

Paul Munro Elementary
National Blue Ribbon School
61 Years of Excellence



Parent/ Student Handbook 2023-24

"We Are Family"

Telephone	(434) 515-5260
Fax	(434) 386-3067
Transportation	(434) 515-5100

**Paul Munro Elementary
Faculty and Staff 2023-24**

Principal.....	Donna Baer
Secretary.....	Beth Huffman
Guidance.....	Emma Mankus
Attendance/Security Clerk	Deborah Riley
School Nurse.....	Rhonda Wormser
Librarian.....	Lauren Helm
Testing Coordinator	Elizabeth Dodson
<u>Pre-Kindergarten</u>	*Dana Owen Lloliza Marshall Jessie Smiley Leigh Tucker
<u>Kindergarten Unit</u>	*Kerri Doremus Jamie Addesa Cameron Mason
<u>First Grade Unit</u>	* Linda Martin Allison Cox Presley Pustmueller
<u>Second Grade Unit</u>	* Sarah Knapp Rachel Harvey Heather Ennis
<u>Third Grade Unit</u>	*Skyler Johnson Mekenzie Schmitt
<u>Fourth Grade Unit</u>	*Alan Little Martha Clark
<u>Fifth Grade Unit</u>	Sarah Hoffman *Van Hoffman
*Unit Leader	
<u>Resource Personnel</u>	
<u>Special Needs</u>	Elizabeth Rinckel Jennifer Craven Nora Moore Sydney Ankeney Taylor Jennings Abby Short Karyn Ellis/Anne Gowen Anne Gowen Ginger Paris Heidi Oliver
<u>Vocal Music</u>	
<u>Art</u>	
<u>Movement Ed (P.E.)</u>	
<u>Speech/Language Pathologist</u>	
<u>Title I Reading</u>	
<u>Literacy Coach</u>	
<u>Violin</u>	
<u>Gifted/Instructional Coach</u>	
<u>Instructional Assistants</u>	Laura Bailey Emily Bingham

**Dea Callaham
Clark Charlton
Judy Duncan
Sheila Hughes
Elizabeth Marjoram
Cheryl Proffitt
Carson Reams
Howard Scott
Alison Sigler
Abby Smith
Mary Smith**

Custodial Staff

***Mark Johnson
David Brown
James Walker**

Cafeteria Staff

***Tamatha Patterson
Michelle Karega
LaKisha Mays**

Paul Munro Elementary School

Parent/Student Handbook 2023-24

This handbook has been developed in coordination with the division-wide Parent/Student Handbook. We encourage you to read both handbooks carefully. Together, they are comprehensive resource guides. Parents are also encouraged to visit the school often so that they will have a better understanding of the total school program.

The Paul Munro Community

Paul Munro Elementary School is located at 4641 Locksview Road in the Boonsboro section of the city of Lynchburg. Its setting is in a strictly residential community with easy access to Boonsboro Road, a main traffic artery.

The Paul Munro Elementary School attendance zone is divided into three major sectors. One is the paired zone from the inner city. A second is the Monsview area that is adjacent to Bedford Avenue. The third and largest is the north side of Rivermont Avenue and Boonsboro Road from Randolph College to the Bedford County boundary line.

The community's interest in education is evidenced by its desire for quality education for its children and by its willingness to make available resources to enhance the educational opportunities for all students.

Philosophy, Mission, and Organization

The basic philosophy of Paul Munro Elementary School embodies the belief that the development of each student is the ultimate reason for the school's existence. The school has the responsibility to provide experiences that will give students an equal opportunity to live successfully in their immediate and ever-changing world. In recognizing that students differ in abilities, cultural backgrounds, lifestyles, ambitions, and interests, opportunities are provided in settings which promote equity and excellence.

Education must be a total experience involving the home, school, and community. All children are intrinsically valuable and each pupil learns and interprets in terms of what is real, important, and meaningful to him/her. With this in mind, the school continually evaluates and revises goals and strategies to address the uniqueness of each individual child.

Mission Statement

Paul Munro Elementary School, a member of the Lynchburg City Schools' tradition of excellence, will educate all students by providing a strong academic foundation that focuses on student achievement, student enrichment, and the development of sound honorable character within an environment that promotes mutual trust and respect.

Goals

Paul Munro Elementary School's basic goals for each child are as follows:

1. To develop competence in basic skills relative to English, math, science and social studies.
2. To progress based upon developmental readiness.
3. To prepare for further education or employment.
4. To develop ethical standards of behavior and participate in society as a responsible citizen.
5. To develop a positive concept of self and respect for others.
6. To foster appreciation for the environment
7. To develop sound practices of personal health and hygiene

Priorities

1. English, mathematics, science, and social studies comprise the core curriculum.
2. Students shall function at or above grade level expectations in English and math.
3. Students shall show an annual improvement in all areas of instruction based on scores on SOL tests, standardized tests, and teacher-made tests.

4. Students shall be instructed according to their academic needs and levels of achievement.
5. In all instructional areas, instruction shall be consistent with the school's philosophy, goals, and priorities.

Organizational Structure The organizational structure consists of four PK classes and grades K-5:

Pre-K	Unit leader – Mrs. Dana Owen
K Unit	Unit leader – Mrs. Kerri Doremus
1 st Grade Unit	Unit Leader – Mrs. Linda Martin
2 nd Grade Unit	Unit Leader – Mrs. Sarah Knapp
3 rd Grade Unit	Unit Leader – Mrs. Skyler Johnson
4 th Grade Unit	Unit Leader – Mr. Alan Little
5 th Grade Unit	Unit Leader – Mr. Van Hoffman

Resource – Reading and special education resource teachers work with students identified as having special needs.

Music, Movement Education, and Art – The school has the services of a vocal music teacher, a violin teacher, a movement education teacher, and an art teacher.

Guidance – A full-time guidance counselor is available for counseling, student support, and career education awareness. The form to exclude your child from personal/social counseling is available in the guidance office.

Library Program – Students are scheduled to check out books on a regular basis. This time allows the librarian to help students with book selection and skills related to the library.

Gifted Program - Gifted services are available to identified students in all schools. All schools offer accelerated and advanced classes and various enrichment activities. The primary intent when educating students is to provide each student with sufficient challenge and opportunities in the specific academic area of his or her giftedness. Teachers working with gifted students must differentiate the content, process, and products of instruction for their gifted students while at the same time ensuring that students meet the minimum content standards of the Virginia Standards of Learning.

Policies Related to Students

Arrival and Dismissal

The school day begins at 8:35 a.m. Students who walk or are brought by automobile should not arrive before 8:20 a.m., unless special arrangements have been made with the principal. If students arrive after 8:35 a.m. they will be considered tardy and should report to the office to ensure he/she is counted present. The school day ends at 3:35 p.m. Students leaving prior to 3:35 p.m. must be signed out in the office before being dismissed from class. No student will be released to the care of anyone other than the custodial parent(s) or guardian unless written permission is submitted to the principal or his designee.

Personal Property/Money

Students are prohibited from bringing toys, games, etc. to school. They are discouraged from bringing money to school except for money needed to purchase lunch or items from the school store. Any money or personal property brought to school by a student is the responsibility of the student and not the staff of the school. At no time should money be left in a cubby or desk, but on the person of the student. All personal items such as coats, hats, lunch boxes etc., should be labeled with the child's name in some manner.

Dress Code

Students are expected to dress appropriately for a Pre- K-5 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable.

Clothing with language or images that are vulgar, discriminatory, 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 an excessive amount of bare skin
- Hats and other head coverings, unless for religious or health purposes

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 non complying clothing or change clothes.

School Property/Property of Others

Students are expected to care for textbooks, library books, and any equipment or materials at their disposal. If any item entrusted to a pupil's care should be lost or damaged, an appropriate fee will be charged. If a lost item is found and returned, the pupil shall be reimbursed. Students are also expected to respect the property of others. Willful damage to another student's property can result in the requirement of restitution for damages incurred.

Student Conduct

It is the school's responsibility to provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her lack of consideration of others; therefore, students are expected to be responsible for their own behavior. Each student should place personal emphasis on the development of respect for self, respect for adults, respect for other students, and respect for property. Each student should practice good citizenship by:

1. Accepting the leadership of teachers, the administration, and other staff members.
2. Taking care of school property and equipment.
3. Using only acceptable language and never using profane or vulgar language.
4. Continually showing the proper respect for the rights of other people.
5. Completing assigned work on time.
6. Being attentive in class and becoming involved with the activities of the class.
7. Walking in the school building before, during, and after school.

There are three major rules that are mandatory for all students at Paul Munro Elementary School. Violation of these rules may result in disciplinary action by the school staff, which may include suspension in accordance with School Board Policy 7 – 19.

1. Students must keep hands, feet, and other objects to themselves. Fighting is not allowed.
2. Students are expected to be respectful to adults. Rudeness and disobedience are not acceptable.
3. A student may not destroy another student's opportunity to learn. Class disruption will result in removal from class and/or school.

Students may not bring toys, collectable cards, game systems, etc. to school. Please discuss this with your child.

***Please read the Lynchburg City Schools' Parent/Student Handbook for Elementary Schools. This handbook contains crucial information regarding policies on assault, drugs and alcohol, use of tobacco products, weapons, and student suspension/expulsion.**

Emergency/Safety Drills:

Fire Drills

Two fire drills will be conducted during the first 20 days of school with at least two additional drills occurring over the course of the year.

Lock-Down Drills

Two lock-down drills will occur during the first 20 days of school with two additional drills taking place later in the year. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

School Bus Emergency Drills

An emergency bus evacuation drill will take place during the first 90 days of school. Additional practice drills may occur if necessary.

Tornado Drills

Each school will participate in at least one tornado drill during the 2023-24 school year.

It is important that students participate in all practice drills as if a real emergency were taking place. Students should remain quiet during the drills and follow all instructions given by the teacher.

Accidents/Student Illnesses

In case of an emergency, first aid is given by the school health assistant or other trained personnel. In all cases of serious accident or illness, every effort will be made to contact a parent or guardian. **Please contact the school office to ensure your telephone numbers are up-to-date.** If we cannot reach you, we will use the emergency contact information you have provided.

The clinic cannot administer any medication without permission from a physician. The clinic is for emergencies and brief waiting periods. A student too sick to stay in the classroom needs to be at home. It is the parent's responsibility to see that his/her child gets home if the child becomes ill at school.

Use of School Telephones

Please make arrangements for after-school activities prior to coming to school each day. Student messages are discouraged. **Students may not be pulled from class to receive nor**

make a telephone call except in cases of an emergency. Parents wishing to speak with their child's teacher should call before 8:30 a.m. or after 3:45 p.m. It is very difficult for teachers to leave their classrooms during the instructional day. We appreciate your cooperation in regard to this matter.

Cell Phones/ Electronic Devices:

Students enrolled in elementary schools may have personal electronic communication devices (i.e. devices with cellular services, e.g. cell phone or watches) in their possession. However, the devices must be turned off and remain out of sight (e.g. in a backpack or locker) throughout the regular school day.

Any inappropriate use of personal electronic communication devices, including but not limited to, inappropriate photographs, text messaging, and recording/videotaping will result in the confiscation of the device. Further consequences could include suspension and possible referral to appropriate authorities.

The principal may authorize restrictions on a student's use of the device that exceed those in this policy, based on a student's behaviors and communicated in writing to the student and parent(s)/guardian(s).

The principal may confiscate the 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.

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.

Conferences

Communication is the key to success. No form or written report is as effective as a conference with your child's teacher. You may request a conference by contacting your child's teacher or calling the office to make an appointment. The most effective conferences are those that are planned in advance.

Student Attendance

Lynchburg City Schools believes that school attendance is directly related to academic achievement and to the development of good habits that are important in the work world.

Optimum student attendance is a cooperative effort, and Lynchburg City Schools expects parents and students to take active roles in accepting that responsibility.

The principal will ensure that teachers are accountable for checking and documenting attendance daily; communicating and documenting contact with a student's parents, school counselor, and administrator if poor attendance is affecting the student's performance; and accurately verifying regular attendance reports. Reasonable efforts to notify a parent or guardian will be made when a student has an unexcused absence.

Compulsory school attendance is required by the Code of Virginia § 22.1-254. The Code states that every parent or guardian having control or charge of any student five to 18 years old shall be responsible for such student's regular punctual attendance at school. School attendance is the responsibility of the students and their parent(s) or guardian. At the elementary level, attendance will be documented daily.

A. Absences

1. Excused absences will only be granted for the following reasons:

- a. Personal illness
- b. Personal required court appearance with documentation from the court
- c. Death or serious illness in immediate family as defined by Administrative Regulation 5-38. Principal will also consider each individual case and any extenuating circumstances
- d. Medical condition or appointment verified by a note from a medical professional or dentist
- e. Religious holiday
- f. Conditions beyond the control of the student, parent/guardian, or the school as approved by the school administration

2. While absences are excused, they will still count against the number of days out as noted in section C. 1.

3. Unexcused absences are those that result from the following:

- a. Any absence that does not meet the conditions of an excused absence.
- b. Absences will be unexcused if notes signed by the parent or guardian are not received by the school within two school days of the student's return to school even if the parent or guardian has called. E-mail will not be accepted for a note.

c. Any absence that is the result of a suspension from school is unexcused. Individual disciplinary suspensions exceeding three days will only count as three days with reference to this policy. A five-day suspension, therefore, would count as only three days of unexcused absence.

4. An approved school-sponsored event will not be counted as an absence.

5. Students who do not complete one-half of their school day will be counted as absent. Whether such absence will be deemed excused or unexcused shall be determined by the criteria set forth in sections A. 1. and A. 2.

6. Pre-planned Absences

a. The parent/guardian must request approval in writing for pre-planned absence by filing a request in advance with the principal/designee. **Principals may grant approval for pre-planned absences up to five days per student during the school year. These absences would be excused only if they meet the definition of any excused absence in Section A.** Students are expected to make up missed work. Such requests will be signed and filed by the principal/designee. Planned absences of this nature are highly discouraged as they could adversely affect student performance. While absences may be approved, they will still count against the number of days out as noted in section

b. If approval for more than five days is sought, a petition must be filed with the superintendent or his designee. If approved, these absences would be excused. Students are expected to make up missed work. Planned absences of this nature are highly discouraged as they could adversely affect student performance. While absences are excused, they will still count against the number of days out as noted in section C.

7. Procedures for documenting a student's absence by a parent or guardian

a. 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.

b. 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.

8. Make-up Work

a. Elementary school teachers will provide assignments upon the student's return to school.

b. All work must be completed within three school days from return to school or as agreed upon with the teacher/principal.

c. If a student has been absent three or more excused consecutive days, a parent may request assignments. The assignments should be available at the end of the school day following that request depending upon teacher availability.

d. Students have the opportunity and are encouraged to complete make-up work regardless of the reason for the absence.

B. Tardiness or Early Dismissal

1. 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:

- a. Personal illness (written excuses should contain a description of the illness)
- b. Personal required court appearance with documentation from the court
- c. Death or serious illness in immediate family as defined by Administrative Regulation 5-38. Principal will also consider each individual case and any extenuating circumstances
- d. Medical condition or appointment verified by a medical professional or dentist
- e. Religious holiday
- f. Conditions beyond the control of the student, parent/guardian, or the school as approved by the school administration

2. When tardy, the student must report to the school office with a parent to obtain a pass to class.

3. Students who accumulate a combination of five unexcused tardies or early dismissals per semester will receive an overnight suspension/mandatory parent conference. In addition, students could face further disciplinary action or other sanctions after each subsequent tardy or early dismissal.

4. Students who arrive late or leave early are missing instructional time. When possible, appointments need to be scheduled so that they do not conflict with school hours. Students who do not complete one-half of their school day will be counted as absent. Whether such absence will be deemed excused or unexcused shall be determined by the criteria set forth in section A.

C. Truancy – Elementary Schools and Middle Schools – All Absences

1. If a student is absent five days (unexcused) during the year or 12 days (excused or unexcused) for the year, the parents will be sent a letter which will indicate an attendance

problem. If possible, the principal/designee will make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance.

2. If a student is absent six days (unexcused) for the year or 15 days (excused or unexcused) for the year, the school may notify the parent/guardian and the student that they need to attend a truancy review conference. An overnight suspension may be used to ensure the appearance of the parents but only after other efforts to set up the conference have failed.

a. If these attempts to improve attendance, including truancy conference participation, are not successful, a referral could be made to the Department of Student Services.

b. The Department of Student Services will review the truancy referrals, contact parents and make the appropriate referrals to the Juvenile and Domestic Relations Court. A letter from the city attorney's office will be sent to the parent.

c. The Interagency Truancy Review Team will meet with the parent and student to develop recommendations prior to the case being heard by the Juvenile and Domestic Relations Court. These recommendations are forwarded to the court for consideration.

d. A doctor's note may be required for students who have excessive absences.

3. Students who are absent 16 days for the year (excused or unexcused) may be referred to Juvenile and Domestic Relations Court, court services unit, and/or Lynchburg Department of Social Services.

4. The 16-day limitation for the year will refer to all types of absences. There may be extenuating circumstances which could create an extension to the 15-day limit, i.e., extended illness with verification from a doctor, death in the family, etc.; however, all extensions must be approved by the principal. Where extensions are granted, the principal will impose a probationary contract which will strictly limit further absences for the semester.

5. A referral will be made to the Department of Student Services if a student has seven unexcused absences. The Department of Student Services will follow the procedures listed in C. 2. b. and C. 2. c. above.

6. Students absent 15 consecutive days from school are dropped from the school's attendance roll. The principal or designee shall make a reasonable effort to notify the parent/guardian by telephone and in writing that the student has been dropped from the roll. (VAC10-110-13) The school shall notify the Department of Student Services when a student is withdrawn because of 15 consecutive days of unexcused absences.

Weapon/Look-Alike Weapons

Students are **prohibited** from **bringing weapons or look-alike weapons** to school. Should students ignore this instruction, they would be subject to disciplinary action as outlined in School Board Policies 7-19 and 7-48.

***Please refer to these policies in the Lynchburg City Schools Handbook for Elementary School.**

Grading Scale

All classroom teachers are responsible for the grading and evaluation of his/her student's achievement in class.

The following grading scale will be used in grade levels 3-12 for all students:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and below

The following state scoring rubric will be used to evaluate student progress on the Standards of Learning (SOL) in grade Kindergarten through 2:

E = Exceeds the Standard (student demonstrates knowledge and skill 94 percent or more of the time)

M = Meets the Standards (student demonstrates knowledge and skill 80 percent or more of the time)

P = Partially Meets the Standard (student demonstrates knowledge and skill 70 percent or more of the time)

U = Unsuccessful in Meeting Standard (student demonstrates knowledge and skills less than 70 percent)

All other areas in grades K-5 (handwriting, art, music, movement education, technology and character/conduct) will use the following evaluation:

S = Successful

I = Improving

NY = Not Yet Successful

Approved by School Board: June 19, 2012

Elementary School Process for Retention and Promotion

Early in the second semester, parents of students who are not making satisfactory progress in major content areas (reading/math) will be informed by the classroom teacher that if significant progress is not made by May, the recommendation may be to retain the student.

Teachers will work closely with the principal when retention is being considered. A joint conference will be held prior to recommending the final decisions regarding retention of the child.

All final retention and placement decisions shall be made by a committee consisting of the principal and staff from the Department of Curriculum and Instruction.

The principal shall inform the parents of the decision of the division committee. Parents may appeal the decision to the director of instruction.

Students who have demonstrated marginal knowledge and skills as indicated by the Achievement Record/Promotion Guidelines, may attend summer school. If they meet specific attendance guidelines, pass end-of-summer-school tests, and demonstrate adequate academic progress, these factors will be considered in the final promotion/retention decision.

Students in grades three through five who do not pass any of the Standards of Learning assessments administered in their grade level shall be required to attend a summer school program or to participate in another form of remediation.

Criteria for Determining Retention or Promotion

The following criteria will be considered in the promotion and retention decision:

- A. Academic achievement and growth
- B. Attendance
- C. Previous retention and age
- D. Parent input

Quarter and Report Card Schedule 2023-24

	INTERIMS	END OF QUARTER	DISTRIBUTE REPORT CARDS
1st Quarter (8/15/23 – 10/19/23)	9/20/23	10/19/23	10/27/23
2nd Quarter (10/24/23 – 1/12/24)	12/1/23	1/12/24	1/19/24
3rd Quarter (1/17/24 – 3/15/24)	2/16/24	3/15/24	3/22/24

Elementary

4th Quarter (3/19/24 – 5/31/24)

5/1/24

5/31/24

5/31/24

Infinite Campus

As part of our continued effort to provide parents and guardians with information about their student's progress, Lynchburg City Schools utilizes an online parent portal called Infinite Campus. Infinite Campus is a single source for parents to track student data including contact information, schedules, attendance, grades, and notifications. Please contact the school to get your activation key

Student Placement

Students are placed in reading and math classes based upon individual achievement level. Groupings are fluid and students may be moved in and out of groups as student performance dictates. Placements are made at the beginning of the year based upon previous year performance. As the school year progresses, a change of grouping will only be done after parental notification and consultation. Teachers will inform parents at the beginning of each school year as to the initial placement of all students in reading and mathematics. Student placement is then reviewed at the end of each six weeks.

Homework

A major goal of the Lynchburg City Schools is to assist students in becoming committed to the process of learning. Learning is not restricted to the classroom but is a continuous process occurring every day. Homework and home study are vital components of a student's education. A scheduled time and a quiet place for your child to complete his/her homework will help ensure your child's success in elementary school. The time spent structuring and supporting your child's work at home will help build solid study habits that will lead to their educational success.

The basic objective of homework is the reinforcement and application of previously learned concepts and skills. Therefore, homework assignments will be designed to reinforce and apply knowledge that has already been introduced and explained in the classroom.

At Paul Munro Elementary School homework is assigned Monday through Thursday and occasionally on Friday when teachers feel a need. In grades K-2, homework should not usually exceed thirty minutes. In grades 3-5, homework should not usually exceed an hour. In addition to nightly assignments, students may be given long-term projects requiring some overnight work. Throughout the year elementary school parents are asked to review homework to ensure

their children have put forth their best efforts. To strengthen each child's reading ability, parents are requested to have their children read from library books for at least fifteen minutes each night and for 30 minutes on the weekend.

School Lunches

Paul Munro Elementary School will be implementing an option available to schools participating in the National School Lunch and School Breakfast programs called the Community Eligibility Provision (CEP).

All Paul Munro Elementary students are eligible to receive a healthy breakfast and lunch at **no charge**. Children will have the opportunity to receive these meals without having to pay a fee or submit a meal application. Students will be charged for "Smart Snacks" sold during lunch.

Lost and Found

Items that are found by students are to be placed in a cabinet in the cafeteria. Students who have lost items should check in the cabinet periodically to determine if the item has been found.

Traffic Patterns

Consistent flow of traffic during arrival and dismissal times is crucial for the safety of students and patrons. Buses unload and load in the parking lot from 8:20 a.m. to 9:00 a.m. and 3:30 p.m. to 4:00 p.m. **No other vehicles should be in the bus line and loading/unloading zone during these times.** Parents who bring students to and from school should drop and pick up students at the top of the steps on Locksview Road. Due to heavy traffic during arrival and dismissal times, we ask that parents drive past the school and turn around so children can load and unload on the school side of Locksview. Parents who bring their children to school in the morning who need to enter the building for a meeting or to volunteer should also stay out of the bus line and park in a designated parking space.

School Security

For safety and security purposes, anyone entering the building must sign in at the security desk or main office. Visitors and volunteers are asked to show photo identification and wear identification badges while in the building. The badge is to be worn where it is clearly visible. Anyone not wearing a badge will be questioned and directed to the main office. When leaving the building, visitors are asked to please sign out.

Visitors/Volunteers

Badges are required when volunteers are in the school visiting or volunteering for events other than assemblies and open houses.

Classroom observations or tours should be scheduled through the building principal.

School Closings

In the event that Lynchburg City Schools cannot operate on a normal schedule due to weather related or other emergency conditions, parents, students, and community members will be given school-closing information through the following information sources:

LCS Messenger: A recorded inclement weather telephone call will be sent to all student homes in the event that LCS cannot operate on a normal schedule.

LCS Weather/School Closing Information Line: 515-5080 LCS

Email Notification: Parents may also subscribe to a free e-mail notification service, schoolsout.com, to receive an immediate e-mail should there be an emergency at their child's school or in the case of inclement weather caused closings.

School's Out.com also offers a new text alert message service for cell phone users. Parents may go to www.schoolsout.com to learn more about this service. Radio & Television Announcements

PTO Organization

2023-2024

Paul Munro Elementary School has an active PTO and an extensive parent volunteer program. Parental input and involvement is encouraged and utilized. The executive board of the PTO serves as advisors to the school staff and manages the day-to-day operation of the organization. Members include:

President
President Elect

Billy Morris
Suzannah Davies

Secretary	Kelly Knight
Treasurer	Stephanie Cox
Treasurer Elect	Ashley Rae Vaughan
Volunteer Coordinator/	Betsy Dodson
Room Mom Coordinator	
Membership	Amanda Smithson
Book Fair/Reading Incentive	Lauren Helm
Fundraising Chair	TBD
Carnival Committee	Hart Milam
Silent Auction	TBD
Hospitality	Felicia Willis
Special Projects	Sallie Amos
Faculty Representatives*	Donna Baer, Lauren Helm and TBA

Paul Munro Elementary School

Calendar of Events 2023-2024

Monday, August 7-August 14	Teacher Work Days
Wednesday, August 9	Enrollment/Registration Day
Friday, August 11	Pre-K and Kindergarten Orientation
Tuesday, August 15	First Day of School
Monday, September 4	Labor Day Holiday
Thursday, September 21	Conference Day (Students do not attend)
Wednesday, October 18	School Pictures

Thursday, October 19	End of First Grading Period
Friday, October 20	Planning/ Professional Development (Students do not attend)
Monday, October 23	Fall Holiday (Teachers and students do not attend)
Tuesday, November 7	Election Day
Monday, November 20	School Picture Retakes
Wednesday, November 22	Thanksgiving Holiday
Thursday, November 23	Thanksgiving Holiday
Friday, November 24	Thanksgiving Holiday
December 18 – January 1	Winter Holiday Break
Monday, January 2	Return to School
Friday, January 12	End of Second Grading Period

Second Semester:

Monday, January 15	Martin Luther King Holiday
Tuesday January 16	Planning/ Professional Development (Students do not attend)
Monday, February 19	Conference Day (Students do not attend)
Friday, March 15	End of Third Grading Period
Monday, March 18	Planning/ Professional Dev. (Students do not attend)
April 1– April 5	Spring Break
Monday, May 27	Memorial Day Holiday
Friday, May 31	End of Fourth Grading Period/Last Day of School

Monday, June 3

Planning/Professional Development

Asbestos Hazard Emergency Response Act (AHERA) Awareness

The Environmental Protection Agency (EPA) requires all public schools (K-12) to identify and manage asbestos-containing building materials (ACBM) located inside all school buildings. These requirements range from inspection to maintaining proper records regarding the management of ACBM in the schools. The Local Educational Agency (LEA) must designate a person to ensure that the LEA complies with the AHERA requirements. Some of the designated person's responsibilities are ensuring that custodial and maintenance personnel are properly trained, hiring accredited inspectors to locate and identify ACBM, maintaining records, notifications and re-inspections on a three-year cycle.

Mr. Don Floyd, 522-3772, serves as the designated person for Lynchburg City Schools. A copy of this school's asbestos report is filed in the school office.