost by students are placed in the Lost and Found box in the gym. Parents/students can check this area for missing items. Please label all coats, jackets, lunchboxes etc.

### **Moment of Silence and Pledge of Allegiance**

The school recognizes a moment of silence and participates in reciting the Pledge of Allegiance at the beginning of each school day. It is requested that students, faculty and staff respectfully observe this time. Visitors are also asked to respectfully observe this time.

### **Parent Visitation**

- Parents are welcome to visit; however, to protect instructional time and prevent unauthorized persons from entering a classroom, parents must make an appointment to visit a classroom, and check in through the office. The principal will assist the parent who wishes to visit. Visits should be scheduled in advance. This allows the teacher to secure a time which is convenient. A visitor's pass, given by the office, must be worn at all times and returned to the office upon departure.

### **Classroom / School Activities**

- Special classroom activities may be held with your child's classroom with the direction of his/her teacher. Appropriate volunteer clearance is required to participate in these events, please contact the teacher or sponsor for details.
- **If an activity involves food items, we ask that parents only send commercially-prepared items with clearly-marked labels indicating ingredients. This is due to increasing occurrences of food allergies with our student population. If you are coming to the room to assist with a party or event, you must be a LEVEL 1 AND LEVEL 2. All parents that go to the classrooms for parties or activities with the children are viewed group supervision assistants and/or tutors and must be a Level 1 and Level 2. The classroom teacher will notify you if you would be classified as a "visitor" only. An example of when a parent may be a "visitor" is attendance at PTO functions. Level 1 and Level 2 status is not required to attend PTO functions or awards assemblies.**

### **PTO**

- The PTO is an important part of the school. You can keep abreast of PTO activities by attending the meetings. We encourage you to become a working member of our PTO.

### **Report Card/Progress Report Schedule**

- Report cards are issued every six weeks. Interim progress reports are sent home after three weeks of the marking period have passed. Report card and progress report envelopes should be signed and returned to the school.
- Weekly envelopes are sent home containing student work samples and teacher comments regarding student conduct and academic progress. Important notes and school information are also sent in the weekly envelope. Parents should check the envelope weekly. Envelopes should be signed and returned. If you do not receive weekly correspondence, contact your child's teacher or the principal. Parents are also encouraged to check the Parent Portal frequently to view grades as they are posted by the teachers. (check with administration for login and password)
- Parent-teacher conferences are scheduled twice during the school year; however, a teacher or parent may request a conference at any time.

### **Promotion/Retenion Guidelines (IKJ-PC)**

- The decision to promote or retain shall be the result of a carefully considered process of evaluation. The teacher and the principal shall consistently keep the parent of the student informed, in writing, of the student's progress and the reasons for possible retention. The parents or guardians shall be advised of the final decision. **In all cases, the teacher and principal have the final responsibility for making a decision regarding promotion and should use the student's best interest as a criterion.**

### **Promotion/Retention Factors**

Academic achievement shall be the primary consideration in determining the promotion or retention of a student. The following factors should also be considered in making the final decision: chronological age, maturity, effort, attendance and possible effect on the child. Results on Standards of Learning Tests will be a factor in determining the promotion or retention of a student. A student should be retained upon the earliest identification of deficient skills, which are prerequisites to satisfactory progress in the ensuing grade.

### **Consideration in Pupil Retention**

1. Retention should be considered when a student is one or more years below grade level in reading or mathematics.
2. Retention should be considered for elementary school students not demonstrating satisfactory achievement of the learning objectives identified in the curriculum, especially those for the core curriculum areas – English/language arts, mathematics, science and history and social science, at appropriate grade levels.  
Satisfactory achievement is considered 'C' or above and 'S'."
3. Retention should be considered for middle school students not demonstrating mastery of the learning objectives identified in the curriculum, especially those for the core curriculum areas – English/language arts, mathematics, science and history and social studies, at appropriate grade levels."
4. Retention should be considered for students not passing the Standards of Learning Tests at the designated grade levels.

### **Retention Guidelines**

1. Students needing additional training should be identified in the lower grade levels. Generally, students should be retained only twice in these lower grades. If a third retention is recommended, special testing should be considered.
2. When repeating a grade level or class, the student shall not be reassigned to the same teacher unless the school and the parents agree that the same assignment is best for the student, or the school has no other alternative.
3. Students should not repeat the same grade level more than once except when there are extenuating circumstances.

### **Addendum – July 2008 (Elementary Guidelines)**

Elementary school is a critical time for building the foundation necessary for future success. It is at the elementary level that it is important that students demonstrate mastery of the basic "building blocks" necessary for future learning. Satisfactory or above achievement is essential, especially in the core curriculum areas of English/language arts, mathematics, science, and history and social science. Satisfactory achievement means "C" and "S". A letter grade of "D" at the elementary school level indicates that a student is "having difficulty." A "D" suggests that there is some limited understanding and knowledge of a subject; however, it cautions that the fundamental skills may not be strong enough to support future progress and success. The "building blocks" are not strong and well established. A grade of "D" is **NOT** satisfactory.

A final grade of "D" on the report card will be seriously reviewed and considered in the final determination for promotion and retention. Final grades of "D" or "F" on the elementary student's report card, in addition to other considerations of student achievement, may result in the decision to retain a student. Always, decisions to promote or retain are made in the student's best interest.

Promotion and retention decisions are based on the following factors: academic achievement; results on the Standards of Learning Tests in grades 3, 4 and 5; reading and math levels; attendance; chronological age; maturity; effort; possible effect on the child

Please review your child’s progress regularly with your child’s teacher. Interim reports are issued at the midpoint in each marking period and report cards are issued each six weeks. Teachers will schedule conferences at points throughout the year; however, please do not hesitate to request a conference with your child’s teacher at any time you find it necessary.

**Search and Seizure (JFG)**

- The school has the responsibility to maintain order and discipline in schools. School authorities are responsible to protect the health, safety, and welfare of each student and school personnel. School authorities may search a student, belongings, desks, and any other areas where student activities take place provided reasonable suspicion has been established. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Violations of county, state, and federal law will be reported to the proper authorities.

**Student Conduct**

- Students are expected to come to school ready to learn. Good behavior is expected at all times. Students are expected to follow school rules. Students violating school rules may receive consequences such as a conference with the principal, parent contact, detention (lunch, recess, etc.) or suspension from school. Please review, with your child, **Student Conduct** in the *PCS Student/Parent Information Booklet* which details specific misconduct and consequences.
- PBIS (Positive Behavioral Interventions and Support) is being implemented in our schools this year. This involves using positive behavioral guidelines and expectations throughout the school. Students will be given a matrix with expected behaviors throughout the school.
- Each teacher has a classroom discipline policy and rules that have been approved by the administration. Parents are to review the classroom policy as well as the contents of this handbook with their children.
- Listed below is an excerpt of school board policy JFC-PC (Student Conduct). This includes misconducts and acceptable disciplinary options that the school administration can impose. The complete policy is located in the **Student/Parent Information Booklet: School Board Policies**.

<b>Class 1 Misconduct</b>	<b>Disciplinary Options*</b>
Misconduct that is mostly a nuisance, but if left unchecked can become a problem.	Penalties that may be applied by school administrators shall apply to all grade levels, unless otherwise stated.
<ul style="list-style-type: none"> <li>• Classroom disruption</li> <li>• Failing to follow rules and regulations, including the Acceptable Use Policy (AUP)</li> <li>• Skipping school or class</li> <li>• Inappropriate, obscene, disruptive or unsafe dress</li> <li>• Sleeping</li> <li>• Tardiness</li> <li>• Unsafe driving practices</li> </ul>	<ul style="list-style-type: none"> <li>• Behavioral intervention</li> <li>• Conference with teacher or principal</li> <li>• Parent conference</li> <li>• Parent contact (phone call or letter)</li> <li>• Loss of privileges</li> <li>• After School Detention (ASD)</li> <li>• In-School Suspension (ISS) (if available)</li> <li>• Behavior Management Center (BMC) (if available)</li> <li>• Other disciplinary action (i.e. community service) Upgrade</li> <li>Upgrade to Class 2 Offense</li> </ul>
<b>Class 2 Misconduct</b>	<b>Disciplinary Options *</b>
Misconduct that must be corrected. A parent conference at school is the minimum response.	



<ul style="list-style-type: none"> <li>• Aggression</li> <li>• Cheating</li> <li>• Continued classroom disruption</li> <li>• Disobedience</li> <li>• Disorderly conduct</li> <li>• Disrespectful to teacher or peers</li> <li>• Forgery</li> <li>• Inappropriate touching/kissing (inappropriate display of affection)</li> <li>• Incurable behavior (unwilling to correct inappropriate behavior)</li> <li>• Insubordination</li> <li>• Intimidation/harassment/bullying</li> <li>• Misbehavior on school bus</li> <li>• Possession of contraband (items other than alcohol, drugs, tobacco or weapons) such as matches, cigarette lighters, etc.</li> <li>• Possession of laser pointer</li> <li>• Profane, obscene, abusive language/materials/actions</li> <li>• Theft</li> <li>• Physical Altercation</li> <li>• Offsite conduct that is materially disruptive</li> <li>• Violation of cellular/electronic devices protocol</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Behavioral intervention</li> <li>• After School Detention (ASD)</li> <li>• In-School Suspension (ISS) (if available)</li> <li>• Behavior Management Center (BMC) (if available)</li> <li>• Suspension from school bus</li> <li>• Suspension from school (1 to 10 days)</li> <li>• Other disciplinary action (i.e. community service)</li> <li>• Upgrade to Class 3 offense</li> </ul>
<p style="text-align: center;"><b>Class 3 Misconduct</b></p> <p>Serious misconduct that disrupts the educational process, indicates incorrigible behavior or violates the law. Suspension from school is the minimum penalty.</p>	<p style="text-align: center;"><b>Disciplinary Options*</b></p>
<ul style="list-style-type: none"> <li>• Alcohol (possession, use or under the influence)</li> <li>• Assault and battery (including sexual assault)</li> <li>• Breaking and entering</li> <li>• Destruction of property/vandalism</li> <li>• Drug paraphernalia (possession)</li> <li>• Extortion or threats</li> <li>• Fighting (see discipline protocol for determining self-defense (page 5))</li> <li>• Firecrackers/fireworks (possession or use)</li> <li>• Gang related activities</li> <li>• Gross insubordination/open defiance</li> <li>• Hazing (recklessly or intentionally endangering the health or safety of a student or students or to inflict bodily harm)</li> <li>• Inappropriate sexual behavior (nonverbal, verbal, written, graphic or physical behavior)</li> <li>• Inciting, leading or participating in student disorder</li> <li>• Tobacco products (possession or use), including electronic and e-cigarettes</li> <li>• Trespassing</li> <li>• Over the counter medication (unauthorized use, possession or under influence)</li> <li>• Offsite conduct that results in a substantial material disruption, disruption of the learning environment or a felony charge</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension from school (1 to 10 days mandatory)</li> <li>• Mandatory 10 day suspension from school for alcohol</li> <li>• Mandatory 5 day suspension from school for tobacco related offense (grades 6-12)</li> <li>• Long-term suspension</li> <li>• Recommendation for expulsion</li> <li>• Prosecution in legal system</li> <li>• Upgrade to Class 4 offense</li> </ul>
<p style="text-align: center;"><b>Class 4 Misconduct</b></p> <p>Gross misconduct that requires removal of student from school.</p>	<p style="text-align: center;"><b>Disciplinary Options*</b></p>

<ul style="list-style-type: none"> <li>• Alcohol (distribution)</li> <li>• Any act which substantially disrupts the orderly conduct of school, a school function, extracurricular or co-curricular activity</li> <li>• Arson</li> <li>• Bomb threats or false fire alarms</li> <li>• Possession of controlled substance illegal drugs, including marijuana, and anabolic steroids</li> <li>• Possession of weapon or look-alike weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendation for expulsion or long-term suspension and prosecution, when appropriate.</li> <li>• Recommendation for probation and corrective plan of action, suspension 1-10 days, long-term suspension or recommendation for expulsion (Grades K-5)</li> </ul>
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\*The severity of a problem would dictate the recommendation for specific disciplinary actions.

### **Student Dress**

- Students are to dress appropriately for school. Students should refrain from wearing clothing with printed messages about alcohol, drugs, tobacco, sex, or vulgarity. Items should not make fun of race or gender. Hats should be removed when entering the building. Belts should be worn with pants. Shorts, skirts, and skorts should be no shorter than the fingertips when standing with the arms falling naturally at the side. All sleeveless clothing should fit under the arms and not hang loosely. No halters, spaghetti straps, or fish net type clothing should be worn.
- **Girls may wear leggings (or yoga pants) as long as their shirt/dress is long enough to cover their behind area. Girls wearing shorter shirts will have to call home to get a longer shirt.**
- **Girls may wear leggings (or yoga pants) under shorts, but the shorts must still be fingertip length or longer.**
- Sneakers will be needed to participate in gym.
- Flip flops, strapless sandals, or shoes with wheels are NOT allowed.
- When a student's dress is in question, the principal or designee will contact the parent/guardian.
- Students are encouraged to NOT wear jeans with holes. Any holes above the "fingertip length" must have fabric backing or shorts worn under the jeans.
- **The administration requests all visitors follow the dress policy while on school property.**

### **Valuables at School**

- Valuable items should not be brought to school. These items can disappear during the school day. Money should be kept in a pocket, book bag, or wallet, not left lying on a table or desk. The school is not responsible for lost or stolen items.

### **Volunteers**

- We encourage parents and other interested persons who have a particular interest in working with children to become active volunteers in the school. We prefer that you not volunteer in your child's classroom as this is a distraction to your child.
- All volunteers are required to complete a **Level I and/or Level II Volunteer Certification Form** and have it notarized. Notary service is available in the office on most school days.
- Volunteers are expected to adhere to all PCS policies, including the dress code policy.
- Level I includes resource speakers, PTO volunteers, volunteers not in supervisory positions. Level I forms can be completed in the school office.
- Level II includes PTO officers, tutors, mentors, field trip chaperones, and volunteers in supervisory positions. Level II forms must be completed at the school board office in Chatham and require fingerprinting.
- Due to liability reasons, no children are permitted on the field trip other than those enrolled in the class. Siblings not enrolled in the same class may not attend.
- **All parents that accompany a class on a field trip are considered "group supervision" and must have Level 1 and Level 2 Clearance.**

## **Weapons in School (JFCD-PC)**

### **I. Generally**

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

#### **Such weapons include, but are not limited to:**

any pistol, shotgun, stun gun, revolver, or other firearm listed in section 22.1-277.07(E) of the Code of Virginia designed or intended to propel a projectile of any kind, including a rifle,

- any pneumatic gun (any implement, designed as a gun, that will expel a BB or pellet by action of pneumatic pressure, including a paintball gun that expels by action of pneumatic pressure plastic balls filled with paint for the purpose of marking the point of impact),
- any unloaded firearms in closed containers,
- any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
- slingshots,
- spring sticks,
- brass or metal knuckles, blackjacks,
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchahka, nunchuck, nunchaku, shuriken, or fighting chain,
- any disc of whatever configuration, having at least two points or pointed blade, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in section 22.1-277.07(E), of the Code of Virginia, or other dangerous articles.

### **II. Mandatory Expulsion**

In accordance with section 22.1-277.01 of the Code of Virginia, a student who is determined to have possessed a “firearm”, a destructive device,” a “firearm muffler or firearm silencer or a pneumatic gun” as defined below, on school property or to a school-sponsored activity shall be expelled for no less than one calendar year (365 days). For the purposes of mandatory expulsion, school property means any owned or leased real property or vehicle or any vehicle operated by or on behalf of the school board. The School Board may, however, determine, based on the facts of the particular case, that special circumstances exist and another disciplinary action is appropriate. Any student who brings a weapon, as defined within this section, to school shall be referred to the criminal justice or juvenile justice system.

“Firearm”, for purposes of mandatory expulsion, means any weapon prohibited on school property or at a school sponsored activity pursuant to sections 18.2-308 and 308.1 of the Code of Virginia, or to section 22.1-277.01 of the Code of Virginia, or to Title 18 of the United States Code section 921. The following weapons, given these statutory mandates, are prohibited and invoke mandatory expulsion as stated above:

1. Any stun weapon;
2. Any knife having a metal blade three inches or longer;
3. Any pistol, revolver, or other weapon designed or intended to propel a missile of any kind;
4. Any dirk, bowie knife, switchblade, ballistic knife, or razor, slingshots, spring sticks, brass or metal knuckles, or blackjacks;
5. Any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchahka, nunchuck, nunchaku, shuriken, or fighting chain;
6. Any disc of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown as a throwing star or oriental dart;
7. Any weapon of like kind as those enumerated in items 1 through 5;

8. Any weapon, including a starter gun, which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive;
9. The frame or receiver of any weapon referenced in item 7;
10. Any firearm muffler or firearm silencer; or
11. Any "destructive device" defined as (i) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (ii) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known which will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in Virginia Code 18.2-299 or any firearm prohibited from civilian ownership by federal law; and (iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. "Destructive device" shall not include any device which is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and which is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection G of Virginia Code 18.2-308.2:2.

#### **Weather Closings/Delays**

- Announcements concerning school closings or delays will be made via local radio and television stations, Pittsylvania County Schools website postings ([www.pcs.k12.va.us](http://www.pcs.k12.va.us)) and the School Messenger system.
- Early closing is sometimes necessary if weather conditions warrant. We request that you have a plan in place for your child in the event of early dismissal.

#### **Student Recognition**

- Students are recognized for academic achievement each six weeks through the use of small tokens provided by the school. The list below identifies six weeks and end of the year award recognition.

#### **Principal's List**

- Each six weeks students in grades 1-5 will be named to the Principal's List if they meet the following criteria: All A's and S's in all core subjects, excluding conduct.
- Each six weeks, students on the Principal's List will have their names posted outside of the classroom door and will receive a certificate and pencil.
- Students who are on the Principal's List every 6 weeks will be recognized at the end of the year with a trophy and certificate.

#### **Academic List**

- Each six weeks, students in Grades 1-5 will be named to the Academic List if they meet the following criteria: All A's, B's and S's in all core subjects, excluding conduct.
- Each six weeks, students on the Academic List will have their names posted outside the classroom door and will receive a certificate and a pencil.
- Students who are on the Academic List every 6 weeks will be recognized at the end of the year with a medal and certificate.
- Students who are on the Principal's List or Academic List a combination of six times will receive a medal or trophy and certificate.

#### **BUG List**

- Students in grades 1-5 who bring up two or more letter grades in the content areas during each six weeks grading period will receive a BUG pencil.

#### **Kids for Character / Citizenship**

- Each six weeks students who have maintained good citizenship in grades PreK-5 will participate in a special activity.

- Students receiving Kids for Character all six grading periods will receive recognition at the end of the year. To qualify for this award, students need to have no “N’s” on report card, no office referrals, no bus referrals for the entire year.

#### **Perfect Attendance**

- Students who receive Perfect Attendance each six weeks will receive a pencil and certificate.
- Students who have Perfect Attendance for the year will receive a lapel pin and a certificate on the last day of school.

#### **Birthdays**

Students are recognized on their birthdays with a small gift bag and name is announced on the intercom during morning announcements. We will not accept food items to school to celebrate your child's birthday; therefore, please do not send such items to school. You may send non-food treat bags (i.e. stickers, pencils, erasers, etc.) Please do not send balloons and/or flowers to the school for your child's birthday. Students may not take those items on buses. Invitations to private parties are to be provided for all students (or all girls or all boys, etc.) in the homeroom.

# **Hurt Elementary School**

## **Handbook Acknowledgement Statement**

I hereby acknowledge that I have received and read the **Hurt Elementary School and Pittsylvania County Student Handbooks.**

PARENT'S  
SIGNATURE \_\_\_\_\_

STUDENT'S  
SIGNATURE \_\_\_\_\_

TEACHER'S  
NAME \_\_\_\_\_

DATE \_\_\_\_\_

**PLEASE RETURN THIS FORM TO SCHOOL WITHIN FIVE DAYS OF RECEIPT.**