

PULASKI ELEMENTARY SCHOOL

Handbook 2018-2019

WELCOME BACK!

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Panthers are
“Pawsitively” Absolutely
Wonderful Students

Preparing Every Student for Success

Rebecah Smith, Principal

Mike Price, Assistant Principal

2004 Morehead Lane

Pulaski, VA 24301

540-643-0737

Fax 540-643-0990

<http://www.pcva.us/schools/pes/index.htm>

PES SCHOOL DAY 8:30am-3:00pm

PROCEDURE FOR ENTERING A SCHOOL

Pulaski County Public Schools maintains electronic door locks on the main entrance to all schools. These electronic locks are operational once the school day begins. The procedure to enter a school is as follows:

1. Adjacent to the main door is a small grey camera system with two-way communication.
2. On the system you should locate and push the button that rings into the office area.
3. Stand in front of the camera system and **have your photo identification (e.g. driver's license) ready**. Even though you may be known to your child's teachers, the individual responding might not recognize you. Therefore, they may ask you to show your identification to the camera and/or ask your purpose for visiting the school.
4. Once approved, the electronic lock will disengage and allow you to enter the building.
5. Please report directly to the main office for your meeting or to secure a visitor's badge if your business is elsewhere in the building.



Visitor's Badge Procedures

1. Please bring your picture ID, preferably a driver's license, every time you visit the school.
2. All visitors will check into the office on the Ident-a-kid Visitor Program
3. Explain the purpose of your visit and then scan your driver's license
4. You will then be provided with a visitor's pass
5. Please be sure to check out in the office before you leave.



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Pulaski Elementary School

. . . a place where children learn, grow, and dream



MISSION STATEMENT

Prepare Each Student for life long learning.

BELIEFS

Physical Environment

We believe in providing a safe, healthy, student-centered environment conducive to learning.

Academics

We believe learning is a life-long developmental process.

Community

We believe it is vital to develop a partnership with the community.

Emotional Environment

We believe it is essential to promote a nurturing environment of mutual respect.

Parents

We believe open communication is necessary to ensure student success.

Staff

We believe a supportive staff that communicates constructively will provide a successful learning environment.

ESSENTIAL INFORMATION

Attention Parents: It is very important that you familiarize yourself and your children with all school policies; however, please pay special attention to those entries below marked with an (*).

Arrival and Dismissal Times (*)

Our school day is from 8:30 a.m. to 3:00 p.m. The tardy bell rings at 8:30 a.m. Those students who come to school by car need to make an extra effort in the morning so they will not be tardy. It is especially important to allow enough time for students to eat breakfast when bringing them to school so that they will not be late for class. Students who arrive by car should come no later than 8:10 a.m. if they wish to eat breakfast at school. Please remember, if your child is tardy, you will need to sign in at the office so that he/she will not be marked absent. If your child is late, they will be given a slip to take to their teacher showing they have checked in. You should not go to the room with your child as classroom instruction is already in progress and should not be interrupted. ***Do not bring children to school before 7:45 a.m. as there is no one available to supervise them until 7:45 a.m. An adult is on duty beginning at 7:45 a.m. to assist students who are unloading from cars. Our school day does not end until 3:00 p.m.***

Attendance (*)

**School begins promptly
8:30 a.m. and ends at 3:00 p.m.**

- Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance.
- Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under Virginia State Law.
- It will be the responsibility of the parent/guardian or person having control or charge of a child within the compulsory attendance age to notify the school as soon as possible the day that the child will be absent. Unexcused absences shall be handled according to regulations issued by the Superintendent.
- Please schedule all appointments (dentist, doctor, haircuts, etc) **after school hours**. Bring the excuse from the doctor or dentist and your child's absence will be excused. **This excuse must be brought when the child returns to school. Do not wait until attendance becomes a problem.**
- A reasonable effort shall be made to contact a parent/guardian of each absent student every day to obtain an explanation for the student's absence. A log will be kept of all call attempts.
- Students shall attend school for a full day and be on time unless otherwise excused.
- If attendance or tardiness (too many checking in late or checking out early) becomes a problem, the parent/guardian or person in charge of the child will be contacted to meet at school and discuss a plan for improvement.

- Parents of students who are excessively absent, tardy, or who leave early will be referred to the court for truancy.
- Please do not come into the building during dismissal to check your child out. We ask that you pick up your child through the parent pick-up line. This helps with the efficient flow of traffic during this busy time and provides a safer environment for all students.

Chronic Absenteeism (*)

- Attendance is now being factored into each school's Accreditation based on the percentage of student's that are Chronically Absent. Chronic Absenteeism is a term used by the Virginia Department of Education to describe any absences that amount to 10% of the school year. This includes all absences, not just unexcused.
- We are acknowledging students that maintain "Good Standing" each nine week period for attendance. A child is considered in "good standing" if:
 1. He/she has 2 or less excused absences in a nine week period, and
 2. He/she has been tardy or checked-out early 2 or less times during a nine week period.
 Students in "Good Standing" will be rewarded each nine week period.

Behavior Expectations -Schoolwide(*)

The PES school-wide discipline plan is a list of behavior expectations for cafeteria, hallways, playground, and restroom behaviors. Students are given opportunities to practice these behaviors and abide by them for coming and going within the learning atmosphere. Safety and a quiet, orderly environment are the expected outcomes.

Please review these expectations with your child:

Be Respectful	Be Responsible	Be Safe
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- Hallways - walk quietly, stay in self-space, stay right
- Cafeteria - Keep self space clean, stay seated in self space, use inside voice
- Playground - safety first, take turns and share, stay in safe area, report problems
- Bathrooms - use inside voices, keep clean, report problems, flush, wash hands
- Bus and Parent Wait - stay seated, stay in self space, use inside voice, stay packed
- Assemblies - listen quietly, stay in self space, stay seated.

Bringing Toys to School

Students are expected to leave personal items at home such as toys, candy, and gum. Toys brought to school will be confiscated and returned only if a parent picks them up. All articles not picked up by the last day of school will be discarded.

Students are also not permitted to bring or wear makeup to school. Electronic devices are not allowed to be out at school (Field Trips may be an exception if the teacher allows them). They must stay in the student's backpack while at school. The school will not be responsible for destroyed or lost items.

Bullying (*)

(Board Policy JFC-R4)

Definition: Bullying is characterized by the following three criteria:

1. it is aggressive behavior or intentional "harm-doing;"
2. it is carried out repeatedly and over time; and
3. it occurs within an interpersonal relationship characterized by an imbalance of power.

Teachers and administrators will talk with the students several times throughout the school year about bullying and the consequences. Bullying behaviors will not be tolerated. Our school participates in the Olweus Bullying Prevention Program.

Dress Code (*)

(Board Policy JFC-R2: Standards of Student Dress)

Our School Board has adopted the following dress code:

Primary Objectives:

- ❖ Protection of the integrity of and minimization of distractions to the learning environment
- ❖ Continued safety and welfare of the students and staff members

In order to enforce these primary objectives, the following regulations are required of all students in the Pulaski County Schools:

1. All clothing must fit securely enough to be non-revealing; that is, enough to protect the modesty of the wearer when the wearer is engaged in any activity one might reasonably be expected to engage in while at school or when participating in school activities. This includes, but is not limited to, excessively low-cut shirts and/or blouses; inappropriately short dresses, skirts, or shorts; clothing that bares the shoulders, back or midriff; and clothing that permits a view of undergarments at any time. Shorts need to be at least fingertip length when both arms are down by your side.
2. Shoes must be worn at all times while at school or participating in school activities unless the nature of the activity otherwise specifically supports going shoeless, such as swimming, etc.
3. For prescribed activities such as Physical Education classes, athletics, certain field trips, etc., teachers and administrators may require specific styles of

dress and/or footwear, including, but not limited to, designated uniform dress that is generally deemed appropriate for the activity. Students and parents will be informed of such activities' requirements for dress and footwear well in advance of the activity. Failure to comply will result in exclusion from the activity with all applicable penalties for non-participation, if any, applied to the student.

4. No footwear with spikes, spurs, cleats, or other sole protrusions may be worn inside school buildings at any time.
5. Pants must be worn secured at the waist at all times.
6. Pant-leg hems must be above the sole of the shoe; no tread-upon hems are allowed.
7. No clothing made from spandex or similar skintight material may be worn as outerwear.
8. Clothing made from see-through fabric may only be worn as accessories over other, non-see-through appropriate outerwear.
9. All clothing, particularly pants and shorts, must be worn with all closures secured including buttons, fly zippers, back zippers, etc.
10. No head coverings may be worn indoors without permission from an administrator.
11. No clothing, jewelry, or other accessories may be worn or displayed in any fashion which contains or is imprinted with lettering, slogans, signs, symbols, advertisements, logos, or artistic depictions of any of the following:
 - Any controlled substance legally unavailable for sale to minors, including, but not limited to, tobacco products, alcoholic beverages, or illegal drugs;
 - Vulgarity, obscenity, profanity, pornography, or sexually explicit or suggestive subject matter, including "double entendre" wordplay;
 - Items which represent offensive affronts to any segment of the school population on the grounds of ethnicity, race, religion, gender, handicapping condition, or national or geographic origin or residence
12. No gang-related insignia or style of dress is permitted at any time.
13. Spaghetti straps and tank tops are not permitted

Additional PES Policy

14. Footwear - At PES, students are **not allowed to wear shoe skates**. These types of footwear are a safety hazard to the students wearing them and to others.

RULE OF THUMB: If you are not sure whether it's appropriate to wear or not, it probably isn't. Choose something else!!

School principals have the authority to interpret these regulations in cases where judgment is called for and to enforce compliance with them in accordance with applicable Code of Conduct provisions.

Electronic Devices (*)

For examples: cell phones, handheld video game units and other similar electronic devices.

The devices must remain off and out of sight on school buses and during the school day, except in emergencies. Please refer to the County handbook for further explanations.

Emergency Phone Numbers (*)

It is extremely important that you notify the office when your home, work, or emergency phone numbers or contacts change. We need to be able to reach you in the event of an emergency.

Expectations (*)

The faculty and staff at Pulaski Elementary School work hard daily to ensure that your child gets a quality education, but cannot do it alone. It takes the combined efforts of the administrators, teachers, students, and parents in order for this to occur. It is essential that everyone does his or her part to bring this about. Therefore, listed below are the expectations we have for each of us:

Expectations for Students

- Be at school everyday and on time with your supplies
- Do your best work everyday
- Treat everyone, including yourself, with respect
- Take good care of your personal belongings and our school
- Complete your work in a timely manner
- Do your homework

Expectations for Parents

- Have your child at school everyday and on time with ample supplies
- Expect your child to do his or her best everyday
- Spend time reading to and with your child daily
- Communicate with your child's teacher often (form a partnership)
- Provide a quiet place for your child to do homework and check to see that it is complete
- Help your child with homework if necessary, but **do not** do it for him or her (they need the practice, you don't)
- Participate in school events as often as possible
- Be a school volunteer (There is research to support that when parents volunteer in schools they not only benefit their own children but other children as well.)
- Make certain that transportation arrangements are clear and if students are parent pick-up, they are picked up on time
- Tell other members of the community about the good things going on at Pulaski Elementary!

Expectations for Teachers

- Create a supportive learning environment for all children
- Expect children to do their best everyday
- Communicate with parents frequently
- Provide opportunities for parents to participate in classroom events
- Report student progress to administrators and parents
- Provide a quality education for all students
- Make learning meaningful and fun
- Ensure children's safety

Expectations for Administrators

- Support the learning environment
- Expect teachers and students to do their best everyday
- Monitor instruction and student progress
- Provide training and renewal opportunities for teachers
- Communicate with parents frequently
- Provide support and motivation for students and teachers
- Provide a safe, clean environment for everyone.

Handicapped Parking

Please do not park in the designated handicapped spaces unless you have the appropriate sticker.

Homework

Homework is a very important part of the instructional program. It is used to help students to learn to work independently, to practice skills that have been taught during the instructional day, and to extend lessons when class time is limited. Please make certain that students turn their homework in daily. Most students have homework Monday through Thursday. If in doubt, contact your child's teacher. From time-to-time we have had parents who have done their child's homework for them. Please refrain from doing this as it defeats the purpose which is to help your child build the necessary skills.

Inclement Weather (*)

School is closed occasionally when there is heavy snowfall or when temperatures reach dangerous levels. We have enclosed a "School Closing" form in your packet that you must complete and return to school so that we know how your child will be going home on days when school must be closed early. These instructions will be followed unless we hear from you otherwise. Check your T. V. or radio for school closing announcements.

Kindergarteners (*)

Please pin a note or card on your kindergarten child that includes his name, teacher, and bus number or car. This will be most helpful the first few days of school and will add to a more secure feeling for your kindergartener. The first day of school is an important event in the life of your child.

Lost and Found

Any item found will be placed in an area designated for this purpose in the school until the end of each month. If at that time the item is not claimed, the item will be taken to a local charity. Please avoid this by labeling your child's back pack, lunch bag, coat, hats, etc.

Meals (*)

Breakfast and lunch are available daily. Breakfast and lunch will be free to all students for the 2018-19 school year. On June 12th, 2017, the Pulaski County School Board approved the Community Eligibility Provision to include:

- *Critzer Elementary*
- *Pulaski Elementary*
- *Riverlawn Elementary*
- *Pulaski Middle School*
- *Dublin Elementary*
- *Snowville Elementary*

It is the goal of Pulaski School Nutrition Program to see that every student benefits nutritionally from breakfast and lunch meals provided at school.

- There will be **NO meal applications required** for any student enrolled at these six schools.
- If your household receives SNAP or TANF benefits, and you have a student enrolled at another Pulaski County Public School, you will receive a letter stating **you DO NOT** need to fill out a meal application.
- If you have a student enrolled at another school within the county and you **do not** receive SNAP or TANF benefits, but **you think you may qualify for benefits based on income** - please fill out a meal application available at each Non-CEP school or at the Pulaski County School Board Office.
- **Meal applications are also available online at www.pcva.us.**
- If you have a student enrolled at another site other than the schools listed above, and their **meal status is normally Full Price** that will **remain the same** unless you submit an application and are approved otherwise.
- If **your child has never been eligible** for Free or Reduced Priced meals and they are **currently enrolled** at one of the above mentioned schools, there will be **NO COST** for breakfast and lunch this school year.
- All enrolled students at these sites are encouraged to have breakfast and lunch at school - participation is very important to keep this program sustainable.

In accordance with our wellness policy, parents are asked not to bring "fast food" for their child for breakfast or lunch.

Medication/Medical Needs (*)

Medication (prescription and over the counter) can only be given to students with written instructions from your child's doctor and a parent's signature on a medication form. Medication must be received in its original container and must be brought to school by a parent. Please notify the office, the teacher, and the nurse of any special medical conditions or needs your child may have, especially food allergies. Any left over medication not picked up within two weeks of the closing of school will be destroyed. All medication that was left at the end of last year has been destroyed.

Office Hours

Office hours for all schools and offices operated by the Pulaski County Schools shall be 8:00 a.m. - 4:30 p.m. each business day, exclusive of designated holidays and other off-duty days approved and adopted in the Pulaski County School Board yearly calendar. (School Nurse hours: 8:00 a.m. - 3:00 p.m. during the school calendar year.)

Panther PTO

Every parent is encouraged to join the Panther PTO. Meetings are generally held once a month. Occasionally, this schedule is altered and you will receive notification prior to the meeting. As soon as the schedule has been set for the year, a notice will go home to inform you of these dates and they will also be listed on our website. The PTO sponsors several fundraisers throughout the year to raise funds for school events, field trips, classroom needs and more.

Panther Patrol

Fifth grade students who demonstrate leadership, responsibility and academic progress are selected to serve on the Panther Patrol. Services provided by the Panther Patrol students are a vital part of our day-to-day school operations. These students serve as role models, help teachers in supervising younger students, and serve many other functions around the school. Student selection is based on nominations from classroom teachers and the interview process.



The Patrol has **FUND Raisers** occasionally throughout the school year in order to help needy students and families in addition to other causes such as Relay for Life or natural disasters. The Patrol's motto is "Kids Helping Kids."

Parent PORTAL

Parents/guardians of grades 3-5 students who have legal rights to view their children's school records may use **PowerSchool Parent/Guardian Web Access**. It is a web based program that allows parents to view their child's school records including attendance, grades, and discipline. Letters are being sent home with every student in grades 3-5 with the access instructions and information.

Parent Drop-Off and Pick-Up (*)

The safety of every child at school is vitally important to all of us. Please take time to review our plan for the arrival and dismissal of students below. Your cooperation and support is essential and appreciated.

Drop-Off

1. All children who are brought to school by car must be dropped off at the designated location (at the cafeteria door under the white awning).
2. Children should exit cars ***only*** on the curbside of the street.
3. Parents are asked to pull up to the first cone on the sidewalk if possible to allow several cars to unload at the same time thereby helping us to reduce sitting traffic.
4. Please refrain from parking the car and walking your child(ren) into the building.

Pick-up

To help us ease traffic congestion during dismissal, we ask that you allow your child to ride the bus. If that is not possible, we ask that you try to time your arrival to pick up your child on time.

1. Doors will be opened next to the gym for parents to pick up children after all parent pick-up students have been brought to the gym, which is usually between 3:00 - 3:05.
2. Driver's License or Picture ID is required when picking up your child. Each student will also need a bookbag tag with a list of the individuals that are authorized to pick up your child(ren). Those authorized will also need a valid picture ID each time they pick up your child.
3. Please do not arrive before 2:50 p.m. The fire department has asked that you not block the driveway as this congestion causes a hazard in the event emergency vehicles need to approach the building. They have assured us that tickets can be issued if this continues. Parent Pick Up runs from 3:00 - 3:20. After 3:20 you will need to go to the office to pick up your child.
4. Parents, we ask that you not wait for your child in the halls during dismissal. Doing so jeopardizes the safety of all students as it becomes difficult to keep track of students with so many people in the halls.

Transportation Changes If a change is made in what mode of transportation a student shall follow, a written note is required to the office: signed by the parent/guardian. **Last minute calls will require the student password verification and need to be made by 2:30 pm to ensure the message is given to the teacher in a timely manner.** We most likely will not be able to honor changes made after 2:30. Also please do not rely on leaving a phone message for transportation changes. Make sure that you talk to someone.

Password (*)

Your child's security is of the utmost concern to us. Often parents call and ask for students to go home with another individual or have someone new pick them up. This poses a problem for us, as we have no way of knowing if the person on the phone is truly the child's parent. For this reason, we ask that you include a **password on the "Student Emergency Card"** found in your child's packet. When calling the school, you may be asked to identify yourself with the use of this password by the office staff. **Also, please remember to bring identification with you and remind anyone you have designated to bring identification with him or her.** Students will not be released if we are not certain about who is authorized to pick them up.

Physical Education

Students are required to wear appropriate footwear on the days they have Physical Education. No sandals, high heels, boots, or slip-on shoes are allowed in P.E.



QUIET ZONE is a designated area within the school community that must be quiet at all times during the instructional school day.

Report Cards

Students receive report cards every nine weeks. Report cards will be issued approximately one week after the end of each nine week period. They also receive midterm reports halfway through the grading period. Dates are listed on the chart below.

Nine Weeks	Midterm	Report Cards
1 st nine weeks	9/17/2018	10/24/18
2 nd nine weeks	11/14/18	1/9/18
3 rd nine weeks	2/6/19	3/20/19
4 th nine weeks	4/15/19	6/4/19 (mailed)

Returned Checks

You will be required to pay the bank charges that we incur if your check is returned to us marked "insufficient funds." If this should occur, you may be asked to pay future school charges by cash or money order.

School Board Meetings

Pulaski County School Board meetings are held at 6:00 p.m. at the School Board Office on the 2nd Tuesday of each month, unless otherwise noted. Pulaski County School Board Office is located at 202 North Washington Avenue. Everyone is welcome!

School Pictures

Individual school pictures of students will be taken in the fall on **October 4th** with retakes on **November 8th**. Ordering information and prices will be sent home prior to picture day. Class pictures and individual pictures will be taken in the spring on **April 3rd**. Kindergarten and 5th Grade Graduation pictures will be taken in the Spring on **April 10th**. Parents will be notified about the dates prior to picture days. Yearbooks will also be available for purchase in the spring.

Standardized Testing (*)

Most of our students will participate in some form of standardized testing. These tests may be used: (a) to assess students' academic progress, (b) to improve our instructional program, and/or (c) determine whether our school has been accredited by the state. Please encourage your child to do his or her best on these tests and make certain that he or she is at school on time on testing days. Notification will be sent to you to inform you of the dates and types of tests your child will be taking. Please do not make vacation plans during these times.

Tardy Policy (*)

Students who have excessive tardiness will be referred to the court for truancy.

Transportation

The bus routes, drivers, exchange schools, and overall operation of the bus system are under the supervision of the Director of Transportation. Students/parents

who have questions should call Mr. Jess Shull (994-2533) at the School Board Office between 8:00 a.m. and 4:30 p.m.

Transportation Changes(*)

If a change is made in what mode of transportation a student shall follow, a written note is required to the office: signed by the parent/guardian. **Last minute calls will require the student password verification and need to be made by 2:30 pm to ensure the message is given to the teacher in a timely manner.** We most likely will not be able to honor changes made after 2:30. Also please do not rely on leaving a phone message for transportation changes. Make sure that you talk to someone.

If you do not notify the office and your child tells us that the arrangements have been changed, we will keep the student in the office and we will attempt to make contact with you. If we are not able to make contact with you, your child will remain in the office until you come to pick him/her up if we are unable to verify this with you. This is done for your child's safety.

Transportation Cont'd: Buses Behavioral Expectations

SAFE:

Keep voice level 0 or 1

Stay seated and facing forward until bus comes to a complete stop

Keep aisles clear

Walk

RESPECTFUL:

Keep body and belongings to self

Listen and follow directions

Use kind language

RESPONSIBLE:

Get to stop on time (on-time is 5 minutes early)

Wait for driver's signal to cross the road

Clean-up after yourself

Students should refrain from the following activities:

- eating food or consuming drinks, except water (food is a choking hazard)
- food and beverages must be kept in lunch boxes or book bags while on the bus
- audible music
- using profane or obscene language
- arguing or fighting

- harassing other students
- vandalism to any part of the bus
- failure to obey bus driver's instructions
- making excessive noise
- throwing objects

Any student behavior that distracts the bus driver is inappropriate.

Technology Bus Use Guidelines:

- Students may possess a cell phone on the school bus as long as the following guidelines are followed.
- No audible sound allowed at anytime
- No headphones/earphones worn until student is in appropriate seat
- One ear must be uncovered at all times (headphones/earphones are to be worn only on/in one ear)
- No picture taking
- No talking on the phone

Discipline - Reprimand through short-term suspension

Students shall not behave in a disruptive manner or otherwise violate the Standards of Student Conduct while waiting for a school bus, while on a school bus, or after being discharged from a school bus. The driver of the bus has the authority to maintain order and the responsibility for providing a safe environment. The drivers may give assigned seats, require zero voice volume, restrict water consumption, confiscate technology/personal items (to be returned to guardian or administration at end of bus ride), and request a conference with administration, students, or guardian if student/students are not following to above behavioral expectations.

The school served by the driver will render discipline assistance when the driver issues a bus incident report. It is important to note that riding a school bus is a privilege. Students who do not behave at the bus stop or on the school bus may have the privilege of riding revoked for a specified time period which could be extended to permanent exclusion.

Riding Another Bus or Getting off at Another Stop

The bus driver's responsibility is to drive the bus. They cannot change the student's destination during the drive. Even if requested by a guardian on the phone. All changes in students drop off locations must follow the protocol listed below.

Students who need to ride a different bus from the one regularly assigned must have a note each time from a parent/guardian and have this signed by an administrator.

The note should be presented to the front office prior to the beginning of the school day and picked up during your lunch block.

Boarding and Exiting Buses

Students must remain on the walk in an orderly manner at the bus loading zone until the bus comes to a complete stop. The door will not be opened until students are lined up to get on the bus. Students must exit the bus without running or pushing and always cross in front of the bus.

Students who ride a bus are not allowed to go to the parking lot or other areas of the building or campus in the afternoon and then return to the bus circle to catch the bus. Leaving the bus circle area will be dealt with as being in an unauthorized area.

Weekly Newsletters

Newsletters will be coming home every week to keep parents and guardians informed of upcoming events and academics. Please take time each week to read over. Newsletters are being sent home by individual teachers or grade levels.

Weapons Policy (*)

Our weapons policy is strictly enforced. A portion of School Board Policy JFCD states, "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. A student who has possessed on school property or at a school sponsored activity as prohibited by Va. Code 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code 22.1-277.07 or a firearm muffler or firearm silencer or a pneumatic gun as defined in Va. Code 15.2-915.4 on school property or at a school sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board may, by regulation, authorize the superintendent or the superintendent's designee to

conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Disciplinary proceedings for violation of this policy will be initiated promptly."

Visitors and Volunteers (*)

For the security of all our students, we ask that all visitors and volunteers come by the office to sign in and get a pass before going to the rooms. Please return to the office to sign out. (A computer is set up in the front office for visitors to sign in and out.). All visitors must enter the building through the main entrance.

Procedures for Visitors

1. Please bring your picture ID, preferably a driver's license, every time you visit the school.
2. All visitors will check into the office on the Ident-a-kid Visitor Program
3. Explain the purpose of your visit and then scan your driver's license
4. You will then be provided with a visitor's pass
5. Please be sure to check out in the office before you leave.



You are welcome to visit at any time. We ask that you not disturb instructional time in the classroom unless this has been prearranged.



You are welcome to eat lunch with your child at school. Please be sure to sign in the office before joining your child for lunch. We ask that you only eat lunch with your child during the designated lunch time.

Procedures for Volunteers

If you are interested in Volunteering in our School, including joining the PTO, you will need to complete a background check through our Secure Volunteer System (Board Policy GCD-R: Hiring Procedures). You can sign up on the Pulaski County Public Schools website by clicking on "Vounteers" and following the instructions provided. Your background screens will require a criminal background check (\$16.95) and a Virginia Department of Social Services search (\$10.00).

After completing the process you will follow the *Procedures for Visitors* listed above each time you come to the school.