

# **Brosville Elementary School**

## **STUDENT HANDBOOK**

<b>Principal</b>	<b>Mrs. Felita F. Atkins</b>
<b>Administrative Assistant</b>	<b>Mrs. Barbara Armstrong</b>
<b>Guidance Counselor</b>	<b>Ms. FreAnda Glass</b>
<b>School Nurse</b>	<b>Ms. Marilyn Carter</b>
<b>Cafeteria Manager</b>	<b>Mrs. Christine Anderson</b>
<b>School Address</b>	<b>195 Bulldog Lane Danville, VA 24541</b>
<b>School Phone</b>	<b>434-685-7787</b>
<b>School Fax</b>	<b>434-685-3362</b>

## WELCOME

Dear Students and Parents/Guardians:

It is my pleasure to welcome you to a new year at Brosville Elementary School. It is my hope that the 2019-2020 school year will be successful and everyone will work together for the benefit of our children.

This handbook has been prepared as a tool to relate to you the policies, rules, and regulations of our school. Please review this information with your child/children in order that you might become familiar with procedures at Brosville Elementary School as some policies and procedures change from year to year.

All staff members at Brosville are dedicated to providing the best educational program possible for our students. We maintain high expectations for each student in the areas of academics and behavior. Your support and cooperation is imperative to make Brosville the best school in Pittsylvania County. Working together, we can accomplish this goal and make this a great year.

Sincerely,  
Felita F. Atkins, Principal

## SCHOOL HOURS

(Supervision of students begins at 7:50 AM)  
7:50 Buses and cars begin unloading  
7:50-8:15 Breakfast served for all students  
8:15 Classes begin  
After 8:15 Tardy (report to office with parent)  
8:15-3:00 Instructional school day  
All students must arrive before 8:05 if they plan to have breakfast in the cafeteria.

## ATTENDANCE (JED-PC)

All students are expected to attend school 180 days, to be on time for classes, and to remain in school all day, in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

## ABSENCES

Brosville Elementary School is closely monitoring student attendance. The Commonwealth of Virginia and federal guidelines define chronic absenteeism as any student missing 10% of the days enrolled, or approximately three days every marking period. Students who accumulate more than 10% (*excused and/or unexcused*) absences during the six weeks will receive a letter from the principal reminding parents of this federal guideline. Research indicates that students who are chronically absent in lower grades form a pattern of absenteeism that is often repeated in other grades. Chronic absenteeism leads to lower

academic performance both in the current grade and in future grades. It can also lead to decreased attendance in high school and increased risk of dropping out of school. Missing school, at whatever level, has definite consequences for children. Also, please be reminded that attendance is a factor when determining whether a child is promoted to the next grade level.

## UNEXCUSED ABSENCES (JED-PC)

Once a student accumulates five (5) *unexcused* absences, further action will be taken by the attendance officer to notify the Home School Coordinator. A parent conference will be required with the principal to develop an attendance plan. The principal WILL require further proof (doctor's note) or verification of the reason(s) before excusing the absence.

If the reason for an absence does not fall within the guidelines, the absence will generally be unexcused. Absences that might be an exception to these guidelines must be approved in advance. When a student is absent due to suspension, the absence will be unexcused.

Upon returning to school following an absence, a student must have his/her absence verified and cleared on the day of his/her return. If for some reason this is not done, the student will have until the next school day to have his/her absence verified. Absences not cleared in this time frame will remain unexcused.

Students must bring a note to school signed by parent/guardian and give it to their homeroom teacher if they:

- Plan to leave early/leave with someone other than parent.
- Need to ride a different bus.
- Absent for any reason.
- Family trips must be approved one week in advance by the administration for the absence to be excused.
- The School Board Office is notified when a student accumulates five (5) unverified/unexcused absences.
- Unverified means the parent has made no contact with the school.
- Excessive absences due to illness will require a doctor's statement to excuse the absence.

Please call the school the morning your child is absent. If you don't call, the school's attendance clerk or the automated system (School Messenger) will contact you during the school day.

Reasons that will normally be excused will include the following:

1. Illness (Parent must initiate contact with school

administration each day of an absence. A doctor's note may be required when absences have become excessive.)

2. Quarantine
3. Death in family
4. Medical appointments (must be confirmed with note from doctor)
5. Court proceedings (statement from court required)
6. Religious observances
7. Educational opportunities (must be approved one week in advance)
8. Emergencies (as determined by the principal on a case by case basis)

Request for Approval of Excused Absence for Educational Opportunity forms are available on our website as well as at the back of this handbook. The form must be approved *at least one (1) week* in advance of the date of the scheduled trip.

#### **TARDIES/EARLY CHECKOUT (JFP-PC):**

Students who arrive late to school need to be aware of the following:

- Tardiness is considered student misconduct and disciplinary actions may be necessary for excessive check ins/outs including, but not limited to:
  - Parent conferences
  - Loss of privileges
  - Suspension from school
- Students are required to check in at the office after 8:15 WITH a parent to receive a tardy slip to be admitted to class.
- Tardy students begin the day behind in their classwork. He/she will also miss announcements, explanations and other important activities.
- Students who are tardy will not be able to purchase ice cream.
- Excessive tardiness and early checkouts are not acceptable and are recorded.
- Excessive tardiness and early checkouts disrupt the classroom learning environment and cause students to miss vital instruction.
- The office staff will not call ahead to have a child waiting for a parent to arrive.
- For the safety of your child, telephone calls changing transportation will not be accepted. You may fax or email changes after speaking with the principal.
- Any missed work for the day should be obtained from the teacher the following day.
- Dismissal time is a very busy time at our school. To avoid confusion and to ensure the safety of all students, students will NOT be checked out between 2:45 – 3:00 p.m.
- Students who are not tardy and do not leave early during the six weeks will be invited to attend a celebration with the principal.

#### **BIRTHDAYS**

The PTO celebrates your child's birthday each month with a birthday party of cupcakes, snack and juice. This includes summer birthdays as well. **DO NOT** send cupcakes/cakes for your child's birthday. If you would like to do something for the class, a treat bag may be sent for each child in his/her class. Please make sure all items in the bag are age appropriate and individually wrapped. Contact your child's teacher to find out if there are special circumstances with other students (allergies, etc.) that would require certain items to be omitted from the bag.

#### **BUS RULES AND REGULATIONS (JFCC)**

(Please read the "Pittsylvania County School Bus Student Handbook")

Transporting your child to and from school is very important. Proper behavior is required on the school bus. Bus transportation is a privilege. Students who misbehave on the bus may lose their privilege to ride. If a student loses his/her privilege to ride the bus, it is the parent's responsibility to transport the child to school. Parents are also responsible for their child's behavior at the bus stop. All parents/guardians are required to sign the *Bus Conduct Code*. A complete list of bus rules and regulations can be found in the Bus Rule Handbook.

#### **CAFETERIA**

The school cafeteria is maintained as a vital part of the school health program. To encourage good nutrition, a well-balanced breakfast and lunch is offered at a reasonable price. All students eat in the cafeteria under the supervision of teacher aides/staff.

- Brosville Elementary School participates in Breakfast after the Bell. To ensure that our students have a nutritious healthy start to the day. Grab and Go Breakfast will be available for students after the tardy bell if needed.
- Packed lunches from home should be nutritious and should not require heating in the microwave.
- Soft drinks are not allowed in the lunchroom during lunch periods by neither children nor adults.
- No restaurant food (fast food, take-out orders, etc.) is allowed in the cafeteria during lunch hours.
- Breakfast and lunch may be paid daily, weekly, or monthly.
- Parents are to call the office by 9:30 if they plan to come for lunch. (434-685-7787) The office can transfer calls to the cafeteria.
  - GRADES 1-5 beginning September 3, 2019
  - GRADES PK/KG beginning September 23, 2019
- Parents will not be able to eat with their children for lunch on days of early dismissal.
- Due to SOL testing, parents will not be able to eat lunch with their children after March 20, 2020.

- ❑ Visitors will not be served unless they are wearing a visitor's pass which is given in the office when they sign in.
- ❑ If you have questions about your child's account, please call the school (434-685-7787). The office can transfer calls to the cafeteria.
- ❑ Breakfast is **NOT** served on delayed opening days.
- ❑ Additional items may be purchased a la carte.
- ❑ Breakfast is \$.30 reduced/\$1.55 regular price.
- ❑ Lunch is \$.40 reduced/\$2.35 regular price.
- ❑ Adult meals:
  - ❑ Breakfast \$2.05
  - ❑ Lunch \$3.50

MySchoolBucks is an online payment service that provides parents the ability to pay for school meals online using a credit or debit card, monitor student cafeteria purchases and receive email notifications for low account balances. If you have used this service before, your login will remain the same. The login is available from the PCS homepage. A prepaid meal allows a child to have money on his/her account when they buy meals. Paying weekly, monthly or yearly is appreciated, but not required. When sending a check for a student's lunch money, please include your child's name, teacher name and lunch number. Do not include ice cream money or any other school monies in the lunch check. You can put as much money on your child's account as you would like. The cafeteria staff will let your child know daily of low account balances. Elementary students will be allowed to charge up to three meals. Cafeteria employees will contact parents/guardians on the day that a student has a negative account balance.

**CAFETERIA RULES AND REGULATIONS**

Students are required to:

- ❑ Use good manners.
- ❑ Follow our cafeteria WAGS expectations. (Behavior Matrix is attached to this handbook.)
- ❑ Talk quietly to persons near them at the appropriate time.
- ❑ Pick up anything dropped on the table or floor.
- ❑ Go through the line only once.
- ❑ Remain seated at assigned table.
- ❑ Refrain from switching of food or drink items with other students.

**CONFERENCES**

Conferences may be requested by parents, teachers, or the principal whenever the need arises. The principal and teachers are available for conferences at certain times of the day. If you desire to have a conference, please call and make an appointment. Special evenings will be set aside for parent conferences in the fall and spring of the year. Look for these dates on your school calendar.

**CRISIS MANAGEMENT TEAM (EAB-PC)**

Brosville Elementary School has established guidelines to meet the demands of crisis incidents. The crisis team

consists of an immediately accessible core group who has the knowledge and skills to act in any emergency.

**CHILD ABUSE/NEGLECT (JHG)**

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

**CUSTODY ISSUES**

The school is obligated to follow the most recent court documents on file at the school. Please provide updated copies in the event custody changes.

**EDUCATIONAL FIELD TRIPS**

Students are expected to follow the rules and regulations of the class/school on the trip. Permission slips must be signed by a parent/guardian and be on file with the teacher before any student can leave the school grounds. Field trip chaperones must have Level II volunteer clearance.

**EMERGENCY CARDS**

Emergency information on each student is kept on file in the office. It is the responsibility of each parent/guardian to provide such information to the school as soon as possible:

- ❑ New address
- ❑ New telephone number
- ❑ New doctor
- ❑ New emergency contact names/telephone number
- ❑ Current custody papers
- ❑ New medications/medical condition

**FUNDRAISERS (SCHOOL)**

- ❑ School pictures- Fall pictures will be taken in August, Spring pictures will be taken in late March. We receive a portion of all picture sales.
- ❑ Ice Cream – We offer ice cream daily with the exception of 1:00 dismissal days. Ice cream is \$0.60 per day. Ice cream payments come to the office and are separate from lunch.
- ❑ Other fundraisers may be initiated if the need arises.

**GRADING AND REPORTING (IKH-PC)**

The grading system provides a method of keeping parents informed as to the student's progress in school. Folders containing work samples from the previous week will be sent home on Tuesday of each week. Please sign and return the folders promptly. A progress report will be sent home mid-way through the six weeks and a report card will be sent home at the end of each six weeks grading period. The following codes shall be used for reporting students' progress:

- Pre-Kindergarten and Kindergarten
  - S Is successful in this area
  - I Is improving but achievement is not satisfactory
  - N Needs improvement
  - U Unsatisfactory

- **First Grade**  
Reading and Mathematics will be graded using the following code:  
A Excellent  
B Good  
C Average  
D Difficulty  
F Failing  
I Incomplete  
Other subjects will be graded using the following code:  
S Satisfactory  
N Needs improvement  
U Unsatisfactory

- **Grades 2-5**  
Reading, language, spelling, mathematics, science and history/social studies will be graded using the following code:  
A Excellent  
B Good  
C Average  
D Difficulty  
F Failing  
I Incomplete  
Health/physical education, art, music and citizenship will be graded using the following code:  
S Satisfactory  
N Needs improvement  
U Unsatisfactory

Teachers in grades 1-5 will use number grades in grade books. Number grades will be issued to determine letter grades to be placed on report cards and cumulative records. Listed below is the numerical scale for determining letter grades:

A	94-100
B	86-93
C	78-85
D	70-77
F	0-69

**HOMEWORK (IKB-PC)**

Homework is a part of the school program and every student is held accountable. Homework is used to reinforce learning and develop responsibility. Students should be able to complete homework assignments with little difficulty. If there is a problem, please send a note to the teacher or call the office to leave a message for the teacher to call the parent during his/her planning period.

When a student is absent, requests for homework must be made to the office by 9:00 AM. Homework pick-up will be after 3:15 PM in the office.

**LIBRARY**

All students have a library period each week to check out books.

- ❑ Books should be returned on time.
- ❑ Renewal of books is allowed.

- ❑ Students who have overdue library books will not be allowed to check out new books until overdue books are returned.
- ❑ Students are responsible for lost or damaged books.

**PBIS**

Positive Behavior Interventions and Supports (PBIS) is in full implementation at Brosville Elementary School as well as all Pittsylvania County Schools. PBIS is a systematic team-based approach to working with all students. PBIS focuses on positive behavior and academic expectations. It is data-based and has systems in place to support all students' needs at all levels.

PBIS is a school-wide system that addresses the whole school: the classroom and areas outside the classroom (to include hallways, cafeteria, playground/school grounds, restrooms, etc.). The positive team approach is what truly makes this system work, and we really need every family's support to help us be successful. It's undisputable; when schools and families work together to support learning, children tend to succeed, not just in life, but also throughout life. Our behavior expectations can be found in the back of this handbook.

**PARENT TEACHER ORGANIZATION**

The PTO is an integral part of the educational process. Parents or any family member can become active participants in providing activities and resources to support the education of their children. The Brosville PTO is very active and will provide numerous opportunities for parents and teachers to work cooperatively for improved educational programs and facilities for the children. There will be four meetings scheduled throughout the year. The meeting dates will be on the monthly school calendar. Every parent is urged to join, support and attend meetings. The cost is \$2.00 per year.

The PTO conducts several fundraisers throughout the school year. All monies raised benefit our students. Your support of these events is greatly appreciated. Information pertaining to fundraisers will be sent home in weekly folders.

**PERSONAL POSSESSIONS**

Please label ALL personal items for identification purposes if lost:

- ❑ Lunch boxes
- ❑ Bookbags
- ❑ Jackets, coats, sweaters

Students are not to bring CD/MP3 players, cell phones, or electronic games or equipment. Toys should not be brought to school unless by permission from the teacher.

No toy guns, pocket knives or any item deemed a weapon look-alike are permitted at school. Parents should check your child's bookbag daily.

Prohibited items will be taken and returned **ONLY** to the parent.

### PRIVATE TRANSPORTATION

**NO CARS ARE ALLOWED IN THE FRONT OF THE BUILDING BEFORE 8:15 AM OR AFTER 2:30 PM. PLEASE ABIDE BY THESE RULES FOR THE SAFETY OF ALL STUDENTS.**

- ❑ Arrival at school should be between 7:50 AM – 8:15 PM.
- ❑ There is **NO** adult supervision of students before 7:50 AM each day.
- ❑ Students should unload cars in the back, at the door to the first grade wing (new addition). Teachers will be there to supervise students, but are not required to open car doors.
- ❑ Afternoon pick-up is 3:00 - 3:15 PM. Car traffic pattern allows vehicles to enter the driveway and circle back around to the back sidewalk where children may be picked up. Parents will remain in their vehicles to drop students off and pick them up.
- ❑ Car rider cards **MUST BE** displayed on the dashboard of the vehicle.
- ❑ All students must be picked up no later than 3:15. Office must be notified if an emergency situation delays pick up.
- ❑ Cooperation with staff organizing the car traffic will ensure that the flow of traffic will be safe, orderly, as quick as possible and fair to everyone.

### CHANGES IN TRANSPORTATION

If parents need to change your child's normal afternoon transportation method, the child **must bring a signed note from a parent/guardian notifying us of the change. For the safety of the students, we will NOT accept changes in transportation by telephone.** The note should include:

- Date
- Student's name
- Homeroom teacher
- Transportation change (include address of destination)
- Parent's phone number where they can be reached

### PROMOTION/RETENTION (IKJ-PC)

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

### STATE TESTING

The third, fourth, and fifth grade students are administered the SOL Tests (Virginia Standards of Learning) each spring. The tests assess the students' skills in mathematics (grades 3-5), reading (grades 3-5), VA Studies (grade 4), and science (grade 5).

Parents will receive an unofficial letter that details your child's SOL scores in the report card at the end of the school year. An official copy will be sent home at the beginning of the following year and a copy is maintained in the school office. Students need to be in school each day to prepare for these tests. Also, parents can help their children prepare by reviewing SOL study guides that are sent home throughout the year.

Other achievement tests are used to measure student progress at different grades in reading, language, mathematics, science, and history.

PALS (Phonological Awareness Literacy Screening) is done in PK-3<sup>rd</sup> grades to assess students' language skills. Students who do not reach the benchmark score are provided tutoring services.

MAP Assessment will be administered to all students in grades PK-5 at the beginning, middle and end of every school year. The results of this assessment will be used to provide more effective reading and math instruction and identify students that need remediation.

Students in all grades will be administered SOL formatted tests in core areas throughout the year. These tests are developed at the school and scored at the school level to assess skills the students were taught during the year.

### STUDENT BEHAVIOR

The characteristics of a Brosville Good Citizen are:

- ❑ Obeys school/class/bus rules and regulations.
- ❑ Accepts responsibility for one's actions and school work.
- ❑ Uses time wisely.
- ❑ Respects the rights and feelings of others.
- ❑ Displays honesty in relationships with others.
- ❑ Dresses neatly and properly.

As part of our PBIS implementation, students will be taught and expected to model our WAGS matrix. This matrix states behavioral expectations for being a good Brosville citizen in the main areas of the school. A copy of this matrix is found at the back of this handbook.

A moment of silence will be observed at the beginning of each school day. The moment may be used for any lawful silent activity, including personal reflection, prayer and meditation. Students must remain seated and silent during the moment and may not disrupt or distract other students. (Policy IE)

Students will recite the Pledge of Allegiance daily. Each classroom contains a flag of the United States. During such Pledge of Allegiance, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts. No student shall be compelled to recite the Pledge if he, his parent or legal guardian objects. Students who are exempt shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others who are reciting the Pledge. (Policy IEA-PC)

Brosville Elementary Student Pledge:

**I PROMISE TO RESPECT MY CLASSMATES' RIGHT TO LEARN AND TREAT OTHERS THE WAY I WOULD LIKE TO BE TREATED.**

Students SHALL AT NO TIME pick on other students, fight, throw objects, or use profanity.

Students are responsible to all teachers and staff while in the building or on school grounds.

Students are responsible for any damages they do to textbooks, desks, buses and any other school property.

Students are to throw paper and trash in proper containers and not on the floor, grounds, or school buses.

Students are to walk quietly in the hallway to the right side and in single file in an orderly manner.

Parents will receive a copy of the *Pittsylvania County Schools Student Code of Conduct* which details specific misconduct and consequences. Please review these guidelines with your child.

#### STUDENT DRESS

Students are expected to dress appropriately at all times in the environment of the school. The standards for dress are decency, neatness, cleanliness, safety and suitability for school. Inappropriate, obscene, disruptive or unsafe dress will not be accepted. Parents of students who do not dress appropriately will be contacted to bring a change of clothing. The building principal or designee will make decisions about what is appropriate dress.

- Shorts, skirts and dresses should be an appropriate length as determined by the administration. (Arm and fingertip length)
- Clothing that exposes the midriff, bare shoulders and/or backs, or sleeveless shirts that hang loosely under the arms are not to be worn.
- Athletic shoes must be worn during PE and recess times.
- Non-prescriptive dark glasses, hats, caps, hoods or scarves should not be worn in the building.

- Chains that are heavy or have sharp parts are not to be worn at school or on the bus.
- Students are not to wear clothing with language, symbols or pictures that are offensive or suggestive, promote violence, are gang related, advertise illegal substances, or advertise tobacco or alcohol.
- Pants must be worn at the waist. No undergarments should be visible at any time.

#### STUDENT HEALTH (JHCD-R-PC)

State regulations limit the school in the treatment of children who are ill or injured. Students who are ill should not be sent to school. Contagious infections such as ringworm, pink eye, and head lice require treatment from a doctor before the child is allowed back to school.

Limited first aid is provided to a child injured at school, and the parent is contacted. Please remember to update your telephone numbers so you can be contacted in the event of an emergency.

The school nurse is available from 7:50-3:00 each day. Prescription medication is administered by the school nurse when a copy of the doctor's order is provided and a permission form is completed by the parent.

Over-the-counter medication can be administered when the parent fills out Section B of the **MEDICATION PERMISSION FORM**, which is attached. The form is also available in the school office.

All medication brought to school by the parent must be in the original container.

Adult medications can not be given to a student without a doctor's note.

**NO MEDICATIONS** are to be transported on the bus with the student. A parent must bring the medication to the office. This includes cough drops, sunscreen or any other over the counter medications.

**IMMUNIZATIONS-** Students will be excluded from school if immunizations are not complete.

**FEVER (100 F degrees or greater)** – Students should be fever free for 24 hours without medication before returning to school.

#### STUDENT RECOGNITION

Students are recognized at the end of each six weeks on the "Wall of Fame" and at the end of the school year for:

- Academic performance
- Perfect attendance
- Good citizenship
- Improvement
- Accelerated Reader

- ❑ Young Authors
- ❑ Art Contest
- ❑ Music/Choir
- ❑ Physical Education/Wellness
- ❑ Pass Advanced/Perfect SOL scores

All elementary schools have adopted consistent academic recognition criteria.

Brosville will utilize the following criteria for Kindergarten:

- Super Star Award - All S's (exclusive of conduct) – 6/6 six weeks
- All Star Award - All S's Yearly Average
- Citizenship – All S's in conduct and no office referrals – 6/6 six weeks
- Accelerated Reader Award – Meet yearly goal
- Attendance Award – Perfect attendance each six weeks

Brosville will utilize the following criteria for grades 1-5:

- Bulldog Award - All A's (exclusive of conduct) – 6/6 six weeks
- Paw Award – All A's Yearly Average (exclusive of conduct)
- Super Star Award - All A's and B's (exclusive of conduct) – 6/6 six weeks
- All Star Award - All A's and B's Yearly Average (exclusive of conduct)
- Citizenship – All S's in conduct and no office referrals – 6/6 six weeks
- Accelerated Reader Award – Meet yearly goal
- Attendance Award – Perfect attendance each six weeks

### USE OF SCHOOL GROUNDS

The playground and facilities are provided to enhance the educational program for the children. No outside group may use the building or grounds during the school day.

In order to use the school grounds after hours and/or weekends, a request must be submitted in writing at least two weeks in advance. Use of the school grounds must receive School Board permission and be scheduled through the school office.

### VISITORS (KK)

Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office. Visitors in a school have no supervisory responsibility or authority.

Parents are always welcome to visit. In order to protect instructional time and prevent unauthorized persons from entering a classroom, no visitors are

allowed to accompany students to class or visit in the classroom. Requests for observations should be made 24 hours in advance. Parents may not confer with a teacher except at prearranged times. The principal will assist parents who wish to visit. Any visitor in the school must sign in and receive a visitor's pass from the office.

Before school begins at 8:15 is not a good time to speak with teachers. The teachers are busy getting students settled as they arrive in the class and taking care of homeroom responsibilities. No one should go to a classroom and stand outside the door at anytime during the school day.

Visitors in a school might participate during the school day in the following:

- Conferences with Teachers, Nurse, Counselor, Cafeteria Manager, Administrator
- School Assembly Program/Pep Rally
- Lunch or Breakfast

### VOLUNTEERS (Policy IICB/IICC)

The Pittsylvania County School Board supports and encourages the active participation of parents and members of the community in providing and extending educational opportunities for children. The involvement of parents, volunteers, and others in the community who can serve as a resource to schools is a fundamentally important component of successful school programs. The administration of each school will direct the activities of parents, volunteers and other community resources at the building level.

Volunteers are a vital part of the educational process. Anyone interested in volunteering should contact the school. Volunteers' duties include having lunch with a child, speaking to a class, assisting teachers with filing papers, or going on a field trip. Additional information is listed in the *Student/Parent Information Booklet*.

When reporting for duty, volunteers sign in and out at the office. Volunteers wear a volunteer badge while helping at the school.

### Level 1

Level 1 volunteers serve as resources to the school and provide little student supervision. If you would like to volunteer in any of the following capacities you must be approved as a Level I volunteer. Level I volunteer approval must be done each year.

Level 1 volunteer's role might include:

- Resource Speaker
- PTO Volunteer
- Athletic Concessions
- Homeroom Volunteer
- Day Field Trip (as guest only)
- Field Day Chaperone



- **Library Volunteer**

## **Level 2**

**Level 2 Volunteers may be solely responsible for supervision of students. If you would like to volunteer in any of the following capacities you must complete Level II volunteer approval.**

**Level II Volunteer's role might include:**

- **PTO Officers**
- **Booster Club Officers**
- **Tutors**
- **Student Mentors**
- **Day Field Trip (group supervision)**
- **Field Trip Chaperone (overnight)**
- **Athletic Coaches**

## **WEATHER-RELATED SCHOOL SCHEDULE**

**When snow or icy road conditions are expected, please check our website ([www.pcs.k12.va.us](http://www.pcs.k12.va.us)), listen to the radio, or watch the television news for information as to whether school will be closed, operate on a delayed schedule, or dismiss early.**

**Please have an emergency plan that your child is familiar with in the event of a change in the daily school schedule due to weather.**

**These school guidelines and rules are not comprehensive of the expectations we have for our students.**