



**Where we take PRIDE in learning!
Participation, Respect, Integrity, Discipline, and Effort**

**Perrymont Elementary School
409 Perrymont Avenue
Lynchburg, Virginia 24502
Telephone (434) 515-5250
FAX (434) 582-1108**

**Student Attendance Hours: 8:40 a.m. - 3:35 p.m.
Web Site: <http://www.lyncburg.org/Schools/Pes/Default.htm>**

Student & Parent Handbook 2018-2019

The purpose of this handbook is to provide basic information regarding the procedures and policies of Perrymont Elementary School. It is not intended to be all inclusive. It, along with the Lynchburg City Schools' Parent/Student Handbook and Lynchburg City Schools' School Board Policies, are meant to serve as a guide for parents, students, and staff. We encourage you to read these documents carefully and share the information with your child. If you need clarification or additional information, please contact us at 515-5250.

I. THE PERRYMONT SCHOOL COMMUNITY

Perrymont Elementary School is located on thirty-five acres on Perrymont Avenue in the southwestern section of the city. It is near Fort Avenue; a main traffic artery for the city. The Perrymont Elementary School zone is comprised of one major zone and two satellite areas. The main zone is the residential streets surrounding Perrymont. Two other satellite areas include an apartment complex on Clay Street and another complex off Langhorne Road.

II. PHILOSOPHY, MISSION AND ORGANIZATION

LCS Vision Statement: A Tradition of Excellence for All

LCS Mission Statement: Every child by name and by need to graduation and beyond.

LCS Goal: Excellence in achievement, behavior, culture, operations, and personnel.

School Motto: Perrymont Elementary: Where we take PRIDE in learning.
(Participation, Respect, Integrity, Discipline, and Effort)

School Mascot: Panther

School Colors: Red and black

Organizational Structure: Students are assigned to classrooms in grade levels K-5. Each grade level or unit is represented on the Perrymont Leadership Team.

III. PROCEDURES AND SERVICES

Absences: Regular attendance contributes greatly to each student's academic achievement. All students are strongly encouraged to stay at school until the end of the instructional day.

Excused absences will only be granted for specific reasons. (examples-sick, death in the family) refer to policy for further explanation.

Absences will be **unexcused** if notes signed by the parent, guardian or medical professional are **not received** by the school within **24 hours** of the student's return to school, even if the parent or guardian has called. (example-sick on Monday, return on Tuesday, must have note no later than Wednesday, if a note is sent on Thursday the absence is unexcused)

Notes for student absences may be sent to your child's school via email. pesattendance@lcsedu.net

Notes received late will not change the absence from an unexcused absence to an excused absence.

When a student accumulates a total of **five** unexcused absences, parents/guardians will be notified in writing and a conference will be required. (Parents/guardians will receive a letter from the city attorney's office.)

At this conference, a school staff member, the student, and the student's parent/guardian will review the attendance record and develop a plan to resolve the student's absences.

If absences continue and a student accumulates **seven** days of unexcused absences:

A referral will be made to Lynchburg City Schools' Department of Student Services for truancy

If a parent fails to comply or absences continue Lynchburg City Schools will make a referral to the Juvenile and Domestic Relations Court.

Accelerated Reader: All students in 1st through 5th grade are encouraged to participate in the Accelerated Reader Program. Students earn points by reading AR books and completing AR tests. As students read AR books and take AR tests, they earn points toward school-wide incentives and AR point clubs. Parents are encouraged to read with their children at home and have them take AR tests at school. AR tests will be given by teachers and instructional assistants only.

Alternative Instructional Arrangement (AIA): Students who do not comply with division/school/classroom rules and procedures can be assigned to AIA by the administrative team. While in AIA, students will work under the direction of the AIA supervisor. Students are expected to complete their class assignments and demonstrate appropriate school/classroom behavior while assigned to the AIA classroom.

Award Assemblies: At the end of each nine week period, awards for student achievement, work and study habits, and character traits are given at our Award Assemblies.

Babysitter Hardship: Refer to Lynchburg City Schools' Policy P7-12 for additional information regarding this policy. **These applications must be submitted every year for approval by the Superintendent. No reassignments will be considered for the school year after November 30th with the exception of families who move into the city of Lynchburg after this date.**

Before and After School "Y" Program: Perrymont Elementary School, in cooperation with the Lynchburg YMCA/YWCA, offers before and after school daycare. The morning hours are from 6:30 a.m. until the opening of school. After school "Y" activities begin at the end of the school day. The Y Program closes at 6:00 p.m. For more information about registration and fees, call the Lynchburg YMCA/YWCA at 847-8750.

Birthdays: Students are discouraged from bringing and distributing birthday party invitations at school. Classroom teachers are encouraged to recognize student birthdays using a birthday board or classroom display. Individual birthday parties or celebrations are not permitted at school. With advance permission from your child's teacher, a parent may provide a snack for the class at a time and place designated by the teacher. It is important that the snack be approved in advance in order to ensure

that health issues such as food allergies are considered. Also, snacks must comply with the standards established by the Lynchburg City Schools' Student Wellness Regulations and Guidelines, JHCF-RZ. Snacks brought in to school must meet nutrition standards. This means foods offered should have <10g of saturated fat, < or + 640g of sodium, and zero grams of trans fat. The goal calories for a meal are 550-650 calories for grades K-5, 600-700 calories for grades 6-8, 750-850 calories for grades 9-12, so no one snack item (candy, cupcakes, or ice cream) should exceed this number. To ensure the safety of our students, food brought into schools for events must be in original packaging that displays ingredient information. It is highly recommended that fresh fruit and vegetables be used for events. Candy and soda will be not be used as snacks or rewards during the school day. An approved healthy snack list is available on the LCS website under School Wellness Resources.

Breakfast: The Food Nutrition Department will provide breakfast for all students in grades K-5 from 8:15 a.m. until 8:40 a.m. each day Monday through Friday. Breakfast is served in the child's classroom.

Bullying: A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

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

Buses: Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions. If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely. The bus driver and/or bus assistant is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office. For the safety of all students, we expect students to abide by the following rules:

Stay in your seat.

Listen to adults. Use kind words.

Do the right thing even when no one is looking.

Keep hands, feet, and objects to yourself.

Show appreciation to your driver. Follow bus procedures.

Cafeteria: The entire school environment, including the cafeteria, lounges, and classrooms, will be aligned with healthy school goals. School administration and staff are expected to serve as role models for good nutrition and physical activity. When packing food from home, parents are encouraged to provide healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards of the School Nutrition Program. Students are discouraged from bringing carbonated drinks (soda), chips, candy, and fast food lunches to school. See LCS Student Wellness Regulations and Guidelines JHCF-RZ.

Cafeteria Rules:

- Eat your food first
- Use good manners. Listen to adults.
- Do the right thing even when no one is looking.
- Use inside voices.
- Follow cafeteria procedures.

Students who do not comply with cafeteria rules may be assigned to the silent table.

Car Riders: Staff members are on duty in the morning and afternoon to assist car riders. Car riders can begin arriving as soon as staff is on duty in the parking lot but not before 8:15 a.m. All car riders are to be dropped off and picked up in the school parking lot. Cars must enter the school parking lot and follow the line of traffic to the drop off and/or pick up point. Car riders are not allowed to use Perrymont Avenue for arrival and/or dismissal. For the safety of our students and staff members, students are not allowed to cross the school parking lot or Perrymont Avenue in order to enter or exit their vehicles.

Cell Phones: The cell phone policy for Lynchburg City Schools was changed effective July 12, 2016. Students who bring personal electronic communication devices on school property do so at their own risk. The Lynchburg City Schools is not responsible for any damaged, missing, or stolen electronic devices. If a student's electronic device becomes damaged or

stolen, the school division will investigate the incident; however, the school division will not take any financial responsibility for the loss or damage of the student's electronic device or his/her electronic device charges.

Students enrolled in elementary schools may have a personal electronic communication device (e.g. cell phone) in their possession. However, the devices must be turned off and remain out of sight (e.g. in a book bag or locker) throughout the regular school day. These rules and procedures will apply to our before and after school programs as well.

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.

The principal may authorize restrictions on a student's use of the device that exceed those in this policy, based on a student's behaviors and communicated in writing to the student and parent(s)/guardian(s).

The principal may confiscate the device if needed, and then determine to either return the device to the student at the end of the day or require the student's parent to make an appointment with the principal to retrieve the device.

Violations of the policy regarding personal electronic communication devices on school property may result in progressive disciplinary action as set forth by procedures outlined in Lynchburg City School Board Policy JGD/JGE.

Change in Address: If your child's address changes, please notify the school office at 515-5250 so that we can update our student records.

Change in Address (within limits of City of Lynchburg): During the school year, a change in residence within the city of Lynchburg does not require a change in schools if the parent requests and receives permission from the Superintendent and provides their own transportation to and from school. Students who do not comply with these procedures must attend school at their zoned school.

Change in Address (outside limits of City of Lynchburg): A change in residence will require a change in schools if you no longer live in the City of Lynchburg. A student who does not live in the City of Lynchburg cannot attend a Lynchburg school unless he/she has completed a Non-Resident Application, been accepted as a non-resident, tuition paying student, and pays tuition in the amount established by the Lynchburg City Schools' Board. Tuition for 17-18 was \$3400.00 per child but is subject to change. Tuition is charged (prorated) from the day of the move. Refer to Lynchburg City Schools' Policy JECY-R for additional information.

In order to determine your zoned school, go to <http://www.lcsedu.net/ourschools/schoolfinder>. Type in the name of the street and submit query. The name of your zoned school will appear on the screen. Do not rely on information from neighbors and friends. If you have any questions about this policy and the required procedures, please contact the administrative team at 515-5250.

Chewing Gum: Chewing gum is not permitted at school. Repeated offenses will result in disciplinary action.

Clinic: Our school clinic is staffed by a full-time licensed practical nurse (LPN). It is essential that we have your current phone number so that the LPN can contact you in the event your child is sick or injured.

Conferences: Time will be scheduled by the school for the purpose of traditional parent-teacher conferences during first semester. During 2nd semester, we will hold our Touching Bases events which provide a more informal opportunity for parents to "touch base" with their child's teacher. Parents are encouraged to schedule a parent/teacher conference at any time during the year by contacting their child's teacher.

Day Treatment: We partner with local agencies to offer Day Treatment Services for qualifying students. Mental health professionals are on-site to assist these students as needed.

Early Dismissal: In the event that a student needs to leave school before the end of the instructional day, a parent or guardian must report to the office and sign out using the Campus Security System. A staff member will notify the teacher that the student has permission to report to the office for early dismissal. A note from the parent is required on the day of the early dismissal. The attendance clerk will follow the LCS attendance policy to determine whether or not the early dismissal is excused or unexcused.

ELL (English Language Learners): The school has a part-time ELL teacher who supports students learning English as a second language.

Emergency Contact Information: It is the responsibility of all parents and guardians to provide emergency contact information for each child. This information must include the name of the person, the person's relationship to the child, and a current phone number for the contact person. Please be sure that your emergency contacts know that you have listed them on your child's form.

Emergency Medical Form: In order to complete registration for each school year, parents/guardians are required to complete/update an online emergency medical form for each child. Current addresses and phone numbers are required as well as emergency contact information. Please list first and last names of all siblings who attend our school particularly given that many of our siblings and parents have different last names. All known allergies should be listed on the form. Any medical conditions should be noted as well. If your personal information changes, please contact the school office at 515-5250 so that we can update your child's records.

Field/Recreation/Class Trips: Trips shall be permitted under the rules and guidelines established by the superintendent. School buses or commercial carriers (charter buses) may be used. Students and chaperones must ride the buses (no personal cars or vehicles are permitted). Parents or other non-school personnel may not drive their vehicles/cars for field trips under any circumstances. Space on our field trip buses (both charter and school) is limited. Parents/guardians wishing to chaperone must send a note to the teacher expressing their interest in serving as a chaperone. Chaperones are selected based on the number needed and the space available. All chaperones must complete a school volunteer application and agree to abide by all division and school rules including those that prohibit the use of alcohol and/or tobacco products and profane or inappropriate language. The application must be approved by the school division prior to the trip. Please allow at least two weeks for your application to be processed. Siblings, non-school age children, or school-age children who are not enrolled at Perrymont are not permitted to go on field trips. Please remember that school field trips are not intended to serve as vacation/pleasure trips for students and their families. Field trips are planned to support and enhance our instructional program. Field trip costs for students and chaperones vary depending on the admission fees and transportation costs for the trip. Each student must have written permission from his parents or guardians. At the discretion of the administrative team, a student may lose the privilege of participating in a field trip due to his/her failure to comply with school and classroom rules. Field trips may be canceled at the discretion of the administrative team or if funds are not available to cover the cost of the trip. Scheduled field trip arrival and departure times might change due to circumstances beyond our control.

Fire Drill Procedure: Each school holds a fire drill twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

The following procedures will be followed during a drill:

1. The signal for a fire drill is one continuous blast of the buzzer alarm system.
2. When the signal sounds, all students, staff members, and visitors are required to evacuate the building as quickly and quietly as possible using the nearest exit.
3. Students are to use the proper exits and remain with staff members in designated outside areas until the drill's conclusion.
4. While students are outside the building, there should be no talking or noise so that instructions may be given and heard in the event of an actual emergency.

Fund Raisers: School-based fund raisers are planned throughout the school year to support our school and our instructional program. Your participation in these fund raisers allows us to plan special events and provide additional resources for students and staff. Thank you in advance for your support and participation!

Guidance: A full-time guidance counselor is available for counseling, student support, career education awareness, and parenting education. Our guidance counselor also serves as the administrative designee in the event that a member of the administrative team is not available and as our school testing coordinator.

Homework Policy: The positive effects of homework include increasing retention and understanding; developing effective study and time management skills, along with a sense of independence and responsibility; and fostering the concept that learning can occur anywhere, not just in school. Homework also provides an avenue for parental involvement by affording parents an opportunity to see what their children are learning and to encourage their children in their studies. Please be aware that failure to complete and/or to partially complete homework could impact nine weeks grades and/or result in classroom consequences. Teachers will assign homework in accordance with Lynchburg City Schools' Policy P6-41.

Homework for Primary (Grades K-2)

- Homework will be assigned 2-4 times per week.
- The total time should not exceed 30 minutes.
- In addition, students should practice their reading for 15 minutes per night.

Homework for Elementary (Grades 3-5)

- Homework will be assigned 4-5 times per week.
- The total time should not exceed 60 minutes.
- In addition, students should practice their reading for 15-30 minutes per night.

Identification: Parents, guardians, and school visitors are expected to present a current form of identification with a photograph to school personnel upon request.

Infinite Campus Messenger: We use an automated calling service to communicate with families. These calls are used to announce school events, changes to the school calendar, and school closings and delays due to inclement weather. We also will use this service in the event of a school-wide emergency. It is essential that we have a current phone number for all of our families. In the event that your phone number changes, please notify the office so that we can update our student records or go into the parent portal of Infinite Campus to update your contact information.

Library: Students are encouraged to check-out books from the school library. Library books must be returned each week. Until the book is returned to the school library, the student will not be allowed to check-out additional books. After two weeks, the librarian will give the student an overdue notice for the book. If the book is not returned to the library, payment for replacement(s) will be required. Parents also will be notified regarding any damaged library books (torn pages, writing on pages, etc.) and payment for replacement will be required. Our librarian is available to assist students with book selection, research papers, and projects related to the Virginia Standards of Learning.

Lock-Down Drills: Each school has a lock-down drill at least twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

Lost and Found: The Lost and Found area is located in the cafeteria. Personal belongings such as book bags, coats, jackets, sweaters, hats, and gloves are placed in Lost and Found. Be sure to label your child's belongings with his/her first and last name. The school is not responsible for lost, missing, or stolen items.

Lunch: All students may receive a school lunch at no charge or they may bring a lunch from home. Students and visitors to our school cafeteria are discouraged from bringing carbonated sodas, chips, candy, and/or fast food lunches to school. Parents may put money in their child's food account in the cafeteria at any time. All students are given a student identification number to use to access their accounts. Money is deducted or debited from the account for each cafeteria purchase. Parents are invited to join their students during the lunch period. Please call the school office at 515-5250 to verify your child's lunch schedule.

Medicine: Students are not permitted to bring medicine (over the counter or prescription) of any kind to school. This includes cough drops or throat lozenges. If your child is prescribed medicine by his/her doctor that needs to be administered during the school day, the parent and doctor must complete a Physician Parent Authorization to Administer Medication form. The medicine and the completed forms must be brought to the school by the parent and be given directly to our health assistant. Students may not carry medicine to and from school for any reason.

Minute of Silence: In accordance with the Code of Virginia 22.1-203, the school will observe a minute of silence each day. This will be conducted during the homeroom period.

Monday Folders: Red plastic pocket folders are provided for all students in grades K-5. These folders are sent home on Monday afternoons. The folders contain student work, school notices, and information regarding student academic progress and behavior/citizenship. Be sure to read/review the papers in the folders. Parents are asked to sign and return the folders on Tuesday of each week.

Monday Memos: Monday Memos are prepared by the administrative team as needed. These memos include updates to the school calendar and important reminders and notices for our students and their families.

Money: Students are discouraged from bringing extra money to school. They should be advised to keep their money with them at all times. Money should not be left in desks, coats, or lunch boxes. The school is not responsible for lost or stolen money. However, every effort will be made to find and return lost or stolen money to the appropriate person.

Movement Education, Music, and Art: The school has the services of a music teacher, a violin teacher, a movement education teacher, and an art teacher. These programs are offered each week.

Nut-Free Cafeteria Table: In an effort to protect our students with nut allergies, we have a designated nut-free table in our cafeteria. Students who are allergic to nuts should sit at this table to avoid contact with nuts and nut products. Be sure that this information is listed on your child's emergency medical form.

Nut-Free Classrooms: In an effort to protect our students with nut allergies, we will designate certain classrooms as "nut-free zones." Parents will be notified in writing and students in these classrooms will be discouraged from bringing food items containing nuts or nut products for snacks. If a student, who is assigned to a nut-free classroom, brings a snack containing nuts or nut products to school, he/she will need to eat the snack in another area.

Office Hours: The school office is open from 8:00 a.m. until 4:00 p.m. Monday through Friday. If you call the school and no one is available to take your call, please leave a message on our school voice mail and someone will get back with you the next school day. Our voice mail can be reached by dialing 515-5250.

Parent Advisory Council (PAC): All parents of students in grades K-5 are invited to attend these meetings. Meetings are scheduled four times during the school year and coincide with major school events and PTO Executive Board Meetings. These meetings give all parents an opportunity to meet with the administrative team to discuss school-related concerns.

Parental Rights: Unless we receive written notification in the form of a court order that a parent's rights have been terminated, a parent has the right to visit the school, to have contact with the child, and to receive information from school staff regarding the child's progress.

Parent-Teacher Organization (PTO): It is our desire to develop and maintain an active Parent-Teacher Organization. The objectives of the Perrymont P.T.O. are:

1. To promote the welfare of children and youth in home, school, and community.
2. To protect our children.
3. To bring into a closer relationship the home and the school, that parents and teachers may cooperate in the training of the child.
4. To develop between educators and the general public such united efforts as will secure every child the highest advantages in physical, mental, and social education.

Each parent and teacher is encouraged to become involved in the P.T.O. and support the projects undertaken by the organization.

Parties/Celebrations: School and classroom parties/celebrations are planned which support our instructional program and our school goals/objectives. Schools will limit celebrations that involve food during the school day to no more than one event per class per month. The Division will provide to parents and teachers a list of recommended healthy foods and beverages for use in classroom celebrations. To ensure the safety of all students, all food brought into schools must be in the original packaging that displays ingredient information. Attention to individual student allergies and health care plans within the class population is required. All such events must comply with Lynchburg City Schools' Student Wellness Regulations and Guidelines JHCF-RZ.

PBIS Coach: The PBIS Coach will collaborate with the principal and staff members in promoting positive behavior change in students by developing interventions, utilizing PBIS and division resources, working directly with students who have violated the student code of conduct, connecting the school/home/community in designing positive behavior support plans and working with staff in tracking data of students both behaviorally and academically.

Personal Property and Services: All personal belongings that are brought to school (such as coats, hats, sweaters, etc.) should be labeled with the student's name. Students are not permitted to bring radios, tape/cd/dvd/mp3 players, cameras, hand-held games, or other electronic devices trading cards, toys, fidget spinners, etc. to school.

Proof of Residency: Be prepared to provide **two current** forms of proof of residency at registration. This applies to both new and returning students for all schools. **A driver's license is not considered a proof of residency.**

Valid proof of residency includes:

Current utility bill (gas, oil, electric, water, cable, land line)

Rent/mortgage agreement

Current rent receipts with address on receipt

Closing papers of home purchased

City registration of vehicle (The City of Lynchburg requires that vehicles be registered within 30 days of moving to Lynchburg)

If you do not have the above, and you and your children are living with someone else in the city, you need to provide the division with the following:

a notarized letter from the person with whom you are living, stating that the parent/guardian and child are residing with them at this address, and the date they moved to this address; and two proofs of residency from the person with whom you are living (the name on the notarized letter needs to match the name on the two proofs of residency).
If a family is homeless and living in a temporary shelter within the city, the children will be accepted into school upon receipt of the documentation from the shelter administrator.

Progress Reports: Progress reports (report cards) will be sent home at the end of each nine-week period for students in grades K-5. This schedule is set by the school division.

Recess: Students will participate in outdoor recess weather permitting. They should wear appropriate outerwear in order to fully participate in all outside activities. It is important for student safety and comfort that they be dressed appropriately. In the event that the temperature drops below 32 degrees or exceeds 95 degrees, students will participate in indoor recess activities. During cold weather, the wind chill factor will be considered. During hot weather, humidity will be considered.

Resource: Title 1 and special education resource teachers work with identified students.

Safety Drill Procedure: A procedure has been established to ensure student/staff safety in the event an unauthorized person enters the school or an unauthorized activity is occurring on the school grounds. This safety drill procedure is practiced during the year. During the school day, all entrances remain locked.

School Identification Badges: All visitors (including parents and volunteers) are required to report to the school office and check in upon their arrival. Our office staff will help you to check in using the Campus Security System and will print an identification badge for you to wear during your visit.

School Pictures: School pictures are taken in the fall and spring of each year. Parents/guardians will be notified as to the dates and times. Picture orders must be paid for in advance.

Severe Weather Drill Procedure: In the event of severe weather with strong winds, a plan has been developed to ensure everyone's safety. Staff and students are informed of the procedure each year.

Snacks: With advance permission from your child's teacher, a parent may provide a snack for the class at a time and place designated by the teacher. It is important that the snack be approved in advance in order to ensure that health issues such as food allergies are considered. Also, snacks must comply with the standards established by the Lynchburg City Schools' Student Wellness Regulations and Guidelines JHCF-RZ. To ensure the safety of our students, food brought into schools for events must be in original packaging that displays ingredient information. It is highly recommended that fresh fruit and vegetables be served at events. An approved healthy snack list is available on the LCS website under School Wellness Resources.

Student Conduct/Discipline: We are dedicated to ensuring a safe and secure learning environment for all of our students. Our rules for good citizenship are meant to preserve and protect each student's right to learn. We ask that our students practice good citizenship by:

1. Accepting and respecting the leadership of teachers, the administration, and other staff members.
2. Taking care of school property and equipment.
3. Using appropriate language and a respectful tone of voice.
4. Moving through the building quietly and respectfully.
5. Showing respect for the rights and property of other people.
6. Completing all assignments including homework.
7. Being attentive in class and becoming involved in all class activities.
8. Putting forth effective effort.

Each grade level will send a letter to parents explaining their class rules and procedures as well as appropriate rewards and consequences.

The Lynchburg City Schools' Student/Parent Handbook provides complete information regarding student behavior and disciplinary actions including suspensions and expulsions. Be sure to read and share this information with your child.

Student Dress Code: 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

- *Flip-flops and other footwear that are tripping hazards or injury risks
- *Clothing that exposes or highlights private areas or shows an excessive amount of bare skin
- *Hats and other head coverings, unless for religious or health 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.

Parent(s)/guardian(s) of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes, or go home.

Student Insurance: Student accident insurance may be purchased at school registration. Parents should complete the appropriate forms and return them directly to the insurance company.

Supply List: A student supply list is developed for each grade level. The supply list for the following academic year is given to all students in June. It is posted on our school website. Area retailers are given the list upon request. School supply lists vary from school to school and grade to grade. It is important that your child bring the supplies requested by his/her school's teachers. Please do not send supplies to school that are not on the list---storage space is limited. Be sure to check with your child's teacher throughout the year to see if additional supplies are needed. All supplies should be labeled with your child's first and last name.

Suspension (Out-of-School): Students who do not comply with division/school/classroom rules and procedures are subject to out-of-school suspensions. Students can be suspended for a period of 1-10 days by the administrative team. Re-entry conferences are required for all out-of-school suspensions. A parent/guardian must accompany the student to school upon his/her return and meet with a member of the administrative team or its designee prior to the student's readmission. The goal of the meeting is to discuss the incident, review expectations, and determine whether or not the student is prepared/ready to return to class.

Tardies: Students who arrive after homeroom begins at 8:35 a.m. will be marked as tardy. Students who are tardy miss valuable instructional time. Students who are tardy are required to bring a written excuse from their parent upon their arrival at school that day. Please refer to the Lynchburg City Schools' Parent/Student Handbook for additional information regarding tardies.

Transportation: It is essential that we know how students are expected to travel to their homes at the end of the day. Whether your child is a car rider, walker, or bus rider, we need to have this information on file. In the event that it becomes necessary for your child to change his/her mode of transportation, the parent is required to notify the school in writing or by phone. We ask that we be notified of all transportation changes/dismissal procedures for your child no later than 1:00 p.m. each day.

Tuition: See information in this handbook under "Change in Address."

Visitors: All school visitors are required to report to the main office upon their arrival. Visitors are required to sign-in using our Campus Security System and wear appropriate identification badges/visitor passes at all times. Visitors who do not comply will be asked by staff members to return to the office to sign-in and receive a school identification badge/visitor's pass.

Volunteers: Any parent or citizen interested in participating in the school volunteer program should contact the school. As a volunteer, you will enjoy interaction with both staff and students...we NEED you! **Please remember that all volunteers must report to the office. The office staff will assist you with the check in process. You will be given an identification badge to wear during your visit. All school volunteers, including field trip chaperones, must complete a volunteer application. The volunteer application must be approved before your volunteer service can begin. Please allow 2 weeks for your volunteer application to be processed.**

Volunteer Coordinator: A PTO executive board member serves as our school-based volunteer coordinator. Our volunteer coordinator contacts and schedules parent and community volunteers to assist with school-wide events and activities.