

Pulaski County Public Schools ELEMENTARY SCHOOL

Parent and Student Handbook 2019-2020

Critzer Elementary	540-643-0274	Principal: Nancy Dillon
Dublin Elementary	540-643-0337	Principal: Elizabeth Webb
Pulaski Elementary	540-643-0737	Principal: Rebecah Smith
Riverlawn Elementary	540-643-0748	Principal: Kim Sink
Snowville Elementary	540-643-0766	Principal: Amy Shrewsbury

Pulaski County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law.



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Vision and Mission Statement

Pulaski County Public Schools Vision Statement:

“Reach Each Child”

Pulaski County Public Schools Mission Statement:

“Pulaski County Public Schools, with its commitment to excellence and equity, will educate all students to be productive, responsible citizens and life-long learners in a rapidly changing, global society.”

General Information

Pulaski County Public Schools Non-Discrimination Policy

Pulaski County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or any other basis prohibited by law.

Freedom of Information Act (FOIA) Officer

Brenda Crawford

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540-994-2519

Section 504 Contact Information

Mary Cheverton

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Special Education Contact Information

Sarah Polcha - Director of Special Education Services

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Title IX Compliance Officer

Teresa Harless

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540-994-2535



FERPA Information

The Family Educational Rights and Privacy Act (FERPA) is the federal law that protects the privacy of student education (scholastic) records. An education record is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18, "eligible student," or is enrolled in a postsecondary institution. Parents and eligible students are granted the following rights:

- The right to inspect and review the student's education records
- The right to request that a school correct the student's education record if he or she believes information is inaccurate or misleading
- The right to a hearing if the school decides not to amend the student's education record
- The right to place a statement with the education record on what he or she believes is accurate if the school decides not to amend the student's education record

Schools, generally, must have written consent from the parent or eligible student to release information from a student's education record. However, FERPA allows disclosure to certain parties without written consent under certain conditions.

For more information, please visit

<https://www2.ed.gov/policy/gen/guid/fpco/brochures/parents.html>



Pulaski County School Board Policies and Procedures

For more information regarding Pulaski County Public Schools policies or to search for specific policies, please visit: <https://go.boarddocs.com/vsba/pcva/Board.nsf/Public>

Acceptable Use Policy (GAB-R/IIBEA-R)

Students will be given access to technology for educational activities. The acceptable use policy pertaining to these devices may be found at:

[https://go.boarddocs.com/vsba/pcva/Board.nsf/files/9BY2AK761418/\\$file/IIBEA_GAB.pdf](https://go.boarddocs.com/vsba/pcva/Board.nsf/files/9BY2AK761418/$file/IIBEA_GAB.pdf)

Attendance (JED-R/JEA)

Regular school attendance is vital to student success. Make-up work cannot take the place of classroom instruction. Please make every effort in having your child attend school regularly.

In Virginia, school attendance is considered as part of a school accreditation measures. Chronic absenteeism is defined as missing 10% or more of the scheduled instructional time. Every type of absence (unverified, parent contact, professional documentation, suspensions, etc) counts towards the chronic absenteeism rate. A student is considered chronically absent if he/she misses four or more days or are tardy two or more days per nine weeks. If a student meets this threshold, an Attendance Success Plan will be developed. This plan is intended to foster positive communication between the school, the child, and the child's parent/guardian in order to promote regular attendance and make-up for any missing assignments.

An absence is considered unverified or unexcused when the parent/guardian has not notified the school of their child's absence. At five unverified absences, an Attendance Improvement Plan will be jointly developed between the school and the child's parent/guardian with the intention of improving attendance. At the sixth unverified absence, the student and his/her parent/guardian will be referred to the Pulaski County Public Schools Truancy Team. Continued absences after the Truancy Team meeting could lead to involvement in the judicial system.

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.

Bullying Policy (JFC-R4/R1)

Definition: Bullying is characterized by the following three criteria:

- It involves aggressive behavior or intentional “harm-doing;”
- It is carried out repeatedly and over time; and
- It occurs within an interpersonal relationship characterized by an imbalance of power.

Bullying involves physical and emotional behaviors that are intentional, controlling, hurtful, thus creating a climate of harassment and fear. “Targets” of bullies sense isolation and loss of self-confidence, while those who bully face rejection, possible school-failure, and potential antisocial behavior patterns that can continue well into adulthood.

Bullying behavior often occurs without apparent provocation, thus may be considered a form of abuse (i.e., peer abuse). Such peer abuse may be manifested both openly and directly and subtly or indirectly. Research confirms that a strong, proactive stance is the best means to address bullying in school settings.

Bullying does not include ordinary teasing, horseplay, argument, or peer conflict (Va Code § 22.1-276.01).

School administrators shall notify the parents or guardians of any student involved in an alleged bullying incident of the status of the investigation within 5 school days of the allegation

Bullying Management Procedures:

First Offense of Bullying Behavior Reported

- Parent contact and/or conference
- Conference with School Counselor

Second Offense of Bullying Behavior Reported

- Time Out or Loss of Privileges



- Administrator/Parent Conference

Third Offense of Bullying Behavior Reported

- One to three (1-3) days out of school suspension
- Required counseling (in or out of school)
- Administrator/Parent Conference

Fourth Offense of Bullying Behavior Reported

- Consideration for Long Term Suspension
- Consider placement in an Alternative Education Program

Concussion Policy (JJAC)

Student-Athlete Concussions During Extracurricular Activities Definition

Concussion: a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.

Generally

In order to participate in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian must review, on an annual basis, information on concussions provided by the school division. After having reviewed materials describing the short-and long-term health effects of concussions, each student athlete and the student athlete's parent or guardian must sign a statement acknowledging receipt of such information, in a manner approved by the Board of Education.

Return to Play Protocol

A student-athlete suspected by that student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice or game is removed from the activity at that time. A student-athlete who has been removed from play, evaluated, and suspected to have a concussion or brain injury does not return to play that day or until the student athlete is

- evaluated by an appropriate licensed health care provider as determined by the Board of Education and



- in receipt of written clearance to return to play from such licensed health care provider

The licensed health provider evaluating student-athletes suspected of having a concussion or brain injury may be a volunteer.

Return to Learn Protocol

School personnel are alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including

- difficulty with concentration, organization, and long-term and short-term memory;
- sensitivity to bright lights and sounds; and
- short-term problems with speech and language, reasoning, planning and problem solving.

School personnel accommodate the gradual return to full participation in academic activities of a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom.

Dress Code (JFC-R)

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 products, nicotine vapor products, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical 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, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

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

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

Emergency Drills

Fire drills will be held once per week for the first four weeks of the school year. After the first four weeks, fire drills will be held monthly for each month of school.

Lockdown drills will be held once per semester. Parents will be notified prior to the drills taking place and upon completion.

An evacuation drill will be held once a year. Parents will be notified prior to the drill, at the start of the drill, and after the drill has been completed.

Grading Procedures and Instruction

Elementary Grading Scales

Primary Grading Scale:

- 1) PK
 - a) Check sheet and narrative comments
- 2) Kindergarten
 - a) Check sheet and narrative comments
- 3) Grades 1-2
 - a) G - Consistently Good to Outstanding Achievement
 - b) S - Consistently Satisfactory Achievement
 - c) I - Inconsistent Achievement
 - d) U - Unsatisfactory Achievement
 - G, S, I, or U is used in reading, written composition, and math.
 - Only an S or I is used in science and social studies.
 - In K-5 art, music, and physical education, S or I is used to assess participation.



- In handwriting, work habits, and citizenship, an S, I, or U is used.

Upper Elementary Grading Scale:

- 1) Elementary 3-5
 - a) A - 90-100
 - b) B - 80-89
 - c) C - 70-79
 - d) D - 60-69
 - e) F - 0-59

- In K-5 art, music, and physical education, S or I is used to assess participation.
- In handwriting, work habits, and citizenship, an S, I, or U is used.

Health and School Clinic

Health Information Forms

The Code of Virginia requires that parent/guardian complete a health information form. These forms must be completed at the beginning of each school year about your child's present health concerns. These forms should be completed, signed and returned during the first week of school.

Health Screenings

At the beginning of each new school year our school nurses conduct health screenings, which include vision, height, weight, and a visual check of the teeth and mouth. The State Code of Virginia mandates some of these screenings and the others are recommended by the Virginia School Health Guidelines.

- Screening is mandated for grades Kindergarten, Third, Seventh and Tenth
- At the beginning of each school year your child will bring home a consent form for the above screening. Forms should only be returned to school if you choose to not allow your child to participate in the school screening.

Pulaski County Public Schools are required by law to send educational information home at the beginning of each school year regarding scoliosis.

Vision Screening

Our local Lion's Club assists our school nurses with vision screening

If the school nurse identifies a problem/concern with any of the above screening you will be notified so you can follow-up with a health care provider.



Medication Administration

Medication should be given at home whenever possible. Any medication, including prescription and over-the-counter medications, require a physician order/signature and a parent/guardian signature if they are to be given at school.

Parent/guardian must provide the school nurse with a completed Medication Authorization Form for any medication to be given at school. A new Medication Authorization Form must be provided each school year and anytime there is a change in the medication, dose, or time.

Any left over medication not picked up within two weeks of the closing of school will be destroyed.

- Parent or adult must bring all medication to school.
- Please note that cough drops cannot be given at school without a doctor's order and parent signature.
- ChapStick and sunscreen may be sent to school for your child's use only. These cannot be shared with other students.

Self-Administration of Medication: Self-administration of any medication at school with the exception of asthma medication, insulin, or epi pens, is not allowed by any student.

School Health Admission Requirements

State Code of Virginia requires that no student shall be admitted for the first time to any public kindergarten or elementary school in a Virginia public school, such as Pulaski County Public Schools, unless such student provides, prior to admission:

- A report from a qualified licensed physician, or a licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician, of a comprehensive physical examination of a scope prescribed by the State Health Commissioner performed within the 12 months prior to the date such student first enters such public kindergarten or elementary school; or records establishing that such student furnished such report upon prior admission to another school or school division and providing the information contained in such report.
- Part I of form MCH 213 G must be completed by the parent/guardian. The form must be signed by legal parent/guardian and by the person completing the form



- Part III must be completed by a qualified licensed physician, nurse practitioner, or physician assistant, and must be completed within the 12 months prior to the date such child first enters public kindergarten or elementary school.
- Students will not be allowed to start school until we have the physical examination form completed and signed.
- Parent/guardian must provide written documentation of all state mandated immunizations.
- Any student who does not have required state mandated immunizations will not be allowed in school until immunizations are complete or the student has at least one dose of the required immunization and have a scheduled appointment to complete the required immunizations, or have been granted either a religious or medical exemption.
- Div. II of the MCH 213 G form explains medical exemption or conditional enrollment and they must be dated and signed by medical provider.
- The Code of Virginia allows a child an exemption from receiving immunizations required for school attendance if the student or the student's parent/guardian submits an affidavit to the school's admitting official stating that the administration of immunizing agents conflicts with the student's religious tenets or practices. Forms may be obtained at any local health department, school or the local social services.
- The form MCH 213 G is available at your child's school or it can be downloaded from http://doe.virginia.gov/support/health_medical/
- For current immunization requirements, please go to the web site at <http://www.vdh.virginia.gov/epidemiology/immunization>
- Physical examinations and Immunizations may be scheduled with your health care provider or the health department.

Possession of Cell Phones, Electronic Audio or Video Devices or Similar Devices

Students may possess a cell phone or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time. If a student possesses such a device, other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent. Students may possess electronic audio and visual devices to include MP3 players, CD and DVD Players, video game units, cameras, and other similar electronic devices, provided that the device must remain off and out of sight during the school day. However, students may use electronic audio and visual devices for pre-approved academic and



extra-curricular activities. Use of these devices on school buses may be permitted if the devices are muted and headphones are used. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent or guardian. Pulaski County Public Schools is not responsible for any damaged, lost, or stolen electronic devices.

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.

Sex Offender Registry (KN)

Sex Offender Registry Notification - The Pulaski County Public Schools recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Pulaski County School Division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police). Parents can find specific information about sex offenders by visiting the Sex Offender and Crimes Against Minors Registry.

The website is <http://sex-offender.vsp.virginia.gov/sor/>.

Student Code of Conduct(JFC-R1)

The current Student Code of Conduct may be found at pcva.us under "Students". Parents/Guardians and students are asked to read the Code of Conduct, sign that they have read the Code of Conduct, and return the form to the child's school. Please contact your child's school if you would like a paper copy.

Tobacco Policy (Policy JFCH, Also GBEC)

Smoking, chewing, or any other use of any tobacco or use of nicotine vapor products by staff, students, and visitors shall be prohibited on school property as defined in this policy.



1. The first violation of tobacco products or nicotine vapor products shall result in confiscation of the products, notification of parents and/or guardians, and at least one of the following:

- a. A student meeting with a school administrator to discuss commercial tobacco use and school policy.
- b. Student participation in tobacco education program.
- c. Offering student information about available cessation programs and resources.
- d. Report to School Resource Office

2. The second violation of tobacco products or nicotine vapor products shall result in confiscation of the products, notification of parents and/or guardians, and offering the student information about available cessation programs, as well as at least one of the following:

- a. A student and parent/guardian meeting with a school administrator to discuss school policy.
- b. A student meeting with the school nurse to discuss commercial tobacco use and related health concerns.
- c. Student participation in a tobacco education program.
- d. Report to School Resource Office

3. The third and any subsequent violation of tobacco products or nicotine vapor products shall result in confiscation of tobacco products, notification of parents and/or guardians, offering student information about available cessation programs, and student participation in a tobacco education program as well as at least one of the following:

- a. A student and parent meeting and with a school administrator to discuss commercial tobacco use and school policy.
- b. Educational community service.
- c. Loss of good standing at the school.
- d. Report to School Resource Office

Student Services and Activities

Character Education

In accordance with the Code of Virginia § 22.1-208.01, Pulaski County Public Schools provides character education.

The Pulaski County School Board provides, within its existing programs or as a separate program, a character education program in its schools. The character



education program may occur during the regular school year, during the summer in a youth development academy offered by the school division, or both. The purpose of the program is to foster civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems, and develop civic-minded students of high character. Specific character traits emphasized may include trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Character education is interwoven into the school procedures and environment so as to instruct primarily by example, illustration, and participation, in such a way as to complement the Standards of Learning. Classroom instruction may also be used to supplement the program. The program also addresses the inappropriateness of bullying, as defined in Va. Code 22.1-276.01. Parents have the right to review any audio-visual materials that contain graphic sexual or violent content used in any anti-bullying program. Prior to the use of any such material, the parent of a child participating in the program is provided written notice of the parent's right to review the material. The parent may excuse the child from participating in the part of the program utilizing the material.

The character education program shall:

- specify those character traits to be taught, selecting from those which are common to diverse social, cultural, and religious groups;
- be implemented at the elementary and secondary levels;
- provide for relevant professional development and adequate resources; and
- include a method for program evaluation.

Character education is intended to educate students regarding those core civic values and virtues, which are efficacious to civilized society and are common to the diverse social, cultural, and religious groups of the Commonwealth. It shall not include indoctrination in any particular religious or political belief. Consistent with this purpose, Virginia's civic values, which are the principles articulated in the Bill of Rights (Article I) of the Constitution of Virginia and the ideals reflected in the seal of the Commonwealth, as described in Va. Code § 1-500, may be taught as representative of such civic values.

Clubs/Organizations

All elementary schools hold club days where each student is invited to choose a club of personal interest. All clubs are sponsored by school staff members, personnel from the School Board Office, members of the School Board, as well as community leaders and



business owners. club meetings are held during the regular school day at least one time each month. Club day schedules will be shared with families at each elementary school.

Family Life Education

A parent or guardian has the right to review the family life curricula, including all supplemental materials used in the program. Parents and guardians also have the right to excuse their child from all or part of family life education instruction. Opt-out forms will be provided prior to instruction.

Library/Media Center

Each school has a library staffed by a library/media specialist. Students are given opportunities to check out materials from the library.

Profile of a Virginia Graduate

Link to the Virginia Department of Education's information on the profile of a Virginia graduate: <http://www.doe.virginia.gov/instruction/graduation/profile-grad/index.shtml>

School Counseling Program

Each school provides the following guidance and counseling services to all students:

1. Academic guidance assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, arrange and interpret academic testing and to seek post-secondary academic opportunities.
2. Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
3. Personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling. No student is required to participate in any counseling program to which the student's parents object.



The guidance and counseling program does not include the use of counseling techniques which are beyond the scope of the professional certification or training of School Counselors.

Parents are notified annually about the counseling programs which are available to their children. The notification will include the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at their child's school and information about the procedures by which parents may limit their child's participation in such programs.

Student Fees

Elementary Schools:

If required:

Weekly Reader:	\$5.00
National Geographic (student version)	\$5.00
Scholastic News	\$5.75

Student Recognition

Each elementary school recognizes students for academics, attendance, and good citizenship. The individual school determines how and when each student is recognized.



Elementary School Parent and Student Handbook Acknowledgement Form

The 2019-2020 Pulaski County Public Schools Elementary School Parent and Student Handbook contains policies with regard to attendance, dress code, technology and cell phones, student conduct expectations and discipline management, grading/reporting/testing, information, and more.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of (student name) _____ hereby confirm that I have access to or have received a copy of the 2019-2020 Pulaski County Public Schools Student/Parent Handbook, and further understand the responsibilities expected of Pulaski County Public Schools parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2019-2020 Pulaski County Public Schools Elementary Student/Parent Handbook.

Student Printed Name: _____

Homeroom Teacher: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____

Disclaimer: Pulaski County Public Schools reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.