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# Perrymont Elementary School Parent & Student Handbook 2024-2025

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<https://www.lcsedu.net/schools/pes>

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**Panther P.R.I.D.E**  
*Participation, Respect, Integrity, Discipline, and Effort*

Principal: Dominique Foster  
Assistant Principal: Jason Shelton  
Administrative Assistant: Jazmine Alexander  
Attendance Clerk: Alexandria Penn  
Behavior Coach: Christopher Doster  
School Counselor: Meagan Arthur  
School Nurse: Belinda Carter  
School Social Worker: Shannon Long

The purpose of this handbook is to provide basic information regarding the procedures and policies of Perrymont Elementary School. It is not intended to be all inclusive. It, along with the Lynchburg City Schools' Parent/Student Handbook and Lynchburg City Schools' School Board Policies, are meant to serve as a guide for parents, students, and staff. We encourage you to read these documents carefully and share the information with your student. If you need clarification or additional information, please contact us at 515-5250.

## I. THE PERRYMONT SCHOOL COMMUNITY

Perrymont Elementary School is located on thirty-five acres on Perrymont Avenue in the southwestern section of the city. It is near Fort Avenue; a main traffic artery for the city. The Perrymont Elementary School zone is comprised of one major zone and two satellite areas. The main zone is the residential streets surrounding Perrymont. Two other satellite areas include an apartment complex on Clay Street and another complex off Langhorne Road.

## II. PHILOSOPHY, MISSION, AND ORGANIZATION

**LCS Vision Statement:** A Tradition of Excellence for All

**LCS Mission Statement:** Every child, by name and by need, to graduation and beyond.

**School Mission:** to cultivate and develop critical thinkers and responsible citizens by fostering each individual student's academic, social, and emotional success and development.

**School Vision:** to cultivate lifelong learners and responsible citizens.

**School Motto:** Panther P.R.I.D.E. (Participation, Respect, Integrity, Discipline, and Effort)

**School Mascot:** Panther

**School Colors:** Red and black

**Organizational Structure:** Students are assigned to classrooms in grade levels PreK-5. Each grade level or unit is represented on the Perrymont Leadership Team.

## III. PROCEDURES AND SERVICES

### **Attendance:**

In all cases of tardiness to school or early dismissals, students must present that day a written note from a parent/guardian to the school stating the reason for the tardiness or early dismissal. Excused tardies/early dismissals are granted only for the following reasons:

- o Personal illness. Written excuses should contain a description of the illness.
- o Personal required court appearance with documentation from the court.
- o Death or serious illness in immediate family. Principal will also consider each individual case and any extenuating circumstances.
- o Medical condition or appointment verified by a note from a medical professional or dentist.
- o Religious holiday will be excused upon presentation of written verification from the student's parent/guardian. No student will be deprived of any award, eligibility, or opportunity to compete for any award, or the right to take an alternate test or examination the student missed by reason of such verified absence.

### **Per School Board Policy JED-RZ:**

o Upon a student's return to school, the student shall bring a note signed by the parent/guardian to explain the reasons for the absence and the dates of the absence. The school should receive the note on the day of the

student's return to school. E-mail will be accepted for a note. Absences will be unexcused if notes are not received by the school within two school days of the student's return to school even if the parent has called.

**Truant with 5 Unexcused Absences:**

When a student reaches five (5) unexcused absences during the school year he or she is considered truant. At the fifth unexcused absence, a 5 Day Letter is mailed to the parent/guardian along with a printed copy of the student's attendance record for the school year. The school administrator, or his/her designee (i.e., often the attendance clerk), will conduct the 5 Day Conference with both the parent/guardian and the student; he/she will make reasonable efforts to obtain an explanation for the student's nonattendance. An Attendance Plan will be developed with the parent/guardian and student during the conference to resolve attendance issues. All future student absences will require the parent to turn in a note from a professional service provider (e.g., doctor, dentist, mental health care provider).

**Truant with 7 Unexcused Absences:**

The seventh unexcused absence is defined in the Code of Virginia as, "More than one additional day after the Five Day Conference." If the student is absent for more than one additional day after direct contact with the student's parent and school personnel have received no indication that the student's parent is aware of and supports the absence, the school principal or principal's designee shall refer the student to the LCS Inter-agency Truancy Review Team for a conference. Such conference may include the Student Support Specialist and other community service providers to resolve issues related to the student's nonattendance. The conference shall be held no later than 10 school days after the tenth absence, regardless of whether the student's parent approves of the conference. The Inter-agency Truancy Review Team shall monitor the student's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve.

The City Attorney Letter will be mailed to the parent/guardian when the Truancy Department invites the family to the Interagency Truancy Review Team Meeting. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the student is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the Student Support Specialist. The Student Support Specialist shall schedule a conference with the student and student's parent within 10 school days. Continued nonattendance may result in the Student Support Specialist (1) filing a complaint with the Juvenile & Domestic Relations District Court alleging the pupil is a Child in Need of Supervision as defined in VA. Code § 16.1-228 or (2) instituting proceedings against the parent pursuant to VA Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the Student Support Specialist 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.

**Truant with 10+ Unexcused Absences:**

If the Interagency Truancy Review Team (ITRT) interventions are not effective and the student continues to accumulate unexcused days from school, a complaint may be filed with the Juvenile & Domestic Relations District Court alleging the child is a Child in Need of Supervision pursuant to § 22.1-267 (Proceedings against habitually absent child) of the Code of Virginia.

**10 EXCUSED or UNEXCUSED Absences:**

Upon the tenth day of any absence, either excused or unexcused (i.e., with the exceptions of documented five to ten day medical illness, vacation requests where the guardian followed our policy, and suspension) a 10 Day Letter is mailed to the parent/guardian along with a printed copy of the student's attendance record for the school year. 10 days of school absence is considered excessive. The school administrator, or his/her

designee (i.e., often the attendance clerk), will conduct the 10 Day Excessive Absence Attendance Plan and Conference with both the parent/guardian and the student. He/she will make reasonable efforts to obtain explanation for the student nonattendance. An Attendance Plan will be developed with the parent/guardian and student during the conference to resolve attendance issues.

**11 – 14+ EXCUSED or UNEXCUSED Absences:**

Students who accrue 11 or more excused or unexcused absences are the most likely to become chronically absent from school. While all absenteeism affects academic success, chronic absenteeism often puts students at serious risk of falling behind in school.

**Truant with 15 Consecutive Absences:**

Pursuant to 8VAC20-110-130 (When pupil dropped from roll) of the Administrative Code of Virginia, any student who has accumulated 15 consecutive absences (i.e., excused or unexcused) from school shall be dropped from the roll and marked “Withdrawn” in Infinite Campus. If the student does not re-enroll within three school days, the attendance clerk will notify the Student Support Specialist. The Student Support Specialist will then mail a Compulsory Enrollment Letter to the parent or guardian of the student. This letter outlines legal consequences of continued non-enrollment.

**PreK**

Lynchburg City Schools (LCS) believes that regular school attendance is directly related to academic achievement and to the development of good habits as a student moves on to each grade level. Given that there are a limited number of Pre-Kindergarten slots available in LCS, daily attendance at the preschool level is mandatory. School attendance is the responsibility of the parent(s) or guardian(s) of the preschool student and is documented daily by the school. The following protocol will ensure that your child’s attendance is accurate and in accordance with the Pre-K attendance expectations. To maximize opportunities for all LCS families, not adhering to the policy may result in forfeiting continued participation in the LCS Pre-K instructional program.

**Excused absences:** will be granted for the following reasons:

- Personal illness – written/emailed excuses should contain a description of the illness
- Death or serious illness in immediate family
- Medical condition or appointment verified by a note from a medical professional
- Religious holiday

NOTE: As per LCS policy, parents/guardians will receive an automated call alerting of the child’s absence from school. ALL absences require a written note or email to be provided to the school explaining the reason for the absence within 2 days of the Pre-K student's return to school.

**Unexcused absences:**

- A student will receive an unexcused absence without absence notification to the teacher or school.
- If a child has 5 unexcused absences without notification provided to the school, the student will be considered truant, and the school-based attendance clerk will send a letter to the parent/guardian regarding the absences and a meeting will be conducted with the attendance clerk to develop a plan to support the PK student’s regular attendance.

- If a child accumulates 10 unexcused absences, the parent/guardian will be notified to attend a second support plan meeting with the school attendance team.
- If a child reaches 15 consecutive unexcused absences without notification to the school, the parent/guardian will be notified that the child's enrollment in the LCS Pre-K instructional program will be forfeited. Students who are dismissed from the program will need to reapply through the application process.

**Parent Notification of Upcoming Long-Term Absence:**

- A parent/guardian must notify the school principal for an upcoming, unavoidable, or significant reason for a long-term absence of up to 5 school days. The principal will determine if the child's assignment to the Pre-K program will be held in reserve.
- Written notification of an upcoming, unavoidable, or significant reason for a long-term absence of 6 or more school days requires the permission of the LCS Superintendent. The Superintendent will consider the request and a written response will be provided to the family. Notification does not guarantee continued participation in the Pre-K program.
- If a parent does not notify the school of an upcoming, unavoidable, or significant reason for a long-term absence, the child's enrollment in the LCS Pre-K/VPI instructional program will be forfeited. Students who are dismissed from the program will need to reapply through the application process.

**Tardiness or Early Dismissal:**

Students who arrive late or leave early are missing important classroom time. This can also be very disruptive to the classroom routine. Students who do not complete one-half of their school day will be counted absent. Excused tardiness/early dismissals are accepted within reason and with submission of a written notice for the following reasons:

- Personal illness
- Medical condition or appointment verified by a note from a medical professional or dentist
- Death or serious illness in immediate family
- Conditions beyond the control of the student or parent/guardian

The parent/guardian should notify the school in advance if it is known that the student will be tardy. When a student is tardy or leaves early, the parent/guardian is required to sign the student in/out in the school's main office.

**LCS Attendance Plan for Cumulative absences/Excessive Tardies:**

- **5 Day Meeting:** A Pre-K child with 5 excused/unexcused absences is considered truant, and the school-based attendance clerk will send a letter to the parent/guardian regarding the absences and a meeting will be conducted with the attendance clerk to develop an attendance plan to support the PK student's regular attendance.
- **10 Day Meeting:** A Pre-K child with 10 excused/unexcused absences is considered excessively absent and the school-based attendance clerk will notify the parent/guardian to attend a meeting with the school based attendance team to develop an attendance plan to support the PK student's regular attendance.

- **12 Day Meeting:** If a Pre-K child accumulates 12 excused/unexcused absences, the parent/guardian will be asked to participate in a family meeting at the school administration building. The team will work to develop a truancy plan to ensure the student improves their attendance on a regular basis.
- **15 Day Notification:** If a child reaches 15 absences and the parent/guardian does not show effort to support the success plan, the parent/guardian will be notified that the child's enrollment in the LCS Pre-K/VPI instructional program will be forfeited. Students who are dismissed from the program will need to reapply through the application process.
- **15 Day Unenrollment:** If a child obtains 15 consecutive absences and notification has not been received by the school, the child will be unenrolled from the program. Students who are unenrolled from the program will need to reapply through the application process.

To maximize opportunities for all LCS families, not adhering to the attendance policy may result in forfeiting continued participation in the LCS Pre-K/VPI instructional program. Students who are removed from the program due to poor attendance and lack of participation may re-apply and be placed on the waiting list.

As a partnership, our goal is to equip each child with essential skills to best prepare them for success in Kindergarten and beyond. We look forward to our continued work with your student and your family. Questions about the attendance policy can be directed to your student's school attendance clerk, the LCS Pre-K Coordinator, or the Student Services Supervisor for Attendance & Truancy.

**Award Assemblies:** At the end of each nine week period, awards for student achievement, work and study habits, and character traits are given at our Panther P.R.I.D.E. Award Assemblies.

**Babysitter Hardship:** Refer to Lynchburg City Schools' Policy JC-RZ for additional information regarding this policy. **These applications must be submitted every year for approval by the Superintendent or designee.**

**Behavior Coach:** The Behavior Coach will collaborate with the principal and staff members in effecting positive behavior change in students by developing interventions, utilizing division resources, working directly with students who have violated the student code of conduct, connecting the school/home/community in designing positive behavior support plans and working with staff in tracking data of students both behaviorally and academically.

**Birthdays:** Students are discouraged from bringing and distributing birthday party invitations at school. Classroom teachers are encouraged to recognize student birthdays using a birthday board or classroom display. Individual birthday parties or celebrations are not permitted at school. With advance permission from your child's teacher, a parent may provide a snack for the class at a time and place designated by the teacher. It is important that the snack be approved in advance in order to ensure that health issues such as food allergies are considered. Also, snacks must comply with the standards established by the Lynchburg City Schools' Student Wellness Guidelines and Policy, JHCF to ensure the safety of our students, food brought into schools for events must be in original packaging, and it is highly recommended that fresh fruit and vegetables be used for events. An approved healthy snack list is available on the LCS website under School Wellness Resources.

**Breakfast:** The Food Nutrition Department will provide breakfast for all students in grades Pre-K-5 from 8:10 a.m. until 8:35 a.m. each day Monday through Friday. Breakfast is served via Grab and Go lines and students are able to eat in the classroom.

**Bullying:** A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate

the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

The principal or their designee shall notify the school board disciplinary committee and the parent of any student involved in an alleged incident of bullying of the status of any investigation within 24 hours of the allegation of bullying. Such notifications shall be communicated to the school board disciplinary committee via the superintendent or designee by the next meeting of that committee. **Please refer to the Lynchburg City School Board Policy, JFC on Student Conduct.**

**Buses:** Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions. If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely. The bus driver and/or bus assistant is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office. For the safety of all students, we expect students to abide by the following rules:

Stay in your seat.  
Listen to adults. Use kind words.  
Do the right thing even when no one is looking.  
Keep hands, feet, and objects to yourself.  
Show appreciation to your driver. Follow bus procedures.

**Cafeteria:** The entire school environment, including the cafeteria, lounges, and classrooms, will be aligned with healthy school goals. School administration and staff are expected to serve as role models for good nutrition and physical activity. When packing food from home, parents are encouraged to provide healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards of the School Nutrition Program. Students are discouraged from bringing carbonated drinks (soda), chips, candy, and fast food lunches to school. See LCS Student Wellness Policy JHCF.

**Cafeteria Rules:**

- Eat your food first
- Use good manners. Listen to adults.
- Do the right thing even when no one is looking.
- Use inside voices.
- Follow cafeteria procedures.

Students who do not comply with cafeteria rules may be assigned to the silent table.

**Car Riders:** Staff members are on duty in the morning and afternoon to assist car riders. Car riders can begin arriving as soon as staff are on duty in the parking lot but not before 8:00 a.m. All car riders are to be dropped off and picked up in the school parking lot. Cars must enter the school parking lot and follow the line of traffic to the drop off and/or pick up point. Car riders are not allowed to use Perrymont Avenue for arrival and/or dismissal. For the safety of our students and staff members, students are not allowed to cross the school parking lot or Perrymont Avenue in order to enter or exit their vehicles.

**Cell Phones/Personal Electronic Communication Devices:**

Students bring personal electronic communication devices on school property at students' own risk. The Lynchburg City Schools is not responsible for any damaged, missing, or stolen electronic devices. If a student's electronic device becomes damaged or stolen, the school division will investigate the incident; however, the school division will not take any financial responsibility for the loss or damage of the student's electronic device or his/her electronic device charges.

LCS shall not in any way require or make its instruction and programs dependent on the possession of a personal electronic communication device. Students who do not possess such a device shall in no way be disadvantaged relative to other students.

Any inappropriate use of personal electronic communication devices, including but not limited to, inappropriate photographs, text messaging, practice known as sexting, and recording/videotaping will result in confiscation of the device; further consequences may include suspension from school and possible referral to appropriate authorities.

### **Personal Electronic Communication Devices at the Elementary School Level**

Students enrolled in elementary schools may have personal electronic communication devices in their possession. However, the devices must be turned off (not just silenced) and remain out of sight (e.g. in a bookbag or locker) throughout the regular school day.

The principal may authorize restrictions on the use of personal electronic communication devices that exceed those in this policy. Their enhanced policy shall be communicated in writing to the student and parent(s)/guardian(s). The principal may authorize individual exceptions to this policy based on medical needs documented by a medical doctor or while a student is present in the school office. The principal or their designee may confiscate a student's personal electronic communication device if needed, and then determine to either return the device to the student at the end of the day or require the student's parent to make an appointment with the principal to retrieve the device. **A student who refuses to surrender their phone when asked shall be suspended for 3 days.** Violations of the policy regarding personal electronic communication devices on school property may result in progressive disciplinary action as set forth by procedures outlined in Lynchburg City School Board Policy JGD/JGE Student Suspension/Expulsion.

### **Perrymont Elementary School's Personal Electronic Communication Device Regulations:**

**1st Offense**-personal electronic communication device is sent to the main office and administrator issues a warning-cell phone returned to student at the end of the day by administrator, **administrator** informs parent/guardian.

**2nd Offense**-personal electronic communication device is sent to the main office and administrator issues a 2nd warning-parent/guardian has to pick up the cell phone, **administrator** informs parent/guardian.

**3rd Offense**-personal electronic communication device is sent to the main office and administrator issues disciplinary consequences-parent/guardian has to pick up the cell phone, **administrator** informs parent/guardian.

**Change in Address:** A change in residence within the city of Lynchburg does not require a change in schools if the parent requests and receives permission from the Superintendent and provides their own transportation to and from school. Students who do not comply with these procedures must attend school at their zoned school. Refer to Lynchburg City Schools' Policy JC-RZ.

**Change in Address (outside limits of the City of Lynchburg):** A change in residence will require a change in schools if you no longer live in the City of Lynchburg. A student who does not live in the City of Lynchburg cannot attend a Lynchburg school unless he/she has completed a Non-Resident Application, been accepted as a non-resident, tuition paying student, and pays tuition in the amount established by the Lynchburg City Schools' Board. Refer to Lynchburg City Schools' Policy JECY-R for additional information.

In order to determine your zoned school, go to <http://www.lcsedu.net/ourschools/> and click on school finder. Type in the name of the street and submit query. The name of your zoned school will appear on the screen. Do not rely on information from neighbors and friends. If you have any questions about this policy and the required procedures, please contact the administrative team at 515-5250.

**Clinic:** Our school clinic is staffed by a full-time Licensed Practical Nurse (LPN). It is essential that we have your current phone number so that the school nurse can contact you in the event your child is sick or injured.

**Conferences:** Two days have been scheduled by the school division for the purpose of traditional parent-teacher conferences during the school year; **September 27, 2024 and February 28, 2025**. Throughout the year we will hold events which provide a more informal opportunity for parents to touch base with their student's teacher. Parents are encouraged to schedule a parent/teacher conference at any time during the year by contacting their student's teacher.

**Day Treatment:** We partner with IMPACT to offer Day Treatment Services for qualifying students. Mental health professionals are on-site to assist these students as needed.



**Early Dismissal:** In the event that a student needs to leave school before the end of the instructional day, a parent or guardian must report to the office and sign out their student. A staff member will notify the teacher that the student has permission to report to the office for early dismissal. A note from the parent is required on the day of the early dismissal.

**ELL (English Language Learners):** The school has an ELL teacher who supports students learning English as a second language.

**Emergency Contact Information:** It is the responsibility of all parents and guardians to provide emergency contact information for each student. This information must be part of the emergency medical form. This information must include the name of the person, the person's relationship to the student, and a current phone number for the contact person. Please be sure that your emergency contacts know that you have listed them on your student's form.

**Emergency Medical Form:** In order to complete registration for each school year, parents/guardians are required to complete/update an online emergency medical form for each child. Current addresses and phone numbers are required as well as emergency contact information. All known allergies should be listed on the form. Any medical conditions should be noted as well. If your personal information changes, please contact the school office at 515-5250 so that we can update your student's records.

**Field/Recreation/Class Trips:** Trips shall be permitted under the rules and guidelines established by the superintendent. School buses or commercial carriers (charter buses) may be used. Students must ride the buses. Parents/guardians wishing to chaperone must send a note to the teacher expressing their interest in serving as a chaperone. Chaperones are selected based on the number needed and the space available. All chaperones must complete a school volunteer application and agree to abide by all division and school rules including those that prohibit the use of alcohol and/or tobacco products and profane or inappropriate language. The application must be approved by the school division prior to the trip. Please allow at least two weeks for your application to be processed. Siblings, non-school age children, or school-age children who are not enrolled at Perrymont are not permitted to go on field trips. Field trips are planned to support and enhance our instructional program. Each student must have written permission from his parents or guardians. Field trips may be canceled at the discretion of the administrative team or if funds are not available to cover the cost of the trip. Scheduled field trip arrival and departure times might change due to circumstances beyond our control.

**Fire Drill Procedure:** Each school holds a fire drill twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

The following procedures will be followed during a drill:

1. The signal for a fire drill is one continuous blast of the buzzer alarm system.
2. When the signal sounds, all students, staff members, and visitors are required to evacuate the building as quickly and quietly as possible using the nearest exit.
3. Students are to use the proper exits and remain with staff members in designated outside areas until the drill's conclusion.
4. While students are outside the building, there should be no talking or noise so that instructions may be given and heard in the event of an actual emergency.

**Fundraisers:** School-based fund raisers are planned throughout the school year to support our school and our instructional program. Your participation in these fundraisers allows us to plan special events and provide additional resources for students and staff. Thank you in advance for your support and participation.

**Homework Policy:** The positive effects of homework include understanding and developing effective study and time management skills, along with a sense of independence and responsibility; and fostering the concept that learning can occur anywhere, not just in school. Homework also provides an avenue for parental involvement by affording parents an opportunity to see what their children are learning and to encourage their children in their studies. Teachers will assign homework in accordance with Lynchburg City Schools' Policy IKB.

**Homework for Primary (Grades PreK-2)**

- PreK-2nd grade: 2-4 times a week, no more than 30 min; in addition, read for 15 minutes.

### **Homework for Elementary (Grades 3-5)**

- Homework will be assigned 4 times per week (Monday-Thursday).
  - **Math:** Spiraling 5 Block Math Homework should consist of 5 questions each night
  - **Reading:** Spiraling Language Arts Review Homework should consist of a passage and 4 questions
  - **4th and 5th Grade Science:** Spiraling 4 Block Science Homework should consist of 4 questions each night (three nights a week), creating a Dump Sheet (one night a week)
  - In addition, students should practice their reading for 15-30 minutes per night.
- Teachers will go over daily in class.

**Identification:** Parents, guardians, and school visitors are expected to present a current form of identification with a photograph to school personnel upon request.

**In-School Suspension (ISS):** Students who do not comply with division/school/classroom rules and procedures can be assigned to In-School Suspension/Alternative Instructional Assignment (AIA) by the administrative team. While in ISS, students, under the direction of the ISS supervisor, are expected to complete their class assignments and demonstrate appropriate school/classroom behavior.

**Library:** Students are encouraged to check-out books from the school library. Library books should be returned each week. Parents also will be notified regarding any damaged library books (torn pages, writing on pages, etc.) and payment for replacement will be required. Our librarian is available to assist students with book selection, research papers, and projects related to the Virginia Standards of Learning.

**Lock-Down Drills:** Each school has a lock-down drill at least twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

**Lost and Found:** The Lost and Found area is located on the stage. Personal belongings such as book bags, coats, jackets, sweaters, hats, and gloves are placed in Lost and Found. Be sure to label your child's belongings with his/her first and last name. The school is not responsible for lost, missing, or stolen items.

**Lunch:** All students may receive a school lunch at no charge or they may bring a lunch from home. Students and visitors to our school cafeteria are discouraged from bringing carbonated sodas, chips, candy, and/or fast food lunches to school. Parents may put money in their student's food account in the cafeteria at any time for à la carte items. All students are given a student identification number to use to access their accounts. Money is deducted or debited from the account for each cafeteria purchase. Parents are invited to join their students during the lunch period. Please call the school office at 515-5250 to verify your child's lunch schedule.

**Medicine:** Students are not permitted to bring medicine (over the counter or prescription) of any kind to school. This includes cough drops or throat lozenges. If your student is prescribed medicine by his/her doctor that needs to be administered during the school day, the parent and doctor must complete a Physician Parent Authorization to Administer Medication form. The medicine and the completed forms must be brought to the school by the parent and be given directly to our school nurse. Students may not carry medicine to and from school for any reason.

**Minute of Silence:** In accordance with the Code of Virginia 22.1-203, the school will observe a minute of silence each day. This will be conducted during the homeroom period.

**Monday Folders:** Red plastic pocket folders are provided for all students in grades PreK-5. These folders are sent home on Monday afternoons. The folders contain student work, school notices, and information regarding student progress. Be sure to read/review the papers in the folders. Parents are asked to sign and return the folders on Tuesday of each week.

**Money:** Students are discouraged from bringing extra money to school. They should be advised to keep their money with them at all times. Money should not be left in desks, coats, or lunch boxes. The school is not responsible for lost or stolen money. However, every effort will be made to find and return lost or stolen money to the appropriate person.

**Monthly Newsletters:** Monthly Newsletters are sent out by the administrative team. These newsletters include updates to the school calendar and important reminders and notices for our students and their families.

**Movement Education, Music, and Art:** The school has the services of a music teacher, a violin teacher, a movement education teacher, and an art teacher. These programs are offered each week.

**Nut-Free Cafeteria Table:** In an effort to protect our students with nut allergies, we have a designated nut-free table in our cafeteria. Students who are allergic to nuts should sit at this table to avoid contact with nuts and nut products. Be sure that this information is listed on your child's emergency medical form.

**Nut-Free Classrooms:** In an effort to protect our students with nut allergies, all classrooms are "nut-free zones." Students are discouraged from bringing food items containing nuts or nut products for snacks.

**Office Hours:** The school office is open from 8:00 a.m. until 3:30 p.m. Monday through Friday. If you call the school and no one is available to take your call, please leave a message on our school voicemail and someone will get back with you on the next school day. Our voicemail can be reached by dialing 515-5250.

**Parental Rights:** Unless we receive written notification in the form of a court order that a parent's rights have been terminated, a parent has the right to visit the school, to have contact with the student, and to receive information from school staff regarding the student's progress.

**Parent-Teacher Organization (PTO):** The Perrymont PTO is a collaboration of parents/guardians, teachers and staff working together to enrich the educational experience for the students of Perrymont Elementary School. All parents/guardians of PES students are automatically a part of the PTO and are encouraged to reach out to the PTO through our email with questions or follow our Facebook page for more information about what we are doing and events coming up. We encourage all parents/guardians to be actively involved with PTO and help us to support our teachers and students. All talents can be utilized for PTO, from volunteering your time to networking and fundraising to help with celebrations and events throughout the school year. All volunteers must apply for approval to be on campus. This must be renewed every school year and is not included with your child's registration. The process is free and is a simple form to fill out but must be completed prior to helping/volunteering for events and activities at Perrymont Elementary School. Follow the link provided to complete the form for volunteer status: ([LCS School Volunteer Application](#)) Meetings for Perrymont PTO are held monthly on the first Tuesday of the month at 6:00pm. Meetings are held virtually and Zoom link information is sent via email to all parents/guardians that provide that information to the PTO officers.

**Parties/Celebrations:** School and classroom parties/celebrations are planned which support our instructional program and our school goals/objectives. All such events must comply with Lynchburg City Schools' Policies and Regulations.

**Personal Property and Services:** All personal belongings that are brought to school (such as coats, hats, sweaters, etc.) should be labeled with the student's name. Students are not permitted to bring personal, electronic devices such as hand-held games, watches or trading cards, toys, etc. to school.

**Proof of Residency:** Two proofs of residency are required at registration. This includes the following: current utility bills, current rent receipts with address on receipt, closing papers of home purchased, city registration of vehicle, or if living with someone else in the city, a notarized letter from the person with whom you are living.

**Recess:** Students will participate in outdoor recess weather permitting. They should wear appropriate outerwear in order to fully participate in all outside activities. It is important for student safety and comfort that they be dressed appropriately. In the event that the temperature drops below 32 degrees (wind chill factor considered as well), students will participate in indoor recess activities.

**Report cards:** Report cards will be sent home at the end of each nine-week grading period for students in grades PreK-5. Students, in grades 3-5, who meet the established criteria, will be named to the Perrymont Honor Roll.

**Criteria for Honor Roll for Students in Grades 3-5:**

All A's for Principal's Honor Roll  
All A's and B's for Honor Roll

### LCS Grading Scale

K-2	3-5
90-100= E (exceeds the standard)	90-100 = A
89-80 = M (meets the standard)	89-80 =B
79-70 = P (partially meets the standard)	79-70 = C
69 – below = U (unsatisfactory)	69-60= D
	59 Below = F

### Interim and Report Card Windows

<u>Grading Window</u>	<u>Reports Sent Home</u>
1st Quarter Interim	September 26, 2024
1st Quarter Report Card	November 1, 2024
2nd Quarter Interim	December 13, 2024
2nd Quarter Report Card	January 24, 2025
3rd Quarter Interim	February 27, 2025
3rd Quarter Report Card	March 28, 2025
4th Quarter Interim	May 9, 2025
4th Quarter Report Card ( <b>Elementary</b> )	June 5, 2025

**Resource:** Title 1 and special education resource teachers work with identified students.

**Safety Drill Procedure:** A procedure has been established to ensure student/staff safety in the event an unauthorized person enters the school or an unauthorized activity is occurring on the school grounds. This safety drill procedure is practiced during the year. During the school day, all entrances remain locked.

**School Counseling:** A full-time school counselor is available for short-term social-emotional counseling, student support, preventive and proactive classroom guidance lessons, whole and small group lessons, and career education awareness.

**School Identification Badges:** All visitors (including parents and volunteers) are required to report to the school office upon their arrival. Please check in using our Campus Security System and an identification badge will be printed for you to wear during your visit.

**School Hours:** 8:10am-3:10pm

**School Messenger:** We use an automated calling service to communicate with families. These calls are used to announce school events, changes to the school calendar, and school closings and delays due to inclement weather. We also will use this service in the event of a school-wide emergency. It is essential that we have a

current phone number for all of our families. In the event that your phone number changes, please notify the office so that we can update our student records or go into the parent portal of Infinite Campus to update your contact information.

**School Pictures:** School pictures are taken in the fall and spring of each year. Parents/guardians will be notified as to the dates and times. Picture orders must be paid for in advance.

**Severe Weather Drill Procedure:** In the event of severe weather with strong winds, a plan has been developed to ensure everyone's safety. Staff and students are informed of the procedure each year.

**Snacks:** With advance permission from your student's teacher, a parent/guardian may provide a snack for the class at a time and place designated by the teacher. It is important that the snack be approved in advance in order to ensure that health issues such as food allergies are considered. Also, snacks must comply with the standards established by the Lynchburg City Schools' Student Wellness Policy JHCF.

To ensure the safety of our students, food brought into schools for events must be in original packaging, and it is highly recommended that fresh fruit and vegetables be used for events. An approved healthy snack list is available on the LCS website under School Wellness Resources.

**Student Conduct/Discipline:** We are dedicated to ensuring a safe and secure learning environment for all of our students. Our rules for good citizenship are meant to preserve and protect each student's right to learn. We ask that our students practice good citizenship by:

1. Accepting and respecting the leadership of teachers, the administration, and other staff members.
2. Taking care of school property and equipment.
3. Using appropriate language and a respectful tone of voice.
4. Moving through the building quietly and respectfully.
5. Showing respect for the rights and property of other people.
6. Completing all assignments including homework.
7. Being attentive in class and becoming involved in all class activities.
8. Putting forth effective effort.

Each grade level will send a letter to parents explaining their class rules and procedures as well as appropriate rewards and consequences.

**Please refer to the Lynchburg City School Board Policy, JFC on Student Conduct:**

The Lynchburg City School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the Superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all Lynchburg City school students. They are enforced when the student's conduct occurs when the student is

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts and/or threatens the learning environment.

**Be sure to read and share this information with your student.**

**Student Dress Code:** Students are expected to dress appropriately for a PreK-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and be appropriate for the learning environment. Clothing that does not meet these standards includes the following:

- \*Loose fitting clothing that could cause safety hazards
- \*Flip-flops and other footwear that are tripping hazards or injury risks
- \*Clothing that exposes or highlights private areas or shows an excessive amount of bare skin
- \*Hats and other head coverings, unless for religious or health purposes

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parent(s)/guardian(s) of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home. Willful violation of the student dress and appearance regulation will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation, to various in-school actions, to suspension from school for continued willful violations.

**Please refer to the Lynchburg City School Board Policy, JFCY on Dress and Appearance**

**Student Pledge: (recited daily)**

**Participation**

I will actively participate in all activities.

**Respect**

I will show respect to all.

**Integrity**

I will be honest and do the right thing.

**Discipline**

I will show self-control in all situations.

**Effort**

I will always do my best using effective effort.

I am proud to be a Perrymont Panther and I take **PRIDE** in learning.

**Supply List:** A student supply list is developed for each grade level. The supply list for the following academic year is available via the school website. School supply lists vary from school to school and grade to grade. Be sure to check with your student's teacher throughout the year to see if additional supplies are needed. All supplies should be labeled with your student's first and last name.

**Suspension (Out-of-School):** Students who do not comply with division/school/classroom rules and procedures are subject to out-of-school suspensions. A pupil may be suspended for not more than ten (10) school days by either the school principal, any assistant principal, or, in their absence, the principal's designee. The principal, assistant principal, or principal's designee may suspend the pupil after giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts, and opportunity to present his version shall be given as soon as is practical thereafter. Refer to Lynchburg City School Board Policy JGD/JGE for additional information.

**Tardies:** Students who arrive after homeroom begins at 8:20 a.m. will be marked as tardy. Students who are tardy miss valuable instructional time. Students who are tardy are required to bring a written excuse from their parent upon their arrival at school that day. Please refer to the Lynchburg City Schools' Parent/Student Handbook for additional information regarding tardies.

**Transportation:** It is essential that we know how students are expected to travel to their homes at the end of the day. Whether your child is a car rider, walker, or bus rider, we need to have this information on file. In

the event that it becomes necessary for your child to change his/her mode of transportation, the parent is required to notify the school in writing or by phone. We ask that we be notified of all transportation changes/dismissal procedures for your student no later than 2:00 p.m. each day.

**Visitors:** All school visitors are required to report to the main office upon their arrival. Visitors are required to sign-in using our Campus Security System and wear appropriate identification badges/visitor passes at all times. Visitors who do not comply will be asked by staff members to return to the office to sign-in and receive a school identification badge/visitor's pass.

**Volunteers:** Any parent or citizen interested in participating in the school volunteer program should complete the online application. As a volunteer, you will enjoy interaction with both staff and students. **Please remember that all volunteers must report to the office, sign in using our Campus Security System, and wear appropriate identification badges. All school volunteers, including field trip chaperones, must complete a volunteer application. The volunteer application must be approved before your volunteer service can begin. Please allow 2 weeks for your volunteer application to be processed.**