



**Brosville Elementary
School**

2023-2024



**Parent & Student
Handbook**



Where Children Come First!

Brosville Elementary School

STUDENT HANDBOOK

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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 2023-2024 school year will be successful and everyone will work together for the benefit of our students.

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	<u>Tardy (report to office with parent)</u>
8:15-3:00	Instructional school day

ATTENDANCE (JED-PC)

All students are expected to attend school for 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 six days every marking period. Students who accumulate more than 10% (*excused and/or unexcused*) absences during the nine 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.

COMPULSORY ATTENDANCE PROCEDURES:

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, or the parent provides a reason for the absence that is unacceptable to the school administration, the school principal, the principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused." Early intervention with the student and parent or parents takes place for repeated unexcused absences.

A. Upon Fifth Absence Without Parental Awareness and Support If

(1) a pupil fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the pupil's parent is aware of and supports the absence; and (3) a reasonable effort to notify the parent has failed, then the principal or principal's designee makes a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or principal's designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such a plan shall include documentation of the reasons for the pupil's nonattendance.

B. Upon Additional Absences Without Parental Awareness and Support

If the pupil is absent for more than one additional day after direct contact with the pupil's parent and school personnel have received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal or principal's designee shall schedule a conference with the pupil, the pupil's parent and school personnel. Such conferences may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether the student's parent approves of the conference. The conference team shall monitor the

pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principals' designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

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 any further 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 from school, 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 and dated by parent/guardian and give it to their homeroom teacher if they:

- Plan to leave early.
- Leaving with someone other than a parent.
- Need to ride a different bus.
- Absent for any reason.
- Family trips must be approved at least 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. The automated system (School Messenger) will contact you the morning of an absence. If no contact is made by a parent/guardian to the school office during an extended absence, the school's attendance clerk will reach out to you.

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 to be considered excused 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:

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.
- When checking students out early 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 to amy.davis@pcs.k12.va.us
- 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 2:40 – 3:00 p.m. If you arrive after 2:40 p.m. you will be required to get in the car rider line to receive your child.
- Students who are not tardy and do not leave early during the nine weeks will be rewarded by the principal.

BIRTHDAYS

Each student's birthday is announced in the morning announcements. The PTO celebrates your child's birthday each month with a birthday party of cupcakes 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 free of charge. There is a cost for extras and supplemental items. 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.
- Breakfast will be served on delayed opening days.
- Packed lunches from home should be nutritious and please limit candy and sweets.
- Packed lunches should not require heating in the microwave.
- Sodas are not allowed in the lunchroom during lunch periods by students.
- No restaurant food (fast food, take-out orders, etc.) is allowed in the cafeteria during lunch hours.
- Money for breakfast and lunch may be paid daily, weekly, or monthly to keep on your child's account for extras and supplemental items.
- If you have questions about your child's account, please call the school (434-685-7787). The office can transfer calls to the cafeteria.
- Parents/visitors are to call the office by 9:30 am if they plan to come for lunch.
- Parents may join us for lunch beginning October 17, 2023.
- Parents must eat with their child only at the parent table unless written permission from the other child's parent is received.
- Parents will not be allowed to eat lunch with their child on early dismissal days.
- PARENTS WILL NOT BE ABLE TO EAT WITH THEIR CHILD AFTER MARCH 14, 2024.**
- Visitors will not be served unless they are wearing a visitor pass which is given in the office when they sign in.
- Additional items may be purchased a la carte.
- Adult meals:
 - Breakfast - A La Cart
 - Lunch \$4.35

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. (There is a charge per

transaction.) 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 additional items. 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. 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:

- Go through the service line.
- Use good manners.
- Learn how to open items independently.
- 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 the 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.

CELL PHONES/ELECTRONIC DEVICES (JS-PC)

Unauthorized use of cell phones and other electronic devices by students is prohibited during the school day. This may include, but is not limited to, pagers, beepers, Personal Digital Assistants (PDAs), digital cameras, smart watches or other electronic devices. Unauthorized use of cell phones and other electronic devices will result in disciplinary actions. In all cases, the cell phone or device will be confiscated from the student and returned to the student at the end of that school day.

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 of custody changes.

The custodial parent has the responsibility to:

1. keep the school office informed of the parent's address and how the parent may be contacted at all times.
2. provide the current address and phone number of the noncustodial parent at registration unless such address is unknown and the custodial parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the noncustodial parent; and
3. provide a copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent.

The noncustodial parent has the responsibility to keep the school informed of changes in the parent's phone number and address. At the request of a noncustodial parent, such parent will be included as an emergency contact for the student's activities unless a court order has been issued to the contrary.

EDUCATIONAL (SCHOOL) 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. All parents must have Level I clearance to attend with your child and Level II volunteer clearance to be a chaperone.

EMERGENCY CONTACTS/INFORMATION

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 electronically mid-way through the nine weeks and a report card will be emailed at the end of each nine weeks grading period. Parents should access their child's grades online using Parent Portal. First time users will need to bring a photo ID to the office in order to receive log-in and password information.

The following codes shall be used for reporting students' progress:

- Kindergarten
 - S Is successful in this area
 - N Needs improvement
 - U Unsatisfactory
 - + Skills mastered
 - Skills not mastered
- First Grade
 - Reading and Mathematics will be graded using the following code:
 - A Excellent
 - B Good
 - C Average
 - D Difficulty
 - F Failing
 - Other subjects will be graded using the following code:
 - S Satisfactory
 - N Needs improvement
 - U Unsatisfactory
- Grades 2-5
 - Language Arts (reading, language, writing, spelling) mathematics, science and history/social studies will be graded using the following code:
 - A Excellent
 - B Good
 - C Average
 - D Difficulty
 - F Failing

Handwriting, physical education, art, music 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 90-100
- B 80-89
- C 70-79
- D 60-69
- F Below 60

HOMEWORK (IKB-PC)

Homework provides an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and the student's family, can be greatly enhanced by a sound program of homework. In addition, homework should be an important tool in developing independent thought, self-direction and self-discipline. It assists the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

1. Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
2. Homework should be assigned in such a manner that it will be clearly understood by all students.
3. Homework should serve a valid purpose and be closely related to current classroom activities.
4. A student's access to resource materials should be considered when making assignments.
5. Homework should be evaluated promptly and returned to the student. Appropriate rewards should be given to those students who successfully complete assigned work. Effort and competency should be recognized and rewarded.
6. Teachers should seek to determine the causes if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
7. Homework should not be used for disciplinary purposes. Excessive homework, like the absence of homework, should be avoided.
8. Teachers and administrators should take appropriate steps to communicate with parents

regarding the division's homework policy and to solicit their support.

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, bus, 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 \$3.00 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 book bag daily. Students who violate this policy will be subject to disciplinary action.

Prohibited items will be confiscated 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 cafeteria door. Teachers will be there to supervise and direct students, but are not required to open car doors.
- DO NOT pass or go around other cars in the line.
- Afternoon pick-up is 3:00 - 3:15 PM. The 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-3rd 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 OTHERS 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 expected to follow directives of all teachers and staff while in the building or on school grounds.

Students are responsible for any damages they do to textbooks, technology (desktops/chrome books) 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

Pittsylvania County Schools recognize that all students, staff, and community members deserve a rigorous, respectful, and safe educational and work environment where diversity is valued and contributes to achieving positive academic and social outcomes. All students who attend Pittsylvania County Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. This policy is intended to provide guidance for students, staff, and parents.

Students are to dress appropriately for school. The following dress code guidelines will apply to all students:

- 1) Clothing should be free from alcohol, tobacco, drugs, sex, or any offensive language. Items should not make fun of race or gender.
- 2) Hats, headgear, sunglasses, and bandanas should be removed upon entering the building.
- 3) Shorts, skirts, and dresses must be at an appropriate length. (Appropriate length is mid-thigh; mid-thigh would be approximately to the tip of the thumb when placed at sides- arms straight with palms down).
- 4) Spaghetti strap tops or dresses are not allowed.
- 5) All sleeveless clothing should fit under the arms and not hang loosely.
- 6) Leggings may be worn, if the shirt/dress is long enough to freely cover the upper thigh.
- 7) Any pants with holes above the "thumb length/mid-thigh rule" must have fabric under the pants.
- 8) Pajamas, slippers, and lounge pants are prohibited except for school activities approved by the administration.
- 9) Flip flops, strapless sandals, or shoes without a back strap are not allowed in PE or recess.
- 10) Sneakers will be needed to participate in Gym and Recess activities.

When a student's dress is in question, he/she may be seen by administration. Administration reserves the right to establish other dress standards as the need arises.

The administration requests that all visitors follow the dress policy while on school property.

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 nine weeks on the "Wall of Fame" and at the end of the school year for:

- Academic performance
- Perfect attendance
- Good citizenship
- Improvement
- Reading Achievement
- 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) – each nine weeks

- All Star Award - All S's Yearly Average
- Citizenship – All S's in conduct and no office referrals – each nine weeks
- Reading Achievement Award – TBD by media specialist
- Attendance Award – Perfect attendance each nine weeks

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

- Bulldog Award - All A's (exclusive of conduct) – Each nine weeks
- Super Star Award - All A's and B's (exclusive of conduct) –each nine weeks
- Paw Award – All A's Yearly Average (exclusive of conduct)
- All Star Award - All A's and B's Yearly Average (exclusive of conduct)
- Citizenship – All S's in conduct and no office referrals –each nine weeks
- Reading Achievement Award – TBD by media specialist
- Attendance Award – Perfect attendance each nine 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.

Recess is built into the schedule daily. If conditions permit, classes will utilize the playground and/or walking track. Students are not permitted to go outside if the temperature is below 40 degrees. If conditions are unfavorable, recess will be held indoors.

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.

VOLUNTEERS (Policy IICB/ICC)

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), 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. The Superintendent or designee will send an automated call through the School Messenger system.

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.