



Mt. Airy Elementary School

Parent & Student Handbook

100 Mt. Airy Elementary Circle
Gretna, VA 24557
(434) 630-1816 (Office Phone)
(434) 335-5585 (Office Fax)

<https://mae.pcs.k12.va.us/>

Introduction

Welcome!

The Mt. Airy Elementary School Student Handbook provides information about rules, policies, privileges, and responsibilities specific to our school. The handbook serves as an addendum to the Pittsylvania County Student/Parent Information Booklet. I encourage each student and parent to become familiar with information in the handbook as it may answer many questions concerning the operation of the school.

Thank you for trusting the faculty and staff with your precious children! We look forward to a successful year and urge you to be an active participant in your child's education. Please feel free to contact your student's teacher, or me, with any concerns or questions you have throughout the school year.

Pamela J. Fields, Principal

Vision: To provide the needed support for all students to grow academically and socially in order to be productive members of society

Mission: Every Student, Every Day

Daily Schedule

8:00 AM - 4:00 PM.....Office Hours
7:50 AM.....Buses Begin Unloading
7:54 AM.....Car Riders Begin Unloading
7:50 - 8:14 AM.....Homeroom Activities / Breakfast
8:14 AM.....Instructional Day Begins
2:55 PMDismissal
3:20 PMTeachers Leave
4:00 PM.....Office Closes / No Access to Classrooms

SCHOOL PRACTICES AND REGULATIONS

Bus Rider Transportation

- Please be reminded that riding a bus is a privilege.
- Please review the Student Regulations for School Bus Students found in the *PCS Student/Parent Information Booklet* with your child.
- Parents should accompany their child to the bus stop in the morning and be present at the bus stop in the afternoon. **If an adult is not available to be at the stop to receive students in the afternoon, the parent or guardian must complete the *Transportation Release and Waiver Agreement* form. Please contact the office for more information.**
- **Parents should not attempt to board a school bus.** If you would like to conference with the driver, please contact the school.
- Students should arrive at the bus stop **five minutes before** the bus is scheduled to arrive.
- Due to safety concerns, if your child misses his/her bus, the student **may not be dropped off at school to board the bus.** Students must remain in the vehicle until 7:54 AM when staff members begin supervising car riders.

Cafeteria – Breakfast & Lunch

- Car riders who wish to eat breakfast should arrive **no later than 8:00 AM.**
- Parents may consider utilizing **MySchoolBucks** to monitor a child's lunch account. **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 balances.

Car Rider Transportation – Traffic Pattern

- Follow the signs for Parent Drop Off.
- Car riders may **unload between 7:54 AM and 8:14 AM.**
Students who arrive after 8:14 AM must be accompanied by an adult into the office to sign in.
ALL students will unload at the sidewalk next to the first mobile unit.
ALL students should exit vehicles from the **PASSENGER** side.
Car riders who wish to eat breakfast should arrive by 8:00 AM.
- In the afternoon, all car riders will begin reporting to the end of the hall at 2:54 PM. **Parents should remain in their vehicles;** students will be called from the hall as vehicles are recognized.
- All car riders **must be picked up by 3:10 PM** as there is no supervision of students after this time.
- Only parents/guardians or adults listed on the Emergency Information form may pick up students from school.

Changes to the regular dismissal routine must be documented in writing prior to noon. Changes cannot be made by a phone call. Verification of bus stop address is required. In case of a dire emergency, contact the principal. If a student is to go home with a friend, a note allowing permission is required from a parent of each student.

Cell Phones/Electronic Devices

- The use of cell phones and other electronic devices by students is prohibited during the school day.

Check Writing

- Checks may be written to the school and cafeteria. Please see the memo on the following page for acceptance guidelines.



PITTSYLVANIA COUNTY SCHOOLS
P.O. Box 232 • 39 Bank Street S.E. • Chatham, Virginia 24531

Dr. Mark R. Jones
Division
Superintendent

A-15/17-18

July 17, 2017

TO: Parents and Guardians

FROM: Tracey R. Worley, Director of Finance
Amy K. Hardy, Accountant

SUBJECT: Non-Sufficiently Funded Checks (NSF Checks)

Due to the volume of uncollectible checks that the district receives, the Pittsylvania County School Board has contracted with an outside company for the electronic collection of checks returned for insufficient funds (NSF).

We will gladly accept your checks. When you provide a check as a payment, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. **By paying by check you are also authorizing the collection of a fee through an electronic fund transfer from your account if your payment is returned unpaid.** This fee can range from \$35.00 to \$50.00 per check and is collected and kept by the outside collection company. Pittsylvania County Schools only receives the face value of the check.

Please include the following on your check:

- **Full Name**
- **Street Address**
- **Phone Numbers**

If there are any questions, please contact your principal.

Child Abuse/Neglect

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

Classroom Parties

- Classes are allowed two parties per school year: winter & spring. Students may have treats on various occasions at the teacher's discretion. **Due to food allergies, homemade goodies are not allowed.**
- **Please notify the classroom teacher in advance before providing any type of treats.**

Custody Issues

- The school is obligated to follow the most recent court documents on file at the school.

Early Dismissal

- When a student must leave school early, the parent or guardian must send a signed note of explanation.
- The parent or authorized adult must have the office staff call the student to the office at the time of the dismissal.
- **The office staff will not call ahead to have a child waiting for a parent to arrive.**

The school will not release a child to anyone other than parents, legal guardians, or persons whose names appear on the **Emergency Information Form**.

Emergency Notification

- **Should** Mt. Airy Elementary School need to be evacuated, all students will proceed to Mt. Airy Baptist Church or Greenfield Baptist Church.

Field Trips

- Students must abide by the rules and regulations of Pittsylvania County Schools Code of Conduct.
- Charter buses are often used for field trips outside of our community. Due to the required deposits and expense of charter buses, **refunds cannot be issued after the date stated in the field trip information letter.**
- No children are permitted on the trip other than those enrolled in the class. Field trip guests must have Level I Clearance (if driving separately). **Field trip guests (riding the bus) and chaperones (group supervision) must have Level II Clearance.** (See section on VISITORS/VOLUNTEERS for further details.)

Fundraisers/BoxTops

- The school participates in Box Tops for Education to raise funds for our students. We ask that all families participate in this fundraiser.
- **Box Tops may be submitted electronically by downloading the Box Tops for Education app, selecting Mt. Airy, and scanning your receipts.**
- Funds and prizes received by the school are used solely to benefit the students, for example, Field Day, student incentives, and other special activities.

Grading and Reporting

The grading system provides a method of keeping the parent informed as to the student's progress in school. The following codes shall be used for reporting students' progress at the end of each reporting period:

Kindergarten and Transitional First Grade:

S = Is successful in this area

N = Needs improvement

U = Unsatisfactory

+ = Skills mastered

- = Skills not mastered

Grade 1: Reading and mathematics will be graded using the following code:

A = Excellent

B = Good

C = Average

D = Experiencing Difficulty

F = Failing

Other subjects will be graded using the following code:

S = Satisfactory

N = Needs improvement

U = Unsatisfactory

Grade 2-5 Language arts (reading, language, writing, and spelling), mathematics, science/health and history/social studies will be graded using the following code:

A = Excellent

B = Good

C = Average

D = Experiencing Difficulty

F = Failing

Handwriting, physical education, art, music, and conduct 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 used to determine letter grades to be placed on report cards and cumulative records.

Listed below is the numerical scale for determining letter grades in elementary schools:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = Below 60

At the end of the fourth week of each nine week marking period, school-developed interim reports will be sent to the parent of all students in grades K-5.

- Parent-Teacher Conference Nights are scheduled twice during the school year. Please call the office to schedule conferences. Conferences may be scheduled with the teacher as needed.

Health Issues

- Please help us keep our school healthy! If your child is sick, please do not send him/her to school. Children should be fever free for twenty four hours, without medication, before returning to school.
- ALLERGIES – Under certain circumstances, it may be necessary for schools to restrict various products such as food items and/or fragrances. To help ensure the safety of all students it is requested that all food be commercially prepared for any classroom activity. **Home baked items are not allowed.**
- COMMUNICABLE DISEASES – Students will be excluded from school if they have contracted a communicable disease, which includes head lice.
- IMMUNIZATIONS – Students will be excluded from school if immunizations are not complete.
- MEDICATIONS – We would prefer not to administer medicine at school. Please try to arrange for your child to take medicine at home before he/she comes to school and when he/she comes home in the afternoon. If we must administer medicine during school

hours, you must complete a medication permission form and **you must bring the medication to the school in the original container. Students may not bring medicine of any kind to school.** The school will not administer any medication without the permission form. Aspirin, adult medications, and herbal/homeopathic medications require a physician's order.

Homework

- Homework is a part of the school program and every student is held accountable. Homework is used to reinforce concepts taught during the day. Students should be able to complete their assignments with little difficulty. If there is difficulty, please contact the teacher.
- Pittsylvania County Schools utilizes an internet based program (PowerSchool) which allows parents to access students' grades and attendance through a parent portal. Parents of students new to Mt. Airy Elementary School will be assigned a user ID and password.

Ice Cream and Healthy Snacks

- Students may purchase ice cream or healthy snacks for \$0.60.

Moment of Silence

- The school recognizes a moment of silence and participates in reciting the Pledge of Allegiance. It is requested that all students observe this moment of silence for reflection, prayer, or meditation, as well as the recitation of the Pledge of Allegiance. Visitors are also asked to respectfully observe this time.

PTO

- An active Parent/Teacher Organization is an asset to the school. You can keep abreast of PTO activities by attending the meetings and reading the published flyers. We encourage you to take advantage of another avenue of productive home-school interaction by becoming a working member of our PTO.

Retention

- Every effort will be made to ensure student academic success. Two parent conferences are scheduled for the school year and teachers are available for conferences throughout the year by appointment. Parents are encouraged to communicate with their child's teacher to support academic success. When retention is considered, Mt. Airy Elementary School will follow the guidelines stated in PCS School Board Policy.

Requests for Specific Teachers

- We cannot accept requests for specific teachers.

SchoolMessenger

- SchoolMessenger is an automated phone system which notifies parents of announcements and school closings. **Please notify the office if your numbers or email change throughout the year.**

Student Conduct

- Students are expected to come to school ready to learn. Good behavior is expected at all times. Each student has the right to a safe and healthy environment conducive to learning. Students are expected to follow school rules that focus on being respectful, organized, appropriate, and responsible.
- Mt. Airy has established school-wide expectations. The expectations are included in the ROAR Chart on the following page.
- In addition to school rules, each teacher maintains standards for children to follow. Students violating school rules may receive consequences such as a conference with the principal, parent contact, detention (lunch, after-school, recess, etc.), or suspension from school. Please review, with your child, **Student Conduct** in the *PCS Student/Parent Information Booklet* which details specific misconduct and consequences.

Mt. Airy Panthers "ROAR" School-Wide Expectations

	Arrival	Dismissal	Hallway	Classroom	Restroom	Cafeteria	Bus	Playground
R Respectful	Use quiet voices. Be kind to others.		Use quiet voices. Be kind to others.	Raise your hand to speak. Be an active listener. Be kind to others.	Use quiet voices. Give others privacy. Be kind to others.	Use quiet voices. Say "please" and "thank you". Be kind to others.	Use quiet voices. Be kind to others.	Share equipment with others. Be kind to others. Include others in activities.
O Organized	Walk single file on the right side of the hallway.		Walk single file on the right side of the hallway.	Keep up with materials.	Only three people are allowed in the restroom at a time.	Stand in line (according to lunch choices).	Sit in assigned seat. Keep up with belongings.	Keep up with equipment.
A Appropriate	Arrive on time (8:14 AM). Walk directly to class. Hang belongings.	Stay seated until dismissal group is called.	Keep hands and feet off walls, displays, and bulletin boards.	Follow class rules.	Use one pump of soap. Use two paper towels.	Stay seated. Raise your hand for assistance.	Follow bus rules. Obey the driver.	Take turns. Be safe.
R Responsible	Turn in notes and money.	Pack all materials for home.	Watch out for others.	Be prepared.	Wash hands. Place all trash in trash cans.	Know lunch choice. Clean up your area.	Be a role model for others.	Line up when called.

Student Dress

Pittsylvania County Schools recognizes 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:

- Clothing should be free from alcohol, tobacco, drugs, sex, or any offensive language. Items should not make fun of race or gender.
- Hats, headgear, sunglasses, hoods, and bandanas should be removed upon entering the building.
- 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).
- Spaghetti strap tops or dresses are not allowed.
- All sleeveless clothing should fit under the arms and not hang loosely.
- Leggings may be worn, if the shirt/dress is long enough to freely cover to the upper thigh.
- Any pants with holes above the "thumb length/mid-thigh rule" must have fabric under the pants.
- Pajamas, slippers, and lounge pants are prohibited except for school activities approved by the administration.
- 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 Recognition Guidelines

Principal's List:

- Each nine weeks, students in Grades 1 - 5 will be named to the Principal's List if they meet the following criteria: All A's and S's in all core subjects, exclusive of conduct.
- Students who are on the Principal's List every nine weeks will receive an award at the end of the year.

Academic List:

- Each nine weeks, students in Grades 1 - 5 will be named to the Academic List if they meet the following criteria: All A's and B's and S's in all core subjects, exclusive of conduct.
- Students who are on the Academic List **every** nine weeks will receive an award at the end of the year.
- Students who are on the Principal's List or the Academic List a combination of four times will receive an award at the end of the year.

Achievement Award:

- At the end of the year, students in Grades 1 - 5 will receive an award if they meet the following criteria: A, B, or S average in all core subjects, exclusive of conduct.

Citizenship List:

- Students with good citizenship must maintain the following:
 - *satisfactory conduct in all classes including resource classes;
 - *no office or bus referrals;
 - *determination of minor infractions will be at the discretion of the principal.
- Students on the Citizenship List four of four reporting periods will receive an award at the end of the year.

Panther Praise:

- Students earning a predetermined number of points will be recognized on the "Pawsitive Panther Praise" bulletin board and at the end of each nine weeks.

Perfect Attendance:

- Students who have Perfect Attendance for the year will receive an award on the last day of school.

Physical Fitness Awards:

- Students who obtain a passing score in five different fitness areas: Upper-body, Abdominal Strength, Endurance, Flexibility, and Lower Back Flexibility will receive an award.

Six Hundred Club:

- Students in Grades 3 - 5 who earn a 600, a perfect score, on any SOL test will receive a trophy and their name will be placed on the "600 Club" plaque.

Six Pillars Award:

- Students with outstanding character in his/her grade level will receive an award.

STEM Award:

- Students who earn an “A” every nine weeks in both math and science will receive an award.

Student of the Month:

- Every month, a student will be selected from each homeroom as the student of the month. The selection will be based on the previous month’s observation of students.

Characteristics of the Student of the Month:

- Behaving appropriately throughout the school
- Returning homework, signed papers, materials, etc.
- Staying on task and completing assignments in a timely manner
- Listening and following directions
- Exhibiting good character traits

Students will not be eligible if he/she has been issued the following:

- Bus Discipline Referral
- Class Discipline Referral
- Detention
- Suspension

VSBA Art Contest: Grades K-5

- Two school-level winners will be entered in the VSBA Regional Contest.

Young Writers:

- Winners at the school-level will receive a certificate. County and regional winners receive additional recognition at each level.

Textbooks

- Textbooks are provided to all students at no cost; however, students are held responsible for books that are lost or damaged. If a book is lost, the cost will be the amount needed to replace the book. Fines for damaged books will be assessed at the end of the school year.

Tobacco/Vapor Free School

File: KGC/GBEC/JFCH
TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS

Generally

Students are prohibited from possessing any tobacco product or nicotine vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity.

In addition, the use or distribution of any tobacco product or nicotine vapor product, on a school bus, on school property, or at an on-site or off-site school-sponsored activity is prohibited.

The superintendent is responsible for developing a regulation which contains:

- provisions for the enforcement of this policy among students, employees, and visitors, including the enumeration of possible sanctions or disciplinary actions, and
- referrals to resources to help staff and students overcome tobacco addiction.

Definitions

“Nicotine vapor product” means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

"Tobacco product" means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product" does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

Valuables at School

- Items having a value for one individual usually have an attractive appeal for others. These items can disappear during the school day. Valuable items should not be brought to school. Money should be kept in a pocket, book bag, or wallet, not left lying on a table or desk. The school is not responsible for lost or stolen items.

Volunteers

- Parents and other interested persons who have a particular interest in working with children are encouraged to become active volunteers in the school. Mt. Airy Elementary School has a need for volunteers to serve in the following capacities:
 - Classroom aides
 - Library aides
 - Tutors
 - Office aides
- Volunteers are expected to adhere to all PCS Policies, including the dress code policy.
- Visitors and volunteers will be required to show his/her photo identification each time they sign in.
- Level I 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. Forms may be filled out in the school office and a valid driver's license or identification card is required. **Level I approval must be completed each year.** Level I volunteers may include resource speakers, PTO volunteers, homeroom volunteers, field trip guests (**NOT riding bus**), and field day volunteers.
- Level II volunteers may be solely responsible for supervision of students. Level II forms must be completed at the Level II published locations and require fingerprinting. Level II volunteers may include PTO officers, Tutors, Student Mentors, and field trip guests (**riding the bus**) or chaperones .
Please complete Level I and/or Level II requirements early in the school year as approval takes a significant amount of time. Volunteers may not participate in activities until the school receives notification of approval.

Weather Closings/Delays

- Announcements concerning school closings or delays will be made via local radio or television stations, Pittsylvania County Schools' website postings (www.pcs.k12.va.us), and the SchoolMessenger System.
- The superintendent or designee will announce information regarding closings. Please do not call the school. During these times, telephone lines are needed for emergency communication with the School Board Office.
- Early closing is necessary if weather conditions warrant. We request that you have a plan in place for your child in the event of early dismissal.



School Pictures

Please return this form to your child's teacher!

Individual pictures will be taken in the fall and spring. Packages will be available for purchase several weeks after pictures are taken. Class pictures are prepay only and will be taken second semester. Cap and Gown pictures for Pre-K and Fifth Grade will be taken in the spring and will be available for purchase at the Awards Ceremonies in May. Reminders for each picture event will be sent home. Please check below to indicate your preference for your child to be included in the yearbook and/or his/her class picture.

_____ My child may be included in the yearbook.

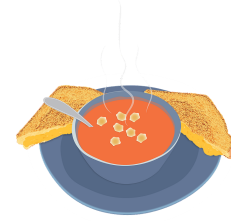
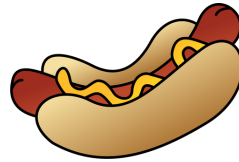
_____ My child may **NOT** be included in the yearbook.

_____ My child may be photographed for the class picture.

_____ My child may **NOT** be photographed for the class picture.

Student's Name

Parent's/Guardian's Signature



Lunch Visits at Mt. Airy

- ★ Visitors may begin joining a child for lunch on October 13, 2023
- ★ Parents must return the attached form designating who may eat lunch with their child
- ★ Lunch visitors must sign in through the main office and provide identification.
- ★ Visitors must make reservations with the cafeteria (434-630-1816, Ext 3206)

Student's Name: _____ Teacher: _____

Please list the name of each person that may eat lunch with your child:

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

If changes must be made throughout the year, the parent or guardian must notify the office, in writing, of any changes. Only visitors with parent/guardian approval will be allowed to enter the cafeteria.

Parent's/Guardian's Signature

Date

Please return this form to your child's teacher!

Mt. Airy Elementary

Handbook Acknowledgement Statement

I hereby acknowledge that I have received and read the **Mt. Airy Elementary School and Pittsylvania County Student Handbooks**.

PARENT'S
SIGNATURE

STUDENT'S
SIGNATURE

TEACHER'S
NAME

DATE

**PLEASE RETURN THIS FORM TO
SCHOOL WITHIN FIVE
DAYS OF RECEIPT.**

