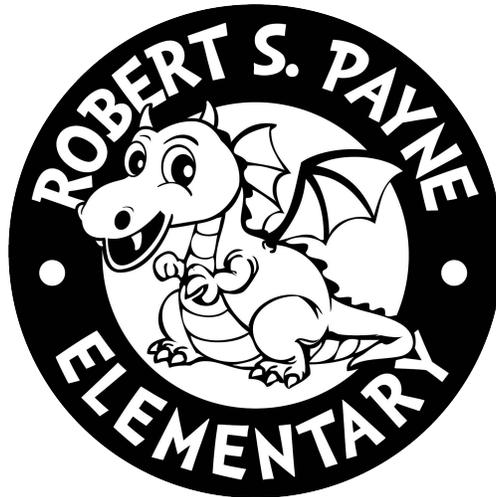


ROBERT S. PAYNE ELEMENTARY PARENT/STUDENT HANDBOOK 2023-24



RSP Vision

We **Dream, Believe, and Achieve** because we are Respectful, Supportive, and Productive.

RSP Mission

Our team of faculty, parents, and volunteers of Robert S. Payne Elementary School, will strive to provide meaningful and challenging learning experiences for all students to help them become responsible citizens of the community.

<http://www.lcsedu.net/schools/rsp/>

[twitter: @RSPdragons](https://twitter.com/RSPdragons)

<https://www.facebook.com/RSPdragons/>

LCS Goals and Initiatives

Vision: A Tradition of Excellence for All

Mission: Every Child by Name and Need to Graduation and beyond

1201 Floyd Street
Lynchburg, Virginia 24501-1913
(Telephone: 434-515-5270)
(Fax. 434-522-3791)

Hours of Operation

Students:

Elementary Schools: 8:35 AM-3:35 PM

Teachers/Instructional Assistants:

Elementary Schools: 8:20 AM-3:50 PM

Administrative Contacts

R.S. Payne Main Office 434-515-5270
School Fax Number 434-522-3791
School Administration Building 434-515-5000
Transportation Department 434-515-5100

History of Robert S. Payne Elementary School

Robert S. Payne Elementary School (Old Payne School) was originally built on the corner of Polk and Twelfth Streets in 1875. The school was named after Dr. Robert Spotswood Payne, Chairman of the Lynchburg City School Board at the time. The facility was box-shaped with four classrooms on each of the three floors and a very small principal's office. A board fence separated the boys' yard from the girls' yard. In 1940, an annex was built to house the lower grades while the upper grades were still taught in the old building.

The original building was torn down in 1952-53 in order to expand Paul Laurence Dunbar High School and all grades were transferred to the school's present site (Twelfth and Floyd Streets). This building had formerly been the site of Robert E. Lee Junior High School, which had been built in 1925-26.

Today, Robert S. Payne Elementary School is a three-story building serving a student population that ranges from approximately 475-560 students. The facility contains 40 classrooms, a division-wide program for the academically gifted (grades 3-5), an administrative suite, nurse's clinic, and a teacher's lounge. Our facility is unique as an elementary school in that it houses a cafeteria, a large auditorium with balcony, library, a full-size gymnasium complete with a second story track, and a state of the art STREAM Lab (science, technology, reading, engineering, art, and math). Its classrooms are spacious with many of them having a distant view of the city, surrounding counties, and the Blue Ridge Mountains. The school covers two city-square blocks, satisfying the recreational and physical education needs of the students.

School Philosophy

"Dream, Believe, Achieve"

The faculty and staff at Robert S. Payne Elementary School feel that each individual child is the sole reason for the existence of the school and its mission. As educators, each is dedicated to promoting the emotional, social, and intellectual development of each child. We believe that the attainment of this goal is contingent upon the combined efforts of the home, school, and community. Furthermore, it should be recognized that ALL members of this partnership **must** share in the responsibility for the success and progress of each child. It is also our strong belief that education is the preparation for a successful and fulfilling life; a process that is constantly changing to address the specific, individual needs of the children we serve. Throughout the year, we will continue to recognize individual differences in learning styles as well as the need for a variety of teaching methods in order to provide an optimum learning environment for our

children. In order to keep abreast of the changing times, we must continue to commit our talents and challenge ourselves to continually evaluate and revise our educational goals and practices. We will ensure that the students are provided with the opportunity to excel in all areas of academic, emotional, and social development. We are committed to helping all students develop positive character attributes needed to become knowledgeable, respectful, responsible, caring, participating members of their families, schools, communities, and nation.

Robert S. Payne School Pledge

I will Succeed
I have a right to Dream
A reason to Believe
And a Responsibility to Achieve
I am Responsible for my actions and choices
I am cooperative and positive
I respect myself and treat others with respect
I represent my family, my school and especially myself.
I must succeed!

Greatness does not come easily
My effort will determine my outcome
Hard work is my friend
Laziness is my enemy
Learning is my purpose
Success is my Goal.

Achievement

Attendance/Tardies

Students arriving after 8:35 a.m. will be marked tardy and must report to the attendance clerk for a tardy pass. A total of five unexcused tardies and/or early dismissals (without a doctor's note) will result in a contact from the school's attendance clerk and/or administration. If tardies and/or early dismissals continue, our school social worker will be assigned to assist parents and families with strategies to help with decreasing the number of tardies. When a child is absent from school, a parent or guardian has **48 hours** after the student's return to school to submit a note providing reasons and dates. If the school does not receive a note, your child's absence will be marked as unexcused.

Conference

Conferences offer a valuable opportunity for parents and teachers to meet and exchange important information regarding a child's academic and social progress. Please contact your child's teacher to arrange a convenient time and date for an individual conference. **Fall conferences will be held during the month of November. Spring conferences will be held during the month of March.**

Evaluation of Student Work

Progress reports will be sent home each nine weeks. In addition, midway through each grading period, students will receive an interim report. Students in kindergarten, first, and second grades receive **E** (Exceed, 90-100%), **M** (Meets, 80-89%), **P** (Progressing, 70-79%), **U** (Unsatisfactory, 69% and below) and **S** (Satisfactory). Students in 3rd, 4th, and 5th grades receive **A** (90-100%), **B** (80-89%), **C** (70-79%), **D** (60-69%), and **F** (below 60%).

Interims Go Home	End of Quarter Report Cards Go Home
September 20, 2023	October 27, 2023
December 1, 2023	January 19, 2024
February 16, 2024	March 22, 2024
May 1, 2024	May 31, 2024

Field Trips

Each student must have written permission from a parent or guardian prior to going on a field trip. It is important to note that students are expected to follow all school rules and to conduct themselves as representatives of the school. There will be a fee associated with field trips that are not noted as “free.” Please make every attempt to pay for the field trip. We can accept installments or you can use “My School Bucks”. Lynchburg City Schools utilizes the online school system mySchoolBucks. Parents are able to register for an account and view information for free. Parents are also able to view account balances, set up alerts through this award winning and parent friendly system.

Homework

A major goal of Lynchburg City Schools is to assist students in becoming committed to the process of learning. Learning is not restricted to the classroom, but is a continuous process occurring every moment of every day. Homework and home study are vital components of a student’s education. A scheduled time and quiet place for your child to complete his/her homework, study, and read will help ensure your child’s success in elementary school.

The basic objective of homework is the reinforcement and application of previously learned concepts and skills. Therefore, homework assignments will be designed to reinforce and apply knowledge that has already been introduced and explained in the classroom. In grades K-2, homework should not exceed thirty minutes. In grades 3-5 homework should not exceed sixty minutes. In addition to nightly assignments, students may also be given long term projects. Parents are asked to read at least twenty minutes per night with their child.

Dismissal

Bus Riders (Morning) Arrival:

- Buses will **arrive** in the morning (8:35 a.m.) and proceed down Floyd Street from 13th Street. Buses will stop along the sidewalk where students will unload. Students will enter the building on Floyd Street at door 1, get breakfast, and proceed immediately to the classroom.
- Assigned staff will be on duty to greet, supervise, assist, and direct students while maintaining their safety and limit the possibility of any dangerous and/or liable situations from occurring throughout the year.

Bus Riders (Afternoon) Dismissal:

- Buses will **arrive** in the afternoon (3:35 p.m.) and proceed down Floyd Street from 12th

Street. Buses will stop along the sidewalk where students will be loaded.

- Assigned staff will be on duty to supervise, assist, and direct students while maintaining their safety and limit the possibility of any dangerous and/or liable situations from occurring throughout the year.

Car Riders (Morning)

- The established traffic pattern for all vehicles will be to follow Fillmore St. to turn left on 16th or 17th Street, and then turn left on Floyd Street. All vehicles must continue to 13th Street and turn left through the fenced area (gate will be unlocked at 8:35 AM).
- If this traffic pattern is followed, student safety will be maintained. This will ensure that all students exit the vehicle on the passenger's side which will place them closest to the building.
- Students will enter the building by way of Door 3. Staff members will supervise students as they proceed into the building.
- No cars are permitted on Floyd Street from 12th street. Buses will utilize this street and we want all students to remain safe.

Car Riders (Afternoon):

- The established traffic pattern for all vehicles will be to follow Fillmore St. to turn left on 16th or 17th Street, and then turn left on Floyd Street. All vehicles must continue to 13th Street and turn left through the fenced area (gate will be unlocked at 3:35 PM).
- If this traffic pattern is followed, student safety will be maintained. This will ensure that all students enter the vehicle on the passenger's side which will place them closest to the building.
- Staff members will supervise students as they proceed to their vehicle. **No cars are permitted on Floyd Street from 12th Street, buses will be utilizing this street and we want all students to remain safe.**

Title I Program

R. S. Payne Elementary will operate under a school-wide Title I program. This program has allowed us to implement several instructional opportunities, as well as reduce class size for various grade levels. Highlights of this program include the school wide events for parents and students, Level Literacy Intervention (LLI) used by Title I teachers, and educational materials for classrooms. For more information about this program contact the school.

Media Center

The media center is a very important part of R. S. Payne Elementary. All students are allowed to check out books. Library books that are checked out by students are the student's responsibility. Books should be returned on time and in good condition. Additional books may **NOT** be checked out until overdue books are returned. We do not charge a fee when books are overdue; however, the student **MUST** pay for any lost books.

School Counseling Services

School Counseling Services are provided by a trained and qualified elementary school counselor of education. The form to exclude your child from personal/social counseling is available online. This form must be completed by the parent and a copy given to the principal.

Positive Behavior Intervention Supports (PBIS)

There are specific behavioral objectives that experience tells us to highlight for students and parents at the beginning of the school year. Our goal is to work together with our parents to help our students learn these lessons early and thus avoid any negative consequences for misbehavior. Specifically, we ask parents to support our efforts as students continue to learn appropriate behavior for school.

RESPECTFUL

- Show good character.
- Keep our school clean.
- Keep our school safe.

SUPPORTIVE

- Encourage others.
- Treat others with kindness.
- Have a positive attitude.

PRODUCTIVE

- Follow directions.
- Stay on task.
- Always do your best.

As a constant reminder of our school rules, the visuals have been placed throughout the school including classrooms, hallways, stairwells, and bathrooms.

Cell Phone - Policy JFCZ

Personal Electronic Communication Devices at the Elementary School Level Students enrolled in elementary schools may have a personal electronic communication device in their possession. However, the devices must be turned off and remain out of sight (e.g. in a backpack or locker) throughout the regular school day.

Any inappropriate use of personal electronic communication devices, including but not limited to, inappropriate photographs, text messaging, and recording/videotaping will result in the confiscation of the device. Further consequences could include suspension and possible referral to appropriate authorities.

Dress Appearance - Policy JFCY

Principals shall see that individuals in school or at events are clothed so as not to violate health or safety concerns and not to be disruptive or distracting to the educational process.

A. Expectations of Appropriate Dress

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and be appropriate for the learning environment. Clothing that does not meet these standards includes the following:

- Loose fitting clothing that could cause safety hazards
 - Clothing that exposes or highlights private areas or shows an excessive amount of bare skin
 - Flip-flops, slides, and other footwear that are tripping or injury risks
 - Hats and other head coverings, unless for religious or medicinal purposes

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

B. Violation of the Regulation

Students not complying with this policy will be asked to cover the non complying clothing, change clothes or go home. Willful violation of the student dress and appearance regulation will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation, to various in-school actions, to suspension from school for continued willful violations.

Custody

Whenever there is a question concerning the custody of a student, R. S. Payne Elementary has permitted both parents to visit the child. This also includes releasing the student to either parent during the school day. As a school, we are able to enforce certain restrictions and custody rulings only in the event that a parent is able to present an official court and/or legal document giving us specific instructions as to the decision regarding custody. More specifically, we cannot legally deny access to any parent without the proper authorization by the courts. Once custody has been awarded, the school requires that an updated copy of the court document be provided for the office file.

Gang Activity or Association - Policy JFCE

The Lynchburg City School Board recognizes the existence of gangs in the community and the threat they pose to the educational environment. Therefore, students shall not engage in gang activity on school grounds, on school buses or on any school sponsored activity. In addition, students shall not engage in gang activity using the School Division computer system at any time. A gang is defined as any group of three or more persons whose purpose includes:

- commission of illegal acts
- participation in activities that threaten the safety of persons or property
- disruption of the school environment
- creation of an atmosphere of fear and intimidation.

Students are subject to disciplinary action in accordance with Policy JFC Student Conduct and Regulation JFC-R Standards of Student Conduct for participating in gang activity. Gang activity is defined as:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, tattoo, or other thing that is evidence of membership or affiliation in any gang;
- committing any act, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; ● using

any speech or committing any act in furtherance of the interests of any gang, including: (a) soliciting, hazing and initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policy and inciting other students to act with physical violence;

- inappropriate congregating, bullying, cyberbullying, harassment, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

The Superintendent or Superintendent's designee, in cooperation with local law enforcement and/or juvenile agencies, develops and regularly updates a regulation listing known gang clothing, jewelry, emblems, badges, signs, gestures, handshakes and symbols.

The Superintendent or Superintendent's designee provides, in collaboration with local law enforcement, in-service training in gang behavior and characteristics to facilitate staff identification of students at risk of gang involvement and promote membership in authorized school groups and/or activities as an alternative.

Revised: October 1, 2019

Lost and Found

To minimize lost articles, please put your child's name on all items of clothing, book bags and lunch containers. At the end of each quarter, unclaimed articles will be donated to Goodwill.

Medication

If your child has a chronic health condition (such as asthma, diabetes, seizure disorder, food allergy) the school division requires them to have a Health Care Action Plan <http://www.lcsedu.net/parents/forms> signed by a physician and a parent. The Health Care Action Plan includes permission for medication. If your child does not have one of the above chronic illnesses but requires medication at school please complete a Physician/ Parent Authorization to Administer Medication form (this requires a physician signature). This form is available online. The information listed on this page serves as a quick reference and guideline for any student who must take medication at school as prescribed by a physician. School policy mandates that any student who must receive medication during the school day have, on file, a completed authorization form signed and dated by the parent and physician to facilitate the safe and effective administration of the medication(s).

The medication administration guidelines for students are as follows:

- A Physician/Parent Authorization form <http://www.lcsedu.net/parents/forms> must be completed, signed, and dated by the prescribing physician and the parent. The completed form should be returned to the school nurse the first day of school before the medication is given.
- No medication (including over the counter medications ex. cough drops) will be administered without a completed physician/parent authorization form on file.
- All medications (prescribed and over the counter medications) must be brought to school in a sealed pharmacy medicine bottle containing the student's name, name of the medication and dosage.
- Medications brought to school in baggies, unmarked containers, or in containers

- prescribed for someone other than the student will not be accepted.
- Medications cannot be transported on the school bus.
- The clinic is for emergencies and brief waiting periods. It is the parent's responsibility to see that his/her child is picked up promptly if the child becomes ill at school.

Parent Teacher Organization

Parents, guardians, and interested others are encouraged to participate in PTO activities. R. S. Payne Elementary recognizes parents/guardians as the school's most valuable resource. The PTO Executive Board meets regularly as does the general session of the PTO Any parent/guardian is welcome to attend PTO meetings. We encourage 100% participation through the R. S. Payne Elementary PTO. The monthly meetings will be held on the fourth Tuesday 5:30-6:30pm in the library. A Zoom link will be available if you wish to join virtually. A schedule will be distributed.

The mission of the RSP PTO shall be:

- A. To enhance the educational environment at RS Payne Elementary School through volunteer and financial resources.*
- B. To promote cooperative efforts between parents, school administration, school personnel, and students.*
- C. To foster pride in RS Payne Elementary School.*

PTO Executive Board and Committees

President	Suzanna Davies	Redemptions TBD
Vice President	Kat Hogan	Fundraising TBD
Secretary	TBD	Spirit Savannah Adams
Treasurer	Rebecca Frye	PTO Email ptorspayne@gmail.com

School Colors and Mascot

Robert S. Payne Elementary School colors are black and red. The school mascot is a dragon.

School Telephone

The school telephone number is (434) 515-5270. Student messages are discouraged. Students may not be pulled from class to receive a telephone call nor to make a telephone call except in cases of extreme emergencies ONLY. Arrangements for after-school activities should be made BEFORE the child comes to school. Parents wishing to talk with teachers should call the office and leave a message or email the classroom teacher to schedule a time to talk. Teachers are responsible for students and instruction therefore it is difficult for them to talk during instructional hours. Each classroom has a telephone so messages can be left during the instructional day for the teacher to return the call.

Student Cell Phone Use

Current LCS School Board Policy does not prohibit elementary students from having a cell phone while at school. However, as stated in the policy all cell phones must be turned off and remain in the student's book bag while en route to/from and during school hours. Violation of these rules will result in confiscation of the cell phone. The cell phone will only be released to the parent of the child, and may be picked up in the school office.

Toys and Other Gadgets:

Students may **NOT** bring **toys, fidget spinners, collectable cards, hand held electronics, IPODS, mp3 players, IPADS, Kindles, Nooks, laptops, etc.** When these items get lost or damaged, it disrupts the educational process. Please discuss this with your child. If these items are brought to school, they will be confiscated. Parents will need to come to the school to reclaim these items. It is important to note that bringing any kind of weapon to school (toy or otherwise) is a serious violation of school rules and may result in a suspension.

Vacations/Family Travel/Family Celebrations

Parents are requested to schedule vacations and trips so that students will not miss any time from school. As an educational organization, we understand that student attendance at school is critical to their success and we discourage families from taking trips that result in students missing school. In the event that school time is missed, every effort should be made to keep the loss of school time to a minimum. The parent/guardian must provide written notification of the absence to the principal and attendance clerk. If more than five days are requested, a petition must be filed with the Superintendent. For attendance purposes only, absences for family vacations, travel, family celebrations (ex. weddings) will be considered unexcused. However, for educational continuity, if an absence is necessary, please reach out to your child's teacher and ensure that your child completes (in a timely manner) any work missed during their absence. We want to ensure your child's continued success once they return to school.

Visitors

Parent participation and engagement is welcomed in the educational process and the following procedures are in place for the safety of all students and apply during arrival, during the school day, and dismissal:

1. All visitors must enter the school building at the main entrance on 12th Street (door 5) and proceed upstairs to the security attendant or the main office secretaries to scan an ID and obtain a visitor's badge. Visitor's are not permitted in the classroom during the instructional day unless approved by the classroom teacher and building administrator.
2. Please send a note or call the school to schedule a conference with the teacher if you have questions or concerns about your child's academic, behavioral, or social progress.
3. If you would like to volunteer in your child's classroom. Please complete a volunteer application on the LCS website <http://www.lcsedu.net/community/volunteer> and contact your child's teacher or the PTO if you are interested in volunteer opportunities within our school. All volunteers must be approved by the building administrator. There will be a volunteer contract you will sign if you would like to volunteer as a classroom helper.

The school staff members are responsible for reminding parents of the expectations as situations arise. It is everyone's duty and responsibility to ensure our school is safe.

Volunteers

Raptor Volunteer Software Implementation

LCS utilizes RaptorTrace Volunteer Software System. In addition to using the Raptor Visitor System which scans visitors through the Sex Offender Registry, RaptorTrace will provide an online criminal background screening service to pre-screen volunteers.

Typically, volunteers will receive an email within 72 hours if the application is approved. If the background check uncovers something that requires further review, the office of the assistant superintendent of operations and administration will receive a notice to review and will notify the

principal of any denied applications. **Parents are required to complete a Volunteer Application in order to chaperone on a field trip. It is the teacher's responsibility to ensure each parent planning to attend the trip has been approved. The secretary or the attendance clerk can provide teachers with information related to application approvals.**

RaptorTrace also tracks volunteer hours and provides reports you can configure to meet your needs. Below is the link to the volunteer section of the LCS website:

<http://www.lcsedu.net/community/volunteer>

The volunteer application can be found at:

<https://apps.raptorware.com/vsoft/kiosk/volunteerregistration?clientId=C8301E46-35DB-40C9-A6B8-FCF891C959E8>

What are the Differences Between a Visitor and a Volunteer?

A visitor is anyone who is coming to school during school hours for general activities with their student. A visitor DOES NOT need to pass a full background. The visitor must provide a valid ID to the main office. Visitors are checked in the school's Raptor system, which checks for registered sex offenders. Once cleared by Raptor, the visitor is invited to join their student in the school. A felony on a parent or guardian's record DOES NOT mean they cannot come to their student's school.

A visitor can:

- Come eat lunch with their child
- Go on field trips with their child, but NOT supervise other children
- Attend school assemblies, field day, parent involvement events and after-school events

A volunteer is anyone who wishes to supervise children other than their own child during the school day and at school-related activities. A volunteer DOES need to pass a full background check by completing the Lynchburg City Schools Volunteer Application.

A visitor must complete the volunteer application to:

- Chaperone or supervise other children during onsite and/or offsite school activity
- Chaperone or Supervise other children on a school bus

Wellness Policy and Food Services Guidelines (Policy 7-51)

Lynchburg City Schools are committed to providing school environments that promote and protect students' health, well-being, and ability to learn by supporting healthy eating, physical activity and emotional growth. Student wellness is defined as: "A balance of physical emotional well-being that empowers students to make healthy lifelong choices to achieve an optimal quality of life." Therefore, it is the policy of Lynchburg City schools that:

The school division will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing division-wide nutrition and physical activity policies. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

Most foods and beverages offered will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean and safe settings for

students to eat. To the maximum extent practicable, all schools will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks]). Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services. Schools will promote and encourage mental/emotional health and well being through a multifaceted approach, engaging students, school staff, and parents when possible. The regulations set forth by USDA and the Virginia Board of Education are minimum standards of compliance. Local school divisions are encouraged to develop a policy that would further limit the availability of non-nutritious foods to students during the school day.

As required, the LCS Health Advisory Board developed a Wellness Policy which was subsequently approved by the Lynchburg School Board.

Sharing Food and Beverages:

Students will be unable to share their foods or beverages with one another during meal or snack times. Please send a healthy snack to school with your child if permitted by your child's teacher.

Healthy School Snacks

Applesauce
Apple slices
Graham crackers
Crackers with peanut butter
Bananas
Frozen grapes
Vegetables (carrots, broccoli, etc.)
Fruit juice pops (frozen fruit juice in popsicle mold)
Make-your-own-snack mix (ex. Cheerios, raisins, sunflower seeds, etc.)
Cheese and fruit chunks
Rice cakes
Rice cakes and peanut butter
Raisins
Frozen bananas
Graham crackers with peanut butter or applesauce
Yogurt and granola, seeds, or nuts
Lunch meat and cheese rolls (roll a piece of turkey around a piece of cheese)
Baked potato chips
Open face apples (cut an apple in half and dip the face in powdered jello)
Trail mix bars
Cheese toast
Small corn tortillas with beans and cheese
Dry cereal

For student and staff safety, please **do not** send food and drink in **glass containers**.

Safety

Accidents/Clinic

In case of an emergency, first aid is given by the school registered nurse or other trained personnel. In all cases of serious accidents or illnesses, every effort is made to contact a parent/guardian. Please contact the office to ensure your telephone numbers are up-to-date. If

we cannot reach you, we will use the emergency contact information you have provided.

Appropriate Shoes

Please ensure your child comes to school each day with appropriate footwear. Tennis shoes are best for activities at school. Students participate in recess daily and we want all students to remain safe while at school. The following types of footwear not acceptable for school include slides, flip flops, shoes with wheels, and strapless sandals.

Asbestos Hazard Emergency Response Act (AHER) Awareness

The Environmental Protection Agency (EPA) requires all public schools (K-12) to identify and manage asbestos-containing building materials (ACBM) located inside all school buildings. These requirements range from inspection to maintain proper records regarding the management of ACBM in schools.

The Local Educational Agency (LEA) must designate a person to ensure that the LEA complies with the AHERA requirements. Some of the designated person's responsibilities are ensuring that custodial and maintenance personnel are properly trained, hiring accredited inspectors to locate and identify ACBM, maintaining records, notifications and re-inspections on a three-year cycle. Mr. Don Floyd, (434) 515-5120, serves as the designated person for Lynchburg City Schools.

Parking Procedures

Fortunately, the parking capacity and arrangements at Robert S. Payne Elementary are adequate and can accommodate the school's faculty, staff, parents, volunteers, and visitors. Parents are encouraged to use the lot (located off of the Fillmore Street side) as well as the overflow parking lot located behind the 13th Street fence. In addition, parking spaces are also available on 12th Street which provides additional parking spaces for the faculty, staff, and parents. As a part of our partnership with Gospel Community Church, R. S. Payne is allowed to use the church parking lot as overflow parking during the day as well as for any nightly events. There are handicapped parking spaces marked and available in all of these areas. Individuals having a physical disability should display their parking permit at all times. The areas marked "Fire Lane" should also remain clear at all times for safety reasons.

Please note that parking spaces may not be available at Gospel Community Church on certain days as there may be special services and occasions where the church parking may not be available to staff and parents. The church is very gracious in allowing school staff to use its parking lot, but reserves the right to limit parking on these days.

Please be aware that there is **absolutely NO PARKING on the Floyd Street side of the building**. The side across from the school is reserved for residential parking while the other side is designated as a "loading and unloading" zone for school buses during school hours. In addition, the loading zone area in the faculty/staff parking lot (12th Street side of the building) should remain clear to allow maintenance and delivery vehicles to have easy access to the school.

Early Dismissal Pick-up: If you need to pick up your child before school is dismissed, a note should be sent the morning of the scheduled day. This note should state the reason for early dismissal and the time the child will be picked up. Parents must also sign their children out. No child will be permitted to leave the school grounds during school hours unless accompanied by a parent or another adult designated by the parent or guardian. Adults are people who are eighteen years of age or over. **Transportation changes must be received by the classroom**

teacher first thing in the morning. In case of rare emergencies, if you need to make transportation changes during the school day, please notify the office by phone **no later than 2:00 p.m.** Any parent who has a child with numerous early dismissals will have to conference with an administrator.

Photography/Video

From time to time teachers and the news media may take photographs or video of our students in the classroom setting or as they are engaged in other activities. If for any reason, you do not want your child's picture taken, please complete the Rights/Refusal of Permission form at registration. Forms will also be available in the office. This information will be kept on file in the office.

Lynchburg City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Human Resources 434-515-5050

Attachments:

- [RSP Event Calendar](#)
- SCHOOL, PARENT/GUARDIAN, STUDENT COMPACT
- RSP Parent Visitation Policy & Expectations
- Family classroom helper application
- Family classroom helper contract