

PULASKI ELEMENTARY SCHOOL
HANDBOOK
2009-2010



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

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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 8:35 a.m. to 3:00 p.m. The tardy bell rings at 8:35 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. ***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 8:00 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
8:35 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.

Bringing Toys to School

Students are expected to leave personal items at home such as toys, candy, and gum. Students are not allowed to bring items such as trading cards, toys, stickers, etc. **This also includes those items that attach to backpacks.** 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. CD players/and other electronic devices are not allowed to be on at school (Field Trips may be an exception if the teacher allows them). The school will not be responsible for destruction 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**

Discipline

Effective School-Wide

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:

Respect Self	Respect Others	Respect Property
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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

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.
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) 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 in middle school or high school grades.
14. Students may not come to school with their hair dyed an unexpected/unnatural color (i.e., blue, green, etc.)

Additional PES Policy

15. Footwear - At PES, students are not allowed to wear shoe skates or flip flops. 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: cellular phones, beepers, MP3 players, CD and DVD players, 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 that if students are parent pick-up, that 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 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 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 lunch bag, coat, hats, etc

Meals (*)

Breakfast and lunch are available daily. Students who qualify for free or reduced lunch must submit an application. Students who pay for their lunch can pay by the day or the week. If possible, we prefer that you pay by the week as this eliminates some confusion during meal times. Occasionally students forget their lunch money and are allowed to charge their meals (lunch only, not breakfast). You are asked to promptly reimburse the cafeteria for this amount. Students who have charged lunch three times will not be allowed to charge a fourth time and will receive a peanut butter sandwich, milk and stick cheese. A note will be sent daily notifying you if your child has had to charge a meal. Notify the cafeteria staff if you wish to designate how much money your child is allowed to spend on things such as breakfast or snacks. Also, please notify the office if you plan to eat lunch with your child so that adequate preparation can be made. 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. - 4:00 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 Boosters

Every parent is encouraged to join the Panther Boosters. Meetings are generally held once a month from 6:00 p.m. - 7:00 p.m. 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.

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 CONNECT

All parents/guardians who have legal rights to view their children's school records may use Parent CONNECT. It is a web based program that allows parents to view their child's school records including attendance, grades, and discipline. Further information will be provided to you if you are interested in having access to this site.

Parent 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.

Arrival

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.

Dismissal

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. We will begin loading cars after all parent pick-up students have been brought to the cafeteria.
2. An individual will call to the cafeteria asking for 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. We should be able to get all parent pick-up students out by about 3:15 or 3:20 with minimal waiting.
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.

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 Registration Form" found in this 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.

Reading is Fundamental (R. I. F.)

Each student will receive three free books through the Reading is Fundamental (R. I. F.) program. Please take time to read these books with your child. Reading is the key to a successful future.

Report Cards Nine Weeks Tests

Students receive report cards every nine weeks. Report cards will be issued approximately one week after the end of each nine weeks period. They also receive midterm reports halfway through the grading period. Nine weeks test (core subject test given at the end of the nine weeks reporting period) grades will be reflected in your child's final grade.

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 on the second and fourth Thursdays of each month at the Pulaski County School Board Office at 202 North Washington Avenue at 4:30 p.m. Everyone is welcome!

School Pictures

Individual school pictures of students will be taken in the fall on October 8th with retakes on November 11th. Ordering information and prices will be sent home prior to picture day. Class pictures and individual pictures will be taken in the spring. 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. A letter

will be sent to you to inform you of the dates and types of tests your child will be taking. A letter will be sent home early in the year to give you the exact dates of testing. 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 (*)

From time-to-time we have parents who change their child's transportation arrangements and tell the child but do not notify the office. This becomes a problem for us because there are times when children are confused about the arrangements and we do not know whether to send them home on the bus or to have them wait for parent pickup. Therefore, we ask that you **always** notify the office by calling by **2:30** (and using your password) or by sending a note. 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 until you come to pick him up if we are unable to verify this with you. You may find this to be inconvenient, however, your child's safety is very important to us, and we would rather inconvenience you than to endanger your child by sending him home on the bus with no one there to meet him.

Weapons Policy (*)

Our weapons policy is strictly enforced. A portion of District Policy R7-48 states, "Possession or use of a weapon in a school building or on school board property is prohibited. A student found to be in possession of a weapon on school premises, before, during, or after school or at any school sponsored activity, will be subject to administrative and/or legal action. This may include immediate suspension from school, with a recommendation to the school board for expulsion. The violation may also be reported to law enforcement officials." Please make certain to review this policy with your child.

Wellness Policy for PCPS Employees and Students (IGAL)

(Go to <http://www.pcva.us/Policy/Topical%20Index.htm> for the complete policy.)

The Pulaski County School Board recognizes the link between student health and learning and desires to provide a program promoting healthy eating and physical

activity in division students. A comprehensive program is essential to foster academic, social and emotional growth, and to promote optimal health.

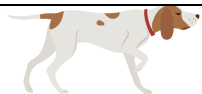
The Pulaski County School Board has established several goals to promote student wellness. These goals address the areas of nutrition education, physical activity, and other school-based activities. This policy includes efforts to improve the wellness of Pulaski County employees as well. Below are some of the elements of this policy that will be of special interest to you.

1. **Breakfast** - a.) All students have access to the breakfast meal. If students arrive on late buses, they receive a "Grab and Go" breakfast, b.) Students have at least ten (10) minutes to eat breakfast,
2. **Lunch** - a.) Students have at least twenty (20) minutes to eat lunch. b.) Parents/guardians will not be allowed to bring "fast food" meals to students during breakfast and/or lunch time, c.) b. All items on the a la carte menu are meal items or items containing no more than 30% of calories from fat, no more than 10% of calories from saturated fat per serving and have no more than 35% by weight of sugar per serving.
3. **Parties** - The nutritional content of foods and beverages donated for class parties or other school events is considered. Each event or activity should include no more than one food or beverage that does not meet nutritional guidelines. Following these guidelines will reinforce the importance of healthy choices.
4. **Classroom** - Schools will not use foods or beverages as rewards for academic performance or good behavior.

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 clipboard with sign in/out sheets is located just inside the office door). All visitors must enter the building through the main entrance.

To help us to meet these goals we ask that you consider the following ideas when providing snacks for classroom parties and events.



Look for the **Scavenger Hunt Handbook Page in your packet...**
Complete it-Sign it- Return it-and **WIN** a prize when you bring this back to your teacher
tomorrow!