

# POCAHONTAS ELEMENTARY

CANDY  
LAND

The Classic Game of Sweet Adventures!



Dear Students and Families,

Welcome back to Pocahontas Elementary School! Whether you have spent many years with us or this is your first year, we are glad you are here. The school-home connection plays an important part in our efforts to educate your children and continue learning beyond the campus of Pocahontas. The partnership that is formed provides the necessary foundation for student growth and success. When the foundation is properly nurtured and developed, the social, emotional, and academic growth of your children is infinite!

This handbook is designed to inform you of some ways we can further develop that foundation by making you aware of the many policies and practices we have in place for your children. We give you some general information regarding Powhatan County Public Schools, its mission statement, objectives, and a few policies. The rest of the handbook provides some specific information regarding Pocahontas Elementary School, including instructional practices, operations, student health, student conduct, communication, and our fantastic Parent Teacher Organization. As the mission of Pocahontas Elementary School states, we strive to create a safe and creative learning environment where every child will grow to be responsible citizens and lifelong learners.

This year is going to be very different than years past. Due to the awesome responsibility of the opening school in the middle of a pandemic, there are many factors that had to be considered. Many of the changes that were made are made with the intention of keeping the students, staff, and community safe. Many of these changes are written in red so that you are able to quickly distinguish these changes. I hope you will find that it answers a lot of your questions

Please take the time to read and review this handbook and familiarize yourself with our general practices. Keep it in a handy spot for easy reference throughout the year. While we make every effort to ensure the accuracy of this handbook, due to printer deadlines, some policies/practices are subject to change. You may always find the most updated copy on our website @ [https://pocahontas-elementary-school.echalksites.com/home\\_page](https://pocahontas-elementary-school.echalksites.com/home_page)

Thank you for supporting Pocahontas Elementary School. We know all of the hard work you do as parents and understand that we are working with your most precious possessions. We are confident that this will be another very successful year.

Please feel free to contact us throughout the year for questions or concerns.

Sincerely,

Mr. Thomas Sulzer, Principal

Mrs. Ella Helms, Assistant Principal

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## **PCPS: Who we are:**

**Vision:** Empowering Today to Innovate Tomorrow

**Mission:** PCPS prepares students to thrive in a global Community

### **Our Objectives**

(School Board Policy AE)

The Powhatan County School Board accepts the overall goals of public education as expressed by the Standards of Quality legislated by the Virginia General Assembly and implemented by the State Board of Education regulations.

### **Powhatan County School Board Policies**

Policies and regulations adopted by the Powhatan County School Board are available on the Powhatan County School District website homepage.

## **Pocahontas Elementary School**

### **Our Mission**

The mission of Pocahontas Elementary School is to create a safe and creative learning environment where every child will grow to be responsible citizens and lifelong learners. With collaboration among staff, families, and the community, we will provide differentiated and engaging instruction that will encourage all students to become the problem solvers of the 21<sup>st</sup> century.

### **Beliefs:**

#### **Student Achievement:**

All students are unique and will develop a lifetime love for learning as they strive to reach their maximum potential.

#### **Learning Environment:**

All students have the right to a safe and secure environment. Students should be able to learn in a social, academically, stimulating, and non-threatening environment where respect is mutually shared. All students should demonstrate enjoyment and curiosity for learning. Students will be confident in their ability to be successful and willing to take risks to identify and creatively solve problems. Our environment will stimulate creativity, inspire a thirst for knowledge, and instill a sense of community. The academic environment will reflect the goals, values, and beliefs of the school division.

#### **Community Engagement:**

We encourage all members of the community to become an integral part of our school. We view the community as a resource for our school.

Revised 08/02/2021

**Fiscal Responsibility:**

Funds will be appropriated for the fulfillment of the curriculum needs and for the benefit of our students.

**High-Performance Leadership:**

We are committed to being role models for students as a means for developing character traits in our students. Individual teaching and learning styles will be respected. All staff will be supported in furthering their professional goals.

**New Student Enrollment -**

- Parents may enroll student online enrollment proofs must be presented at the school
- Notary needs can be handled by the registrar

### **Enrollment Requirements**

Parents newly registering a student in a Virginia Public School are required to provide:

- a certified copy of birth certificate
- a Virginia School Entrance and Immunization Certificate that has been completed within the last year
- two proofs of residence (one must be a copy of a lease or mortgage agreement)
- current copy of custodial information if applicable.

Students transferring are required to provide:

- all of the above
- their most recent report card
- copy of a current IEP if applicable
- a sworn statement as to whether the student has been previously expelled for offenses involving drugs, weapons, or willful injury to someone else.
- Expulsion information



## INSTRUCTION

### Our School Curriculum

The curriculum at Pocahontas Elementary School is comprehensive and consistent with Virginia's Standards of Learning. Teaching practices will include a variety of proven learning strategies, as demonstrated through qualitative and quantitative research. The staff at Pocahontas Elementary School includes:

specialists in the area of the library, art, music, physical education, and computer science provide students with Resource on a 6-day schedule.

Core Subjects	Resource
Reading	Art
Language Arts	Music
Word Study	Physical Education/Health
Mathematics	Computer
Science	Social-Emotional Learning
Social Studies	Library

## Learning Options Due to COVID

### VIRTUAL LEARNING

The virtual learning for this school year will be provided by Virtual Virginia, through Powhatan County Public Schools. Parent who chose this option, were required to do so by June 2021. Parents choosing this reflects a year-long commitment to the virtual option.

### FACE-TO-FACE LEARNING

Most students will be attending school in person this year. At this time mask are optional, however, this may change if the COVID positivity rate climbs in the county. If there is a vaccination approved for students 12 and under, and the vaccination rate is good, then masking rule could also be impacted.

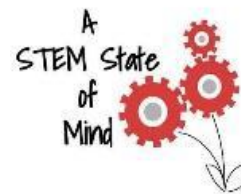


- All students and staff will be required to perform a health safety screening every day before coming to school
- Transportation will be provided to and from school by PCPS
- Schools will be encouraged to aim for 3 feet of physical distance to the greatest extent possible; however, if 3 feet of distance is not feasible (inclusive of buildings and school buses), schools should implement a combination of face coverings and a minimum of three feet distance between everyone present
- Students will attend school according to the division calendar. In the event of prolonged (more than three days) personal illness or quarantine, a designated contact person at the school will remain in communication with the student to provide instructional support.
- The initial focus will be on social-emotional wellness, re-acclimating students to the learning environment, re-establishing a sense of community, and assessing where learning gaps may exist
- Schoology, the PCPS Learning Management System, will be one of the access points for instruction and materials
- All students will participate in new instruction aligned with the requirements and standards provided by the state.
- Attendance will be recorded when students are physically in school and during virtual days (VDOE is providing additional guidance on attendance practices for various instructional models)
- Grades will be assigned per PCPS policy and practices
- Students will have access to the technology needed to effectively participate in Powhatan Virtual days includes Chromebook and internet hotspot as needed)
- Meals will be consumed in the cafeteria
- Coaching and hands-on instruction may be supported by instructional assistants and other instructional support staff
- Physical activity will be incorporated into the school day for PK-8 students.

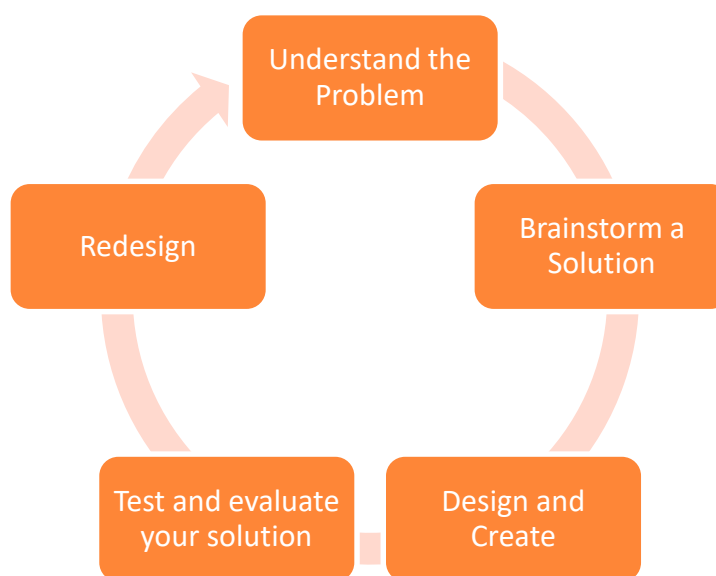
**Short-Term Virtual Learning** - Students may have to move to a Short-Term Virtual Learning experience because of health or safety concerns. Decisions on when to move to Short-Term Virtual Learning would be made in consultation with our *Health Services Team*. Short-Term Virtual Learning would function in the same manner as the Powhatan Virtual Classroom.

## The STEM State of Mind

STEM stands for Science Technology Engineering and Math. Children learn logical thinking and problem-solving skills as well as practical skills. Today's world requires workers who can adapt to constantly changing jobs, make decisions, and solve problems based on their knowledge. The STEM method gives students the opportunities to work to solve problems and the time to try again when their solutions do not work creatively. They are allowed to take risks to eventually succeed. **STEM experiences are offered through both hybrid and virtual experiences.**



## Engineering Process



## OUR INSTRUCTIONAL ENVIRONMENTS

### Classes

All classes are one grade level with one teacher or more teachers and providing learning experiences using a variety of methods, including but not limited to the STEM method. All of our modes of instruction provide students with a combination of learning experiences that allows students to experience learning through multiple modalities and meeting the learning styles of every child.

We have implemented DL421, which is an educational framework to prepare students for 21st-century skills. This framework encourages communication and collaboration, creativity and innovation, critical thinking, and problem-solving as well as digital fluency.

Revised 08/02/2021

Also, teachers provide guided reading instruction to the students on their reading level to help them to access the material and develop their reading and comprehension skills. Students who are not meeting grade-level appropriate benchmarks are recommended for reading remediation services. These students are pulled out during the reading IE block and given a prescriptive instruction to help them to reach their targeted instructional level.

Math has moved to a more center-based program where students receive instruction and are assigned centers to work on the skills. Students also receive guided instruction with the teacher in smaller groups. This method will allow the teacher to provide the right support to students according to their academic needs. Students who have deficits in their learning receive Math intervention during the grade level Math intervention.

### **Social-Emotional Learning**

The goal of social and emotional learning (SEL) is to create an avenue in the classroom through which students develop positive self-esteem, grow relationships, work collaboratively, problem-solve, make responsible decisions, and develop empathy. As our school community embeds social and emotional learning into the day with intentionality, we expect to see students who demonstrate:

- improved attitudes when perceiving themselves, their peers, and their school environment,
- the ability to create and maintain positive relationships,
- and reduced anxiety and behavior challenges,

thus making space for continual academic progress in a safe learning environment. Our goal is to present a unified approach throughout our school in order to see the greatest returns in our community. Students will experience the SEL program through daily Meet Ups as facilitated by their teachers. Grade-level aligned lessons will also be taught on a weekly basis within the classroom using prescribed resources. With a common school-wide experience, the goals, lessons, and outcomes can be shared and celebrated with our school and the greater Powhatan community.

### **Equity and Diversity**

The purpose of Equity and Diversity is build an inclusive school community and increase awareness by:

- Exploring ways to naturally weave diverse cultures throughout the curriculum
- Providing resources to support the curriculum
- Creating a culture of respecting similarities and differences in others
- Engaging diverse families and working to eliminate disparities
- Offering professional development to increase staff understanding of others

**The following services are also available for qualifying students:**

#### **Special Education Services - Karen Gobble**

Services are provided to students with disabilities consistent with the student's Individualized Educational Plan.

#### **Remediation Services**

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We provide remediation services during the school day for students who require additional support in the areas of reading and mathematics.

### **Services in Math – Jennifer DeGroat**

Title I and remediation instructional assistants provide additional instruction to students in kindergarten to fifth grade who have developed gaps in their mathematics background knowledge. By working to determine areas of weakness and rebuilding background knowledge, the students are able to develop the skills necessary to understand grade level skills. This program is implemented according to federal and state guidelines.

### **Services in Reading – Beth Fortune**

Title I and remediation instructional assistants provide supplementary instruction for students in kindergarten to fifth grades who are working below grade level in reading. This program is implemented according to federal and state guidelines.

PALS is a program for Kindergarten through 3<sup>rd</sup> grade students to provide instruction in the area of phonemic and phonological awareness.

### **VTSS Virginia Tiered Systems and Supports**

Pocahontas participates in the Virginia Tiered Systems of Supports (VTSS), which is a data-driven decision-making framework for establishing the academic, behavioral, and social-emotional supports needed for a school to be an effective learning environment for all students.

The VTSS systemic approach allows divisions, schools, and communities to provide multiple levels of supports to students in a more effective and efficient, clearly defined process. Implementing the VTSS requires the use of evidence-based, system-wide practices with fidelity to provide a quick response to academic, behavioral, social, and emotional needs. The practices are progress-monitored frequently to enable educators to make sound, data-based instructional decisions for students.

VTSS functions under the anchoring process of integrating data, practices, and systems to affect outcomes. The essential elements of an effective VTSS framework are:

- Data-Informed Decision-Making
- Evidence-Based Practices
- Family, School, and Community Partnerships
- Monitoring Student Progress (including universal screening)
- Evaluation (outcomes and fidelity)

For more information about the Virginia Tiered Systems of Supports, please visit the [VTSS website](#).

### **Gifted Program – Paige Anderson**

Pocahontas Elementary complies with county-wide and state-wide procedures to identify and nurture students with special talents. Students, beginning in kindergarten, are identified. This identification is based on a combination of criteria and recommendations by parents and teachers.

### **School Counselor – Zannatul Ferdous and Randy Watts**

Our licensed guidance counselor provides group and individual programs. Programs target academic and career areas as well as personal and social domains. Specific examples of topics for elementary

students include effective study skills, identifying and dealing with conflict, identifying and dealing with attitudes and feelings, developing positive relationships with others, self-esteem, communication skills, assuming responsibility, behavior management, and transition to middle school. Classroom guidance sessions reflect students' needs and are planned collaboratively with teachers and administrators. Individual student needs may also be met through individual and group counseling as requested and when time allows.

Per the Powhatan County School Board Policy, parents have the option to limit or deny their child's participation in guidance programs. Upon request, parents may arrange to review the materials planned for use at their child's school. Should the choice to limit or opt-out be desired by parents, written notification must be provided to the school specifying the action desired. Notification may either be addressed to the school principal, the child's teacher, or the guidance counselor.

**Following federal laws, the laws of the Commonwealth of Virginia and the policies of The Powhatan County School Board, Powhatan County Public School Division, does not discriminate on the bases of sex, race, color, age, religion, disability, sexual orientation, or national origin in the provision of employment and services. Powhatan County Public Schools is an equal opportunity employer. The Section 504 Coordinator and Title IX coordinator is Katie Wojcicki at 4290 Anderson Road, Powhatan, Virginia 23139, and (804) 598-5700.**

### **Parent Resource Center- Kathy Walkin**

The Powhatan Parent Resource Center located trailer C500 can be accessed through the bus loop entrance. It provides many valuable resources to parents and guardians in the areas of cognitive, social, emotional, and physical development. The phone number is (804)598-3034. The hours are by appointment only.

### **Reports of Student Progress**

Report cards will be issued to communicate student progress. Report cards will be issued every nine weeks. Please review these documents carefully and discuss your child's progress with them. Sign and return to the teacher the next day, and a copy will be returned to you for your records. Parents are encouraged to view their child's grades online through PowerSchool at any time.

Monitoring student progress is the mutual responsibility of the school and home. Parents are encouraged to participate fully by working with their child's teacher. Communication between home and school can provide the student with an effective support system for a successful and productive school year.

In grades first through the 1st semester of the fourth grade, the failing minimum grade will be 50%. During the second semester of the fourth grade, the grade earned is recorded. Fifth graders earned grades are recorded from the beginning of the year. Grades should be updated weekly by teaching staff.

### **Grading Scale**

The grading scale for Kindergarten will be as follows:

- 3 = Meets Standard
- 2 = Progressing Toward Standard
- 1 = Below Standard

Revised 08/02/2021

The rubric will be posted on the website.

The grading scale for 1<sup>st</sup> and 5<sup>th</sup> grades will be as follows:

A = 90 - 100  
 B = 80 - 89  
 C = 70 - 79  
 D = 65 - 69  
 F = Below 65

E=90-100  
 S=70-89  
 N=65-69  
 U=0-64



Interim reports have been eliminated. Teachers will communicate students' performance to parents throughout the marking period using an online grade book and other written and oral communication. For students with D's and F's and students whose grades have dropped two letter grades from 'A's to 'C's, teachers will send student progress reports home to parents and contact their parents.

- **Suggestions for grades with 10 problems-** A=0-1 incorrect; B=2 incorrect; C=3 incorrect; F=60 or below  
 \*No provision for a "D" on a 10pt question test
- **Suggestions for grades with 5 problems-** 1 incorrect=B; 2 incorrect= C & 3 or more incorrect=F

An "I" for INCOMPLETE may be used if all assigned work is not completed during a specific marking period. An incomplete will become an "F" if the work is not made up in the next grading period unless extenuating circumstances prevent this. Incompletes may only be given with administration approval.

### Virginia Standards of Learning Tests

The Virginia Standards of Learning assessments are administered to third, fourth, and fifth-grade students and are designed to allow students to show what they have learned. Third and fourth graders are tested in the areas of reading/language arts and mathematics. Fifth-grade students are tested in all core subjects: mathematics, reading, science, and social studies. Parents may access the Virginia Standards of Learning on the [Department of Education's website](#) for more information regarding requirements.

### Schoolwork

Students are expected to complete school assignments at school and to put their names on all papers. Students' work will be sent home on a regular basis from all grade levels for your review and reinforcement with your children. Class work that is not completed in class and turned in on time can result in lower grades.



### School Supplies

A list of school supplies for each grade level is sent home with students in their end of the year report card. There is also a link on our website with the [school supply list](#) for the current year. While we realize that the cost of back-to-school supplies can be burdensome, having appropriate tools for school activities is necessary for your child. It may be necessary to replenish school supplies during the school year.

### Text Books

Textbooks are issued at no cost to the students. When the books are issued to the students, the condition of the books is noted (new, good condition, fair condition, or satisfactory). Parents are responsible for textbooks issued to their child for the school year when books are lost or damaged; fines are collected.

If books are lost, water damaged, or damaged beyond repair fines are as follows:

New: Full Price

Good:  $\frac{3}{4}$  Price

Fair:  $\frac{1}{2}$  Price

Satisfactory:  $\frac{1}{4}$  Price

If a book is damaged but still usable, the fines are as follows:

Broken binding or torn cover:  $\frac{1}{4}$  price of the book value

Torn pages: \$0.25 per page

Excessive markings or soiled: \$0.25 per page

### Chromebooks

The school provides Chromebooks for each student's use throughout the year. Mrs. Stanley will provide the Chromebooks and how the teachers will distribute them to the students. The parent must sign a document before the Chromebook is released to the student to transport back and forth to school. Students in grades 3-5 are allowed to take their Chromebooks home as required by their teachers. In all classes:

- Students are assigned a specific Chromebook for their use all year.
- No stickers are allowed on the Chromebooks,
- No food or drink should be allowed around the Chromebook when used or out on the desk.
- Charge Chromebooks nightly.
- Students and their families are responsible for the replacement or repair if intentionally damaged
- Classroom consequences should be in place for students who "forget" their Chromebook more than three times.

If the charger or laptop is lost or stolen, families will pay accordingly:

- \$45.00 for the charger
- \$323.00 for the Chromebook

Chromebook privileges may be revoked if the student intentionally abuses the "Acceptable Use Policy" set by Powhatan County Public Schools.

### Awards Assemblies

At this time, classroom awards will be virtual-only. Please work with the student's teacher dates and times.

At the end of each grading period, students will be recognized for their achievements through classroom awards ceremonies. Awards Assembly will be at the end of the year. End of the year, fifth-grade awards are given out during the fifth-grade graduation. Kindergarten presents awards during their annual Luau, and Preschool has a separate graduation ceremony run by the Preschool teachers.

\*Please note additional awards are also given at the end of the year Awards Ceremonies.

	1st 9 weeks	2nd 9 weeks	3rd 9 weeks	4th 9 weeks
Grades 1-5		Bug Awards Honor Roll	Bug Awards	A- Honor Roll B- Honor Roll Bug Awards

Awards criteria are as follows:

#### Attendance Awards

- Will not be issued this year, due to an abundance of caution because of the COVID-19

#### Honor Roll

- All "A" Honor roll must:  
Have all "A's" in content classes  
\*First Grade- writing must be an E
- A/B Honor roll must:  
Have A or B in all content classes
- BUG awards  
Students who bring up one or more grades without letting any of the others drop may receive a bug award even if they also receive the honor roll.

Student Responsibilities for Positive Assembly Behaviors	
Show Respect	Pay attention and listen quietly as the presenter speaks
Show Responsibility	Keep your hands, feet, and voice to yourself as not to disturb others
Show Effort	Participate
Show Kindness	Applaud at the appropriate times

At this time, parents, relatives, and friends are invited to attend assemblies virtually only. We will not be inviting visitors in for these functions, due to concerns over COVID-19. You will be notified if this changes.

### Tips for Parents

Doing well in school requires that children be in class. We encourage you to send your child to school every day. When your child is sick, however, and will not be coming, **please call the school attendance clerk 598-6306**. You will receive an automated message to let you know your child is absent. Please call to confirm your child's absence.

Getting children to school on time enables teachers to begin the day without interruption. Your cooperation in ensuring that students reach school on time either by riding the school bus or arriving with you prior to **9:00 am** will be appreciated. Likewise, please do not pick up your child earlier than the regular dismissal time of **3:35 PM** except in rare circumstances. The last minutes of the day is often spent reviewing homework assignments for the evening, clarifying assignments, and preparing students for the next day. When students miss this time, they can be at a disadvantage. Report cards will state tardies and early dismissal. Students and families will be held accountable for attendance based on Powhatan County Public Schools' Rights and Responsibilities. Students who miss ten days will be contacted by an administrator at 15 days; parents are asked to come in to develop an attendance plan.

Parents are encouraged NOT to pull students out of school for extended vacations. This is especially true for grades 3-5 from mid-May to the end of the year. All vacation requests during the year must be approved by the administration.

Homework is an essential part of the learning process. It helps to reinforce and strengthen the skills taught in the classroom. Homework will be assigned in compliance with adopted school board policy and should take on average between 10 minutes to 50 minutes, depending on your child's grade level, study habits, and work rate. Guidelines for appropriate time limits are as follows:

- K- 10-15 minutes
- 1<sup>st</sup>- 10-15 minutes
- 2<sup>nd</sup>- 20 minutes
- 3<sup>rd</sup>- 30 minutes (no more than 15 minutes per teacher)
- 4<sup>th</sup>-40 minutes (no more than 20 minutes per teacher)
- 5<sup>th</sup> 50 minutes (no more than 25 minutes per teacher)

\*Nightly reading practice for elementary students is not included in the time limit guidelines at each grade level. Voluntary additional reading beyond homework assignments is encouraged at all grade levels.

Developing good study habits requires practice. You can assist by using the following tips:

- Establish a routine time for your child to do his homework.
- Establish a special place for your child to do homework that is free of distractions such as television, conversation, radio, and other activity.
- Be a good model for your child and use the time set aside for your child's homework as a time for you to do quiet activities such as reading, paying bills, or respond to emails.
- Go over your child's homework with him or her.

- Praise your child for accomplishments and successes.
- Assist with difficulties or write a note to send to school, which details problems or difficulties your child has with specific assignments.
- If your child does not have homework one day, have books or other reading material ready for your child to read or other quiet activities for your child to do during this time. This will help to establish a routine for homework.
- Be firm about expectations, but understand that establishing new habits may require some reminding and extra attention from you.
- Give your child the time to teach you something that he or she learned that was new.
- Read with your child 10-15 minutes every night. \* This is not included in the time limit requirements for homework.

Children's work will be sent home on a weekly basis from all grade levels for your review and reinforcement with your children. Sometimes they will be asked to have you sign their work and bring it back to school. This process informs the teacher that you have seen the work and are aware of your child's progress. Please ask your child to go over the work with you and explain it or talk about it. When your child has had trouble understanding or completing work, talk with your child about it. You may be able to assist either through tutoring at home or discussing the situation with your child's teacher.

<b>Student Responsibilities for Classroom Positive Learning Behavior</b>	
<b>Show Respect</b>	Use your manners Listen when others speak Listen to your teacher and follow their directions Quietly wait for instructions Listen to adults in the building and to follow their directions
<b>Show Responsibility</b>	Put your work in a safe place to take home Be sure to take your work home on the day it is returned to you Write your homework assignments down clearly so you will know what to do when you get home Always be prepared to share with others the new and exciting things you have learned Follow teacher expectations, procedures, and rules
<b>Show Effort</b>	Prepare your workspace for the workday (put away your things; sharpen your pencils; use the restroom; be ready to work) Ask questions if you do not understand something Put your name on your work Participate in in-class activities and discussions Try to complete assignments in a timely fashion
<b>Show Kindness</b>	Smile at others Speak to others using an inside voice Say hello to people you see in the hallway Be willing to share Help others when you see there is a need

### Students' Responsibilities at Home

1. Share your returned work with your parents.
2. When requested by your teacher, have your parents' sign work sent home. This lets your teacher know that your parents have seen what you have been doing at school.
3. Show your homework assignments to your parents each day, so they will know what you need to do.
4. Ask your parents to review your homework with you after you have completed it.
5. If you have questions for your teacher, either write them down or have your parents write them down. Bring them to school the next day, and give them to your teacher so she can help you.
6. Celebrate your successes with your family.
7. Prepare your materials, homework, etc. for school every night before going to bed.
8. Go to bed early enough to get plenty of sleep every night.

### Title I Parental Involvement Policy

**Due to COVID, Title 1 activities will be held virtually until further notice.**

**Purpose:** The Title I Parental Involvement Policy describes how Pocahontas Elementary School will carry out the parental involvement requirements of the **No Child Left Behind Act**. It is important to understand that the involvement of families in their children's education is not limited solely to attendance at PTO meetings or volunteering at school. What parents do at home with their children is even more important to the total educational effort, and schools need to let parents know that they value both their contributions at school and their participation at home.

- I. **ACTIVITIES** - The following activities will be held to support the parental involvement goals of Pocahontas Elementary School:

A. **Annual Meeting**- by November 15 of each school year, an annual meeting for parents of Title I students will be held. During the meeting, parents will be informed of their child's participation in the Title I program, criteria for identification, method of service delivery, and the right of parents to be involved in the Title I program.

B. **Parent Meetings** - Throughout the school year, Pocahontas Elementary School will hold meetings and workshops for families. The purpose of these meetings is to demonstrate ways that parents can support their children's academic growth at home. Examples include STEM Night, Family Reading Night, PTO meetings with instructional topics, and Family Nights.

C. **PowerSchool**- is our online parent communication tool. Parents will be able to check attendance and grades.

D. **Parent Resource Center**- Families of Title I students will be notified of programs and activities sponsored by the Powhatan County Public Schools Parent Resource Center.

E. **SCHOOL-PARENT COMPACT** - Parents of all students receiving Title I services will be encouraged to sign and adhere to the School-Parent Compact.

F. **EVALUATION** - Parent surveys will be sent home to families of all Title I students by May 1. Results will be reviewed by school personnel as well as the Title

## **OPERATIONS**

### **Visitors**

Although we love would love to welcome you into the building, we are unable to due to COVID. Until further notice, visitors will not be able to enter the building unless you have an appointment, a scheduled meeting, to drop off a student, or there is an emergency. We are trying to protect our staff and all students by reducing outside contact whenever and where ever possible.

If you do have an appointment to enter the building, you must wear a face mask at all times. In an effort to protect everyone, the following rules have been put into place.

- Face Masks must be worn at all times
- Strict social distancing will be required
- Please contact the school if you pick up your child early (804)598-5717
- Wait for your child to be brought to you - you will be required to sign your student out when they are brought out to you.
- Please do not send communal snacks or food to classrooms
- You will be unable to come in to eat lunch with your child's class or visit your child's classroom
- Students will need to be dropped off; you may not walk them to their class (even on the first day of school)
- We will be unable to approve bus passes until further notice
- We will not be able to accommodate volunteers
- Whenever possible teacher conferences will be held virtually

You will be notified when previous practices can be re-introduced. Until then, we apologize for the inconvenience.

### **Visitor Procedures During COVID-19**

Visitors are not permitted to enter the building. This includes parents/guardians or siblings of students, staff family members, and community members. However, there may be certain circumstances where the building principal has given permission for a visitor to enter. In that case, follow these procedures.

1. Prior to arrival, provide the visitor with the screening checklist. Explain that the individual must self-screen prior to arriving at the school building. Explain the procedure to enter the building (listed below).
2. Upon arrival, greet the visitor at the exterior door. Make sure the visitor is wearing a mask prior to interacting with him/her.



3. Verify that he/she has self-screened and has not had a positive response to any of the questions on the screener. If the visitor has answered yes to any of the questions, the visitor is not permitted to enter the building.
4. Take the visitor's temperature. If the temperature is above 100 degrees, the visitor is not permitted to enter the school building.
5. Escort the visitor to the designated location. Do not allow the visitor to go to any other places within the school. Limit unnecessary interactions with staff and/or students.

Vendors - Individuals providing a service that we have contracted or are paying for. Examples include copier repair person, UPS or FedEx drivers, or vending machine suppliers.

1. No person may be admitted to the school building without a mask.
2. Vendors must adhere to this rule. No staff member may admit anyone to the building without a mask.

~~Powhatan County Public Schools support and encourage the active participation of parents and members of the community in providing and extending educational opportunities for children. The involvement of parents, volunteers, and others in the community who can serve as a resource to schools is a fundamentally important component of successful school programs. School personnel seeks to assure that parents and other visitors are courteously received, and sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school, and community.~~

~~The administration of each school directs the activities of parents, volunteers, and other community resources at the building level, and all school visitors must comply at all times with the school policies, administrative rules, and school regulations. To protect the safety and welfare of the students and staff and avoid disruption to the educational process, please note the following expectations for visitation/observations. By signing in to the school, you will agree to abide by these rules:~~

- ~~1. Visitors must enter through the front of the school.~~
- ~~2. Sign in at the reception desk through Ident a Kid on arrival, identify the location to be visited, print, and wear an identification badge for the duration of time in the school building.~~
- ~~3. Sign out at the reception desk when leaving the premises.~~
- ~~4. Only visit the area you are scheduled to visit. No visitor shall be permitted to roam throughout the school building or grounds.~~
- ~~5. Place cell phones on silent or vibrate. It is inappropriate to take pictures of students and uploading them to social media.~~
- ~~6. Know that any person found to be engaged in or advocating illegal activity while on school property shall be reported by the principal to local law enforcement.~~
- ~~7. Parents desiring a conference with the teacher will need to schedule an appointment before or after school hours as not to interrupt instructional time.~~
- ~~8. If the office staff is not familiar with a visitor, they will ask for a picture ID before allowing the visitor into a classroom or to pick up a child.~~

- ~~9. Visitors should park in front of the school. Parking is not allowed along the drop off area at any time during the day. Visitor vehicles are not allowed on the driveway or parking area between the elementary school and the middle school; this area is for the exclusive use of buses and school personnel.~~
- ~~10. Watch Dogs must be scheduled and follow additional expectations.~~

**Considerations for classroom visitations** (i.e., formal visits **not related** to participation in classroom parties, volunteering in classrooms or assisting with school-wide functions sponsored by the PTO)

It is vital that visitations be done quietly and do not interfere with the ongoing activities in the classroom; thus, we ask that visitors:

1. Have received prior approval from the building principal to participate in a classroom visitation
2. Recognize that the visitation shall be limited to the length of one class period as to not disrupt instruction unless otherwise previously approved by the principal.
3. Refrain from conversation and interaction with children or staff during the period of classroom or program visitation
4. Place cell phones on silent, school guests should report to the office if they need to make a call.
5. **Do not take pictures or post pictures on social media.**
6. Be mindful of the general privacy of others. If there is a concern, it is respectfully requested that the visitor share such with the building principal. **(Visitors will also be required to fill out a confidentiality form.)**
7. Understand that the principal or designee may in his or her sole discretion, terminate a visit at any time if, in the judgment of the staff member, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff. The Superintendent/designee or building principal/designee has the authority to prohibit the entry of any person to a school of this district in accordance with policy guidelines.

### Exit Policy

**Parents must call the school to let them know they there to pick up their child (804)598-5717. After the attendance clerk verifies your identity, your child will be escorted out to you. You will be asked to sign your child out at that time.**

### Volunteers

**Due to COVID, we are unable to welcome volunteers at this time.**

~~Volunteers are very important to us. They support the PTO efforts, support teachers in their classrooms, and support students who might need additional help or guidance. However, it is important that volunteers follow some simple rules.~~

- ~~• Sign in through Ident a Kid as a volunteer and designate who or where you will be working~~
- ~~• Go about your duties quietly, so you do not disrupt classes~~
- ~~• Utilize areas that are not designated STAFF ONLY~~
- ~~• Be mindful of confidentiality by respecting the privacy of parents and children~~
- ~~• Refrain from sharing information you have learned with others in the community~~

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- ~~Place cell phones on silent and refrain from making calls while in the hallways, classrooms or in the presence of students~~
- ~~Defer to the authority of staff members in the building~~
- ~~Volunteers wishing to help outside of their child's specific class must complete an application and screening process. Check the division website for more information.~~

### Trespassing

Any person may be charged with trespassing if on school property after school hours without permission. If a person is on school property after school or sporting events, he/she will be asked to vacate the premises immediately.

### Emergency School Closing

The decision to close or delay the opening of schools rests with the Division Superintendent. Once a decision has been made, local radio and television stations announce it. You may sign up to be contacted by phone, email, or text message through our school's automated service at [School Messenger](#).

**PLEASE DO NOT CALL THE SCHOOL FOR THIS INFORMATION.** We need to keep our phone lines open to process emergency information.

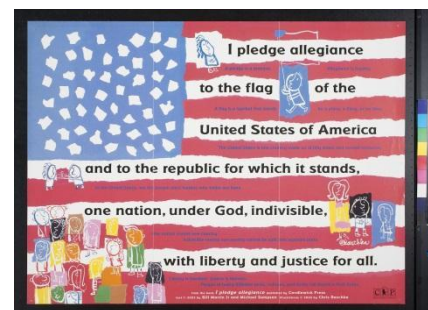
Parents can check the division website for closing information at <http://www.powhatan.k12.va.us/>. The website is updated as soon as the decision is made. If the opening of school is delayed, **PLEASE DO NOT DROP STUDENTS OFF AT THE REGULAR OPENING TIME.** There is no adult supervision available, and the building may not be open.

In the event of unexpected closings, parents need to have a plan of action in place and communicate this to their children and the children's teachers and complete the transportation\emergency closing information form at the beginning of the school year. **If contact information changes during the course of the year, it is imperative that you update your emergency contact information.**

### Morning Announcements and Moment of Silence

Fifth-grade students are selected by their teachers to serve as morning announcers. Announcements will be conducted over the intercom daily beginning at 8:55 am. These announcements include The Pledge of Allegiance, a moment of silence, birthday recognition, student achievements, and special school events.

The 2000 session of the General Assembly amended 22.1-203 of the Code of Virginia to require daily observation of a moment of silence, not to exceed one minute, in every classroom in the public schools of Virginia. The teacher is to ensure that all pupils remain seated and silent and make no distracting display during the time. Students may meditate, pray, or engage in any other silent activity that does not interfere with other pupils.



### Lost and Found

A lost and found display is located in the cafeteria. If a child finds an article, it should be turned in to the teacher or office. Clothing, lunch boxes, purses, books, papers, and trinkets are frequently found and returned to the owner. Any unclaimed items will be donated to the Goodwill in January and June.

**Parents are strongly encouraged to label or write in with a permanent marker your child's name on all of his/her belongings,** particularly coats, jackets, sweaters, and sweatshirts.

### Fire and Emergency Drills

Each month during the school year, students and staff will participate in emergency evacuation drills for fire and other crisis situations. These drills are planned in conjunction with Powhatan County Public Schools' Crisis Plan. These unannounced drills provide the practice necessary to ensure the safety of everyone in case of a real emergency. All visitors during drills are expected to follow the safety procedures modeled by our staff and students.

### Spirit Day

Certain Fridays of every month are "Spirit Days" at Pocahontas Elementary. Students and staff wear their Pocahontas Elementary School tee-shirts, sweatshirts, or school colors - orange and black. The PTO will have tee-shirts (long and short sleeve) and sweatshirts on sale at all PTO and school-sponsored events.

### ATTENDANCE

#### School Hours

School hours are from 9:00 am to 3:35 PM.

Buses begin unloading at 8:45 am.

Buses begin loading for dismissal at 3:35 PM.

Students may not be dropped off at school before **8:45 am**. Staff members are not available to supervise students before this time. **Please do not pick your child up before 3:35 PM—their instructional day has not ended. Students not riding buses must be picked up at 3:35 PM.**

**Bus Riders:** Students will enter the entrances next to the bus loop and are to report directly to their classrooms. Students eating breakfast should pick up their breakfast immediately after getting off the bus and return to class.

**Car Riders:** Students are to be dropped off at the front entrance and report directly to their classrooms or the cafeteria for breakfast.

**Parents:** Do not drop off students at any place other than the sidewalk area at the front of the school. Students must exit cars only on the passenger side of the vehicle.

Students arriving after 9:00 am are tardy and must be signed in by a parent at Welcome Window. Students may not sign themselves in.

## **Absences**

### **Powhatan County Schools - Attendance Procedures During COVID-19**

#### **Attendance Expectations**

All students will participate in learning for five days/week, as indicated in the PCPS 20-21 Division Calendar. The Code of Virginia (Section 22.1-254) requires school attendance by persons between the ages of five (by September 30) and eighteen. Families will play a significant role in encouraging and supporting attendance for remote learners. School staff will work to support families in addressing any unique circumstances that impact student attendance. Please alert school counselors or administrators of any situations that may affect your child's ability to participate in remote learning.

#### **Definitions:**

- Synchronous learning - learning activities that occur live in real-time and may be accessed from a remote location
- Asynchronous learning - learning activities that may be accessed at any time and in various formats

#### **Short-Term Virtual Learning**

In the event that PCPS moves instruction to full virtual for all students, attendance will be monitored through procedures outlined for the Powhatan Virtual Classroom.

#### **Additional Excused Absences for Remote Learners**

In addition to the reasons listed in the Students' Rights and Responsibilities, the following are considered reasonable excuses for missed instruction and will be considered an excused absence:

- Significant power outage resulting in an inability to log in to Schoology to complete assignments
- Significant loss of internet access due to disruption of service

Parents/guardians must submit a notification of these circumstances in order for the absence to be considered excused within 48 hours.

#### **Chronic Absenteeism:**

Chronic Absenteeism procedures will be suspended when absences are known to relate to COVID-19.

#### **Truancy:**

The Code of Virginia (Section 22.1-258) mandates specific procedures for monitoring student absences and identifying truancy. As these procedures relate to unexcused absences, there is no need to adapt truancy procedures due to an expected increase in excused COVID-19-related absences.

## Temporary Absences Over 3 Days Due to COVID-19

Students who are required to remain home from school due to COVID-19 related concerns will be able to access remote learning activities. Please contact your child's school administrator to arrange for these supports. The administrator will temporarily arrange for asynchronous or synchronous assignments based on each student's unique circumstances. The administrator will consider the student's grade, internet access, and course load.

~~Regular and prompt attendance of students is expected. We find that students who attend school regularly generally make better grades, develop better work habits, and make continuous progress.~~

~~The Powhatan County Student Students Rights and Responsibilities require a written note from the parent or guardian within two days of the student's return to school. For an absence to be excused, it must be deemed an acceptable reason as defined by the Students' Rights and Responsibilities. The Code of Virginia requires that court action be taken against a student and/or the student's parent(s) when the student has accumulated fifteen unexcused absences during the school year.~~

Parents should phone (598-6306) or email ([tracy.matney@powhatan.k12.va.us](mailto:tracy.matney@powhatan.k12.va.us)) the attendance clerk at 9:00 am when their child is absent. This phone has an answering machine, and a message may be left before school hours. In your message include:

- your child's name,
- their teacher,
- the reason they are absent.

A staff member will call to verify absences if parents have not already called.

## Tardiness

Students brought to school after the 9:00 am bell are considered tardy and must call the office (804)598-5717. Someone will come out to receive the child and have you sign in your student at your car. A tardy slip will be issued to enter class. Parents are reminded that a student's grades are likely to be affected if a student is tardy on a regular basis. Students arriving on late buses are not considered tardy and do not require a tardy slip.

## Early Dismissal

An early dismissal is when a student is picked up prior to 3:35 p.m. Students must be signed out in the office. Students are actively working in class until 3:35 p.m.; therefore, consistently picking up your child prior to dismissal time will impact their learning. Unless it is an emergency, please do not pick up your children before the instructional day has ended.

## Attendance Policy

**This policy has been temporarily suspended during the COVID Pandemic.  
Please see the section starting on page 25.**

The Code of Virginia (Section 22.1-254) requires school attendance by persons between the ages of five (by September 30) and eighteen, with certain exceptions. Students are expected to arrive at

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school and all classes on time every day in order to derive the maximum benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility. Generally, students who attend school regularly achieve higher grades, enjoy school more and are more employable after leaving school. Students are expected to remain at school unless dismissed with parental and school permission. If truancy should occur, school administrators will contact the parents immediately.

### **Truancy**

The Code of Virginia (Section 22.1-258) mandates specific procedures for following up on student absences and tracking truancy. In general, the law requires that schools notify parents by telephone daily of student absences and obtain explanations for the absences. However, if a student has been absent for a total of five for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, the school principal or his/her designee shall make reasonable efforts to ensure that direct contact is made with the parent to explain to the parent the consequences of continued nonattendance. The law further requires the development of a plan to resolve the pupil's non-attendance. Continued non-compliance results in either or both of the following (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of services (CHINS) or (ii) instituting proceedings against the parent. Therefore, the following procedure shall be followed at each school:

1. An attendance clerk at each school shall contact the parents of absent students daily, and document the reason for the absence.
2. When the student misses five (5) scheduled school days, which are unexcused, the school principal or designee shall make a reasonable effort to ensure direct contact is made to obtain an explanation for the pupil's absence and explain to the parent the consequences of continued non-attendance. The principal, the pupil, and the parent should jointly develop a plan to resolve the student's non-attendance, including documentation of the reason for the student's non-attendance.
3. When the student is absent an additional day, after direct contact with parents, the school principal shall schedule a conference with the parent, principal, and school personnel to be held no later than ten school days after the 10th absence.
4. The conference team will continue to monitor and intervene as necessary.
5. If a parent and/or student refuses compliance with compulsory attendance requirements, the principal or designee will make a referral to the attendance officer.

Learnfare students affected by the "Learnfare" policy, which relates to school attendance to welfare payments in the Temporary Assistance for Needy Families (TANF), shall continue to be reported.

No student under the age of eighteen may terminate his/her attendance at school unless: 1) the student is released from compulsory attendance by the School Board, or 2) the student is released from compulsory attendance by the Court.

### **Notification of Absences (Excused and Unexcused Absences)**

All student absences (including early dismissals or late arrivals) are considered unexcused unless the parent either contacts the school in person, in writing, by telephone, or by email to provide a justifiable reason for the absence within two days of the absence. Excused absences (including early dismissals or late arrivals) include:

1. Student illness
2. Serious illness or a family medical emergency which requires the absence of the student
3. Death of a family member
4. Recognized religious holiday
5. Mandatory court appearance
6. Family trip with prior approval of building principal upon a review of attendance patterns and academic performance
7. Medical/dental appointment

### **~~Excessive and Unexcused Tardies or Absences to School or Class~~**

~~Students are expected to attend all assigned classes every day.~~

~~A student who is tardy to school or leaves early from school, regardless of whether it is excused or not, may disrupt the learning environment for all students. For elementary and middle school students, the principal or his/her designee must approve tardies to school or early dismissals from school. Any three unapproved tardies to school or early dismissals from school in a nine week grading period will result in parental notification by telephone or written communication and may result in interventions.~~

### **Chronic Absenteeism**

Students who miss more than 10% of the school are considered to be chronically absent. The reason for the absence shall not be considered in administering this policy except in those cases in which the student is under a doctor's care for a serious illness/accident, is enrolled in school division approved home-bound instruction, is absent due to the observance of a religious holiday or for school-related events.

The following supports and procedures are in place to address chronic absenteeism:

1. School-Home Collaboration: a. Initial Contact: - After five (5) accrued days of absence, the student's teacher will reach out to the family to offer assistance. b. Counselor Contact: After seven (7) days of accrued absences, the student's counselor will reach out to offer assistance. c. Administrator Contact: After ten (10) days of accrued

absences, the student's administrator will reach out to offer assistance. Assistance may include required interventions or an attendance plan.

2. After ten (10) days of accrued absences, documentation (i.e., physician's note, court order, etc.) will be required to verify absences in order to qualify for continued excused absences. The building administrator has the discretion to waive this requirement in cases of documented chronic illness or severe injury.
3. After fifteen (15) days of accrued absences, the school will notify the parent in writing of the number of absences and will work collaboratively to develop an administrative attendance plan to address the non-attendance issues. Efforts to support the student and the family in resolving nonattendance issues, a referral to other community agencies may be deemed appropriate.

None of the stated procedures preclude the authority of the principal or division attendance officer from requiring additional documentation if deemed to be necessary.

### **Make-up Work**

Schoolwork is designed to encompass both individual and group learning situations. Some lessons are sequential and build upon previous lessons. Although it is difficult to provide students with make-up assignments that compensate for the material missed when they are absent, teachers will provide, upon request, appropriate assignments covering material missed during excused absences.

Parents may request that a student's work be sent home after the student has been absent for two days, by calling the school office or sending a note to the teacher. Work may be picked up at the end of the school day or sent home by another student. **Please do not come to pick up work or talk to the teacher without first contacting the office.** Teachers need to be given ample time to assemble make-up assignments, and they should not take instructional time to do this task.

## **TRANSPORTATION**

### **Parent Pickup**

Students departing school in a private vehicle will be called to the cafeteria at the end of the day. Parents will be assigned a window sign to place in their car window when driving to pick up their students. Parents are expected to stay in their car unless they need to secure a child in the car before pulling away from the curb. The staff member inside will be notified via radio when they see the sign. The child(ren) will be sent outside to wait with a staff member until the car has pulled around to the curb. The child(ren) will be released to the parent. Parents should pull off and exit in an orderly manner. If your child has not been brought out, please pull around through the parking lot and reenter the line around the curb.

(If you have not received your sign, an employee will come and asked to see your ID to approve your child's release to you.)

Children will only be released to persons other than their parents when written authorization has been provided by the parents. Students may not leave the school grounds during school hours for any reason without the consent of the administration.

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For your convenience, the Powhatan YMCA provides a before and after school program, currently located at Powhatan Elementary. For information or to make arrangements, call 598-0250.

## Bus Transportation

Due to COVID and social distancing:

- Bus passes used for daily changes will not be permitted at this time.
- Bus changes from the originally assigned bus (due to things such as year-long childcare) must be arranged through transportation to ensure that we are following the health plan and protocols for transportation.

Each student has a regularly assigned bus, which transports him/her to and from school daily. At times, it is necessary for the transportation department to substitute buses.

When we are able to resume this practice, you will be notified. At that time, below, you will find the correct procedure.

~~All students are expected to ride the same bus to and from school unless the office has a written request from the parent. Bus passes can be emailed to [pocespass@pcpsk12.com](mailto:pocespass@pcpsk12.com). Students will only be dropped off at their regular scheduled bus stops.~~

### Bus change requests must include:

the student's whole name  
teacher's name  
whole name of person's house where they will be dropped off  
complete address of the above person  
bus number  
phone number of that person  
phone number where parent may be reached

All buses changes must be in writing by 2:30 daily. Email or handwritten notes are accepted. Send email to [pocespass@pcpsk12.com](mailto:pocespass@pcpsk12.com).

This will be strictly enforced. Phone calls will NOT be accepted unless it is a dire emergency and MUST be approved by Administration.

Questions and concerns related to bus transportation, bus routes, time schedules, and bus stops should be directed to the transportation department at 598-5709.

## Behavior Expectations on the School Bus

Until further notice, students will be provided an assigned seat on the buses, which will allow for social distancing. They will be expected to remain in that seat until they reach their stop or the school. They must wear a face covering for the entire bus ride.

- One student will be permitted per seat to maximize the transportation of students.

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- All students must wear a face covering.
- Bus drivers, bus attendants, and drivers of other county vehicles will use cloth face coverings or face shields while transporting students.
- Buses that can safely open windows are encouraged to allow fresh air to circulate.
- Protocols for cleaning and disinfecting buses and county vehicles after each route will be established and monitored

It is a privilege for students to ride the bus to and from school. Therefore, students are expected to comply with all standards detailed in the [Students' Rights and Responsibilities](#). Below are a few of the rules, which must be followed to ensure the safety of all riders. Please take the time to go over each of the following as a family and discuss their importance and the consequences.

- Students shall ride assigned buses only and get on and off the bus at the assigned stop only. Special permission from the principal or his/her designee, and the student's parent, is needed to ride a bus **other than the student's assigned bus**.

Note: The bus driver must approve questionable items before they are transported on the bus. The bus driver has the authority to prohibit large objects or those that could become projectiles in the case of a sudden stop or accident.

**When a student receives a bus referral for inappropriate behavior on the bus, the administration will meet with the student to discuss the referral. In most cases:**

- The first referral results in a conference with the student to change the behavior
- The second referral results in a telephone call to the parents to discuss the inappropriate behavior and ask for parental support in changing the behavior.
- The third referral will result in a bus suspension for a period of time, depending on the seriousness of the offense.

Expectation	Riding the Bus 
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Stay seated</li> <li>• Keep aisles clear.</li> <li>• Keep self and objects inside the bus.</li> <li>• Follow Driver directions.</li> <li>• Follow Student Code of Conduct.</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Use a quiet voice.</li> <li>• Keep bus clean.</li> <li>• Help others when appropriate.</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to yourself.</li> <li>• Speak to others the way you would like to be spoken to. Keep language and topics appropriate.</li> <li>• Pick up after yourself.</li> <li>• Take care of the bus.</li> </ul>

## SCHOOL HEALTH

### School Health Overview

In order to best serve the students and staff of Powhatan County Public Schools, a clinic is based in each of the county's schools. Registered Nurses supervise the health services delivered to students and staff. Immunization compliance is monitored by the school nurses with the assistance of school secretaries. School nurses present classroom health presentations on various health topics throughout the year.

During the school year, state-mandated health screenings are performed at designated grade levels. Virginia State-mandated health screenings include hearing and vision screening testing for K, 3<sup>rd</sup>, 7<sup>th</sup>, and 10<sup>th</sup> graders. All new students will receive speech, voice, language, fine motor, gross motor, hearing, and vision screening within 60 administrative working days of admission to the school. Parents are notified of any deficiencies, and follow-up is monitored by school nurses. In addition to scheduled screenings, parents may contact the school nurses to request a hearing or vision screening any time they have a concern about their child.

School Health Services encourages parents to contact their child's school nurse to discuss any student health care concerns. An Individualized Health Care Plan can be developed for students diagnosed with a chronic health condition that impacts the educational experience. An Emergency Health Care Plan is also developed should the student's chronic health condition ever warrant an emergency response. Parents play a major role in the development of their child's health and emergency plan and should not hesitate to contact the school nurse to discuss the care of their child.

Illness and injury are assessed, and at times it may be necessary for a parent/guardian to be called to take a student for follow-up medical care and/or home to recuperate; therefore, **it is imperative that the nurse has accurate, up-to-date contact information on file at all times.**

### COVID 19

Parents are expected to do daily temperature checks of their children before sending them to school. In the event your child suffers from more than two of the COVID symptoms, they will be isolated, and you will be required to them picked up as soon as possible. We have set aside a "COVID Room" for this purpose, however, to reduce the possibility that staff or students become infected. Students suspected of having COVID may not ride the bus home. They must be picked up by an approved family member or their designee.

Before your child may return to school, they must be tested and cleared by a physician to return. Students and adults who have been in contact with the student will be notified and asked for self-quarantine. If it is determined, your child does not have COVID notification from a physician to that effect will be required, so those impacted may be informed and return to the classroom.

Students may virtually learn if they are out for an extended period of time.

Please use the following checklist daily to verify that it is safe for your child to attend school.

### COVID-19 Daily Symptom Check List

Has your child been exposed to someone with COVID-19 in the past 14 days?
---

Does your child have (unrelated to another health issue):
---



- The temperature of more than 100.4F
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle or body aches
- Congestion or runny nose
- Sore throat
- Headache
- New loss of taste or smell
- Nausea
- Vomiting (unidentified cause, unrelated to anxiety or eating)
- Diarrhea

### **Medication Administration Information**

A student may receive prescription medication at school if the following procedure is followed:

1. A medication consent form is completed by the parent/guardian.
2. The prescription medication is in the original container.
3. In addition, a written order from the physician is either brought by the parent/guardian or faxed (804)598-6320 to the clinic. **This order must be received before the medication can be given.**

A student may receive over the counter medication at school if the following procedure is followed:

1. A medication consent form is completed by the parent/guardian.
2. The medication is in the original package.

**No medication of any kind will be accepted in a baggie, film canister, wrapped in foil or a tissue, or in any container that is not the original container for that medication. No exceptions!!**

### **Other Considerations**

1. Area pharmacies are happy to give an extra, labeled prescription bottle for use at school.
2. No medication is to be transported to school by a student. Medication is to be brought to school by a responsible adult.
3. A student may not possess any prescription or over the counter medications while on school property except emergency prescription medication for which parent and physician permission must have been obtained.

4. It is highly recommended that medication be given at home by a parent/guardian whenever possible.

### **Routine Preparations Used in the School Clinics**

School nurses and clinic assistants may use the following routine preparations in caring for a student: Bacitracin Ointment, Bactine First Aid Spray, Alcohol Wipes, Saline Eyewash, Caladryl, Hydrocortisone Cream, Cough Drops, Aloe Gel/Lotion, Contact Solution, and Vaseline. **Please notify the school nurse at your child's school if you DO NOT want clinic staff to use any of these preparations in the care of your child**

### **Exclusion from School for Illness Guidelines**

Many times students become ill at school and display a variety of symptoms that have not been diagnosed by a doctor but are serious enough to warrant school personnel sending the student home and recommending follow-up care with a physician. It will be recommended that students be sent home from school if they exhibit any of the following symptoms:

- fever of 100 degrees or more
- persistent diarrhea/vomiting
- severe coughing causing croupy, whooping sounds
- severe wheezing or respiratory distress
- tearing, irritation, redness of the lining of the eyelid, swelling, discharge of pus, sensitivity to light
- rash of unknown origin
- severe sore throat or difficulty swallowing
- infected areas of the skin with yellow, crusty areas
- evidence of live lice
- serious or uncontrolled bleeding/serious injury

Please contact the school nurse for further information (804)598-7326.

Please have a plan in place should your child become ill or be injured at school. All contact phone numbers should be kept current as well as custody information and emergency contact names and phone numbers. We appreciate parental assistance with this matter.

### **\*Individualized Healthcare Plans**

Please arrange to meet with the school nurse to formulate a health care plan if your child has food or insect allergies, diabetes, asthma, or any health condition that warrants specific care instructions during the school day. **It is the responsibility of the parent/guardian to notify the school of the health condition and to provide necessary medications and supplies for the care of their child at school.**

Please contact the school nurse for further information.



## Emergency Numbers

It is **imperative** that we have a current home, work, and emergency telephone number for one or both parents. If any of these numbers change during the school year, parents must provide changes in writing to the school office. All phone numbers are confidential and are only released to appropriate school personnel.

## Insurance

Insurance will be available in three plans: 24-hour accident, school-time accident, and dental. Information regarding these plans will be sent home during the first week of school. **Checks should be made payable to and mailed to the insurance company.**

## Field Trips

Due to COVID, field trips have been suspended until further notice.

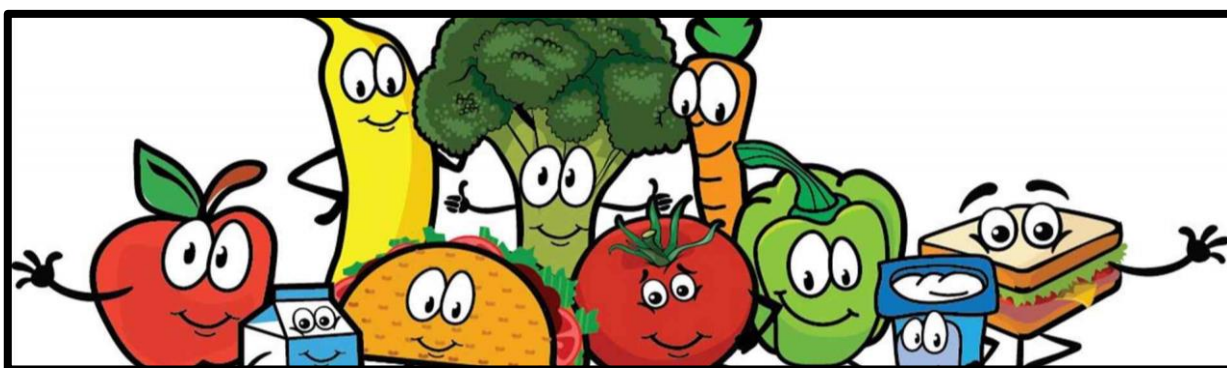
Field trips may be planned during the year as a part of the curriculum. You will receive notification of these trips as they are planned. Written parental permission must be on file in the school office before a child is allowed to go on any field trip.

Since students represent the school community while on field trips, it is expected that students conduct themselves appropriately and in compliance with the Students Rights and Responsibilities for Powhatan County Public Schools.

## Guidelines for Chaperoning Field Trips

1. Parents agreeing to chaperone class field trips need to be prompt in accordance with the departure time of the trip.
2. Teachers will provide a schedule for the day. Every effort should be made to adhere to such a schedule.
3. Parents must keep children assigned to them at all times and must be sure these children are within arm's reach.
4. **Siblings and other children are not allowed to attend.**
5. Parent chaperones are expected to sit with their groups on the bus to supervise their behavior.
6. If lunch is a part of the trip, chaperones must eat lunch with their groups.
7. If an emergency occurs, the parent is to notify the teacher immediately.
8. Parents may not buy their groups' extra treats or take them to a gift shop or concession stand if this is not part of the trip for all students.

9. Students must ride the bus to and from the trip. Parents who wish to transport their child home in a private vehicle must make this request in writing and obtain approval from the school administration prior to the trip.
10. Parents who are meeting students at the field trip site must stay with the group to which their child has been assigned.
11. Due to limited parking on the school site, parents are to park in a designated area and will be picked up by the buses after students are loaded at school. **STUDENTS MUST REPORT TO SCHOOL TO BE COUNTED PRESENT AND ATTEND FIELD TRIP.**
12. The use of tobacco products is prohibited on field trips.



**CAFETERIA**  
**Breakfast/Lunch Program**  
**Lunch During COVID**

Students will be free to all students. Teachers will take their orders in the morning. Students will be able to go through the line and pick up their lunches, and return to their cafeteria tables.

Sanitizing sprays and wipes will be used in cleanup and students will be encouraged to wash their hands before and after eating.

The Food Service Department appreciates your child's participation in our school lunch and breakfast program as well as the support of this program by our parents. We hope that these procedures will assist you in understanding our programs' operation. Feel free to contact them any time before the individual schools' lunch period or after lunch via telephone or email, and they will be happy to assist you with the information needed.

School	Cafeteria Manager	Telephone #	Email Address
Powhatan Elementary	Mrs. Angela Clark	598-5730 ext. 111	angela.clarke@powhatan.k12.va.us

Pocahontas Elementary	Ms. Jeannie White	598-5718 ext. 2108	jeannie.white@powhatan.k12.va.us
Flat Rock	Ms. Jennifer Shumake	598-5743	<a href="mailto:Jennifer.shumake@powhatan.k12.va.us">Jennifer.shumake@powhatan.k12.va.us</a>
Powhatan Middle	Charlene Smith		Charlene.smith @powhatan.k12.va.us

If you have comments or concerns regarding the school lunch program, you may contact Dorothy Kohler at Sodexo.

### **Cafeteria Behavior Expectations**

Due to COVID 19, students are expected to socially distance when in line in the cafeteria. Students who are car riders will use pick up their breakfast from the Cafeteria in the morning on their way to class.

- Students are expected to enter the cafeteria in an orderly fashion.
- They are expected to walk while in the cafeteria
- Students should return to class directly after picking up breakfast

Bus riders will pick up their breakfast from the breakfast cart in the front hallway. They are expected to stand in line quietly, wearing a mask, and maintaining social distance. They must go directly to class after they have received their breakfast. Teachers will provide a socially distant space for students to eat when they arrive in the classroom.

### **Rules for Students at Lunch**

1. Walk at all times in the cafeteria.
2. Students are to stand quietly in line, keeping their hands and feet to themselves. There is to be no leaning on the wall or on the counter.
3. Students will be assigned a number code for purchasing lunch, milk, and other al-a-carte items that have been paid for in advance. These codes will be given to classroom teachers who will assist students in punching in codes until they have mastered this skill.
4. Students purchasing milk or juice should be at the front of the line in each class.
5. If students have money, it should be in their hands, ready to give to the cashier.
6. Students will purchase ice cream as they go through the line at the beginning of their lunchtime. Hands will be stamped after they purchased ice cream. When they have finished eating their lunch, they will raise their hand to be given permission to pick up their ice cream.
7. Students are to eat at the tables assigned to their class.
8. Students are not allowed to go back through the cafeteria line if they forgot something; they need to raise their hand for assistance.
9. Students may talk to the people sitting beside and across from them. There is to be no yelling at other tables. Students are to stay seated with their feet under the table during their lunch period. If students need help, need to ask a question, or forgot utensils or milk, they should raise their hands for assistance.
10. Students should eat their own lunches and refrain from sharing portions of their lunches.

11. Students will be called by tables to empty trays and throw away trash at the conclusion of the lunch period. Before leaving the table, students should check the floor and table for all trash.
12. STUDENTS MAY NOT LEAVE THE CAFETERIA WITHOUT PERMISSION FROM ONE OF THE STAFF MEMBERS ON DUTY.

### **PBIS Cafeteria Expectations**

- Show Respect
  - Use manners
  - Use Voice level 2
- Show Effort
  - Follow established procedures
  - Follow established traffic pattern
  - Raise your hand for help
  - Exercise independence
- Show Responsibility
  - Get all items needed the first time
  - Take care of your belongings
  - Eat only your food
  - Keep your area clean
- Show Kindness
  - Make appropriate conversation with others at your table
  - Help others at your table

### **Class Treats**

**Due to COVID, any class treats must be individually wrapped or packaged.**

Due to students with severe allergies, **we will no longer allow classroom treats to be given out in the cafeteria.** If you would like to treat the class with special snacks, you must do so through the classroom teacher, and the snacks must be shared in the classroom or at a location determined by the teacher but **not during lunch in the cafeteria.**

### **School Parties/Treat Days/Snacks**

**Due to COVID-19, we will suspend treat days and school parties.**

Teachers have designated snack time every day, depending on the grade level and classroom teacher. Snack food should only consist of items such as fruits, vegetables, whole grain snacks, low-fat (flavored or unflavored) milk, bottled water, cheese, or yogurt. Candy, sodas, or high sugar treats are not allowed during snack time. Teachers will help monitor student snack concerns.

### **PTO**

#### **Parent-Teacher Organization**

When parents get involved and regularly attend Parent-Teacher Organization (PTO) meetings, their children see that their school and education are important to his/her parents and reinforces children's work at school. Pocahontas Elementary School PTO provides a useful strategy for communication among a wide group within the community. Establishing membership and regular



participation enables parents to become partners in planning for the future of the school. Working alongside teachers on projects and activities of the PTO establishes relationships, which can be helpful to both teachers and parents, as they work to achieve the best education for their children and students. A strong PTO also establishes the school at the center of the community and communicates the importance of education to its students. Please consider volunteering to help this vital organization as they support our school.

**The Pocahontas Elementary School PTO Executive Board meets the first Wednesday of each month except for September- that meeting will be held September 11. Specific dates and times will be sent home at the beginning of the year packet. Information is also posted on the Pocahontas Elementary PTO Facebook page.**

### **Fundraising**

The Pocahontas PTO sponsors fundraising activities several times a year. These include, but are not limited to, fall and spring book fairs and selling a variety of products. The Powhatan County School Board Policy prohibits school activities that involve door-to-door solicitation by elementary students. At no time will your children be expected to sell items door-to-door, nor will we endorse any activity that would provide incentives fostering door-to-door solicitation. We encourage parents and students to rely on family and friends as a source for the products sold.

The sale of school pictures in the fall and spring provides instructional money for our students. We appreciate your support as your child's years at Pocahontas Elementary is recorded for the future.

### **PBIS**

#### **Positive Behavior Interventions and Supports**

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Pocahontas Elementary School is the four building-wide expectations:

- Show Respect
- Show Effort
- Show Responsibility
- Show Kindness

In addition to our behavior expectations, PBIS has four other components: 1) a **behavior matrix** which explains behavior expectations in each school setting; 2) **direct teaching** of the expectations; 3) **PBIS recognition tickets**

### **Behavior Matrix**

The behavior matrix is a detailed description of the expected behavior in each setting of the school. For example, in the cafeteria poster, respectful to says "use manners." It is responsible for keeping your area clean. The matrix will be posted in classrooms around the school and sent home.

## **Teaching Expectations**

Throughout the school year, students will be taught how to behave according to the four expectations. Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year and become a regular part of our instructional program.

## **PBIS Recognition**

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. At POCES, each student will ticket for meeting behavior expectations. When goals are met, students will be recognized on the morning announcements, celebration bulletin boards, in quarterly drawings, and in periodic school-wide celebrations. We will recognize certain grade levels on certain days: Kindergarten on Mondays; 1<sup>st</sup> grade on Tuesdays; 2<sup>nd</sup> grade on Wednesdays; 3<sup>rd</sup> grade on Thursdays; and 4<sup>th</sup> and 5<sup>th</sup> grade of Fridays.

# POCAHONTAS ELEMENTARY SCHOOL PBIS EXPECTATIONS

		ARRIVAL	DISMISSAL	BATHROOMS	LUNCH	RECESS
EXPECTATION	Effort	<ul style="list-style-type: none"> <li>✓ Walk through the halls.</li> <li>✓ Backpacks zipped and worn correctly</li> <li>✓ Go directly to breakfast/class.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Walk through the halls quickly.</li> <li>✓ Be ready to walk out of the classroom when called.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Flush.</li> <li>✓ Wash hands for 20 seconds with soap.</li> <li>✓ Place trash in container.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep your trash contained in your area.</li> <li>✓ Pick up any mess.</li> <li>✓ Follow sanitization procedures before and after lunch.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Obey safety rules.</li> <li>✓ Line up/mask up when whistle blows.</li> <li>✓ Follow directions the first time they're given.</li> </ul>
	Kindness	<ul style="list-style-type: none"> <li>✓ Greet classmates and adults.</li> <li>✓ Wait patiently in line and keep a safe distance.</li> <li>✓ Take turns entering the building.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wave goodbye.</li> <li>✓ Smile under your mask.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wait your turn.</li> <li>✓ Get in and get out.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Say please and thank you.</li> <li>✓ Be nice in your lunch conversations.</li> <li>✓ Include others in your conversations who are sitting around you.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep hands and feet to yourself.</li> <li>✓ Use nice/kind words.</li> <li>✓ Be kind to others.</li> </ul>
	Respect	<ul style="list-style-type: none"> <li>✓ Maintain social distance.</li> <li>✓ Use voice volume 1.</li> <li>✓ Follow directions given by adults.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Maintain social distance.</li> <li>✓ Go directly to the bus loop or cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Maintain social distance.</li> <li>✓ Use voice volume 0 in the bathroom.</li> <li>✓ 3 people may be in the bathroom at once.</li> <li>✓ Wait outside the bathroom until it is your turn.</li> <li>✓ Use toilet paper, soap, and paper towels wisely.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Maintain social distance.</li> <li>✓ Use voice level 1-2.</li> <li>✓ Chew with your mouth closed.</li> <li>✓ Only chat with the students sitting in your area.</li> <li>✓ Use your lunchbox for its intended purpose.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Maintain social distance.</li> <li>✓ Use voice level 0 on the way to recess.</li> <li>✓ Follow recess rules.</li> <li>✓ Stay off the playground equipment.</li> <li>✓ Listen to recess monitors</li> <li>✓ Respect personal space.</li> </ul>
	Responsibility	<ul style="list-style-type: none"> <li>✓ Mask up.</li> <li>✓ Go directly to breakfast/class.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mask up.</li> <li>✓ Use voice volume 1 in hall.</li> <li>✓ Use voice volume 0 in room while waiting for announcements.</li> <li>✓ Pack up all of your belongings.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mask up.</li> <li>✓ Report problems to your teacher.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep your mask on at all times unless you are actively eating or drinking.</li> <li>✓ Remain seated at your desk.</li> <li>✓ Raise your hand and wait for the lunch monitor to provide assistance.</li> <li>✓ Wait for the lunch monitor to give directions re: trash removal.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mask up when going to and from recess (when in building) and when not social distancing.</li> <li>✓ Stay in your designated area.</li> <li>✓ (If equipment is available) return to appropriate place.</li> </ul>

## CONDUCT

### Students' Rights and Responsibilities

Essential to any instructional program is an atmosphere that is orderly and safe. In order to ensure a learning environment in which your child can make the greatest progress, discipline must be maintained. The school and parents working together can accomplish this desirable goal.

All students attending Powhatan County Public Schools will have access to the [Students' Rights and Responsibilities](#), or you may request a paper copy at the school. It was written to ensure each student a learning environment free of disruption. Parents and students are encouraged to read and review the book together, and then sign the form verifying that this has been done.

**Students who refuse to wear masks, social distance, or safety protocols may receive consequences.**

Each student is responsible for his/her own behavior.  
 Each student must respect the rights and property of others.  
 Each student is expected to be courteous to any adult in the building.  
 Each student is expected to walk quietly through the halls so as not to disturb classes in progress.  
 Each student is expected to treat school property with respect.  
 Each student is expected to adhere to the rules set forth in the [Students' Rights and Responsibilities for Powhatan County Public Schools](#).

Our principles include working to prevent behavior difficulties by providing interesting and engaging learning opportunities for each student and by teaching alternative ways to respond to frustrating situations. Each teacher will establish additional classroom rules specific to his/her students.

When children fail to observe the rules, consequences ranging from in-class strategies to out of school suspension may be considered and imposed. Among the alternatives is the loss of recess time, developing individual behavior plans, use of time-out, meeting with the Principal or Assistant Principal, in-school suspension, out of school suspension, and expulsion. Our teachers will work with children and their parents to teach and achieve good classroom discipline. When a child disregards the school and classroom rules repeatedly or when the child's behavior threatens the safety and rights of other students or adults, the child's parents will be notified and requested to meet with the child's teacher and/or school administrator to develop a plan for remediating the behavior. An offense that threatens the safety and right of others may warrant an immediate suspension. These consequences will also be imposed for misconduct exhibited on the school buses.

### Dress Code

The purpose of the school dress code is to provide a clear, enforceable statement of acceptable attire, designed to facilitate a safe environment conducive to learning.

All students are expected to dress appropriately for a K-12 educational environment as determined by school administration. Any clothing that interferes with or disrupts the educational environment, is immodest, obscene, or presents a threat to the safety or health of the student or others is unacceptable. School clothing should be appropriate to time, place, and weather. Depending upon the age and the maturity level of students, administrators shall use discretion regarding appropriate dress. Students must comply with specific building dress regulations which shall be made available. Parents of students requiring accommodations for religious beliefs, disabilities, or other reasonable circumstances should contact the principal.

**Students are to follow these guidelines:**

- Headgear, including hats, caps, head coverings, and bandanas may not be worn inside the building except for any religious head covering.
- Sunglasses shall not be worn inside the school building unless prescribed by a physician.
- No spaghetti straps may be worn in grades six and above. Students may not expose the back, midriff, or chest.
- No part of undergarments should be showing or worn as outer garments.
- Students may not wear shorts, dresses, skirts, or other similar clothing that is shorter than the students' thumb with their arms hanging naturally at their sides. Swimming trunks and cuts-off may not be worn.
- Sleepwear is prohibited.
- Footwear must be worn at all times. Bedroom shoes, house slippers, and bare feet are not allowed. Shoe and
- boot laces must be tied or straps must be strapped at all times. Footwear should be appropriate for instructional activities.
- Clothing, jewelry, accessories, or body art with language or images that are discriminatory, obscene, relating to alcohol, tobacco, drugs, sex, profanity, obscenity, vulgarity, violence, that is demeaning any group or individual, or that promotes conduct contrary to the Powhatan County Public Schools guide to Student Rights and Responsibilities is prohibited.
- Any item of clothing, jewelry, or other accessory which is distracting or dangerous will not be allowed. This includes, but is not limited to, studded items, chains or other straps hanging from the waist, any sharp objects, and costumes that have not been approved by administration.





### Parent-School Communication

Effective communication between home and school enhances the ability of the school to meet your child's needs. It also can provide you with information that will assist you in providing follow-up to school activities. In addition to planned communication strategies, periodic phone calls and notes back and forth from school to home are also useful strategies for sharing timely information. Because our teachers are busy with their classes and because the school has only limited phone lines, we request that you communicate with your child's teacher through written notes and emails. If you would prefer to speak with the teacher by phone, please leave a message on his/her voice mail, and the teacher will return your call.

Please be sure you keep your phone/email information current with the school. If there is an emergency, it is imperative that we be able to contact you.

### PowerSchool

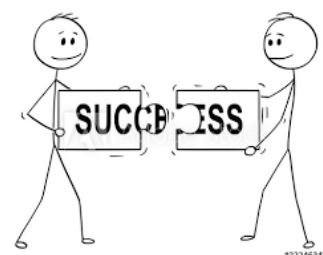
Power School provides parents with computer access to their child's grades, homework assignments, and special classroom information. Parents are given a username and password that will allow them to view this information from home or work at their leisure. If you have problems, please contact Dorothy Tribble at [dorothy.tribble@powhtatan.k12.va.us](mailto:dorothy.tribble@powhtatan.k12.va.us)

### Parent-Teacher Conferences

Due to COVID, teachers will be holding virtual conferences whenever possible.

Face-to-face meetings between teachers and parents offer several benefits. First, they provide the opportunity to meet each other. They provide the parents with the opportunity to visit their child's classroom so they can have a better understanding of classroom activities. They provide teachers with the opportunity to share written work and demonstrate progress. Meetings also provide the opportunity to spend more time discussing particular areas of need or concerns on the part of the parents and the teacher.

Conference days are scheduled twice a year, and online access to set up conferences will be available for these events. However, you may ask for a conference at any time. If you wish to schedule a conference, please send a note to the teacher. The teacher will notify you to schedule a suitable date and time. Teachers may also contact you requesting a conference as the year progresses. It is extremely important that an open line of communication be maintained between home and school.



Scheduled dates for Parent-Teacher conferences are listed on the calendar located at the back of this handbook for your convenience.

Revised 08/02/2021

**\*\* Teachers often ask for a conference on report cards. Please respond by email or note,**

### **Websites**

All schools in Powhatan County Public Schools hosts a website; the division's website can be found [https://powhatan-county-public-schools.echalksites.com/home\\_page](https://powhatan-county-public-schools.echalksites.com/home_page) and Pocahontas Elementary's website can be found at [https://pocahontas-elementary-school.echalksites.com/home\\_page](https://pocahontas-elementary-school.echalksites.com/home_page). You have 24-hour access to important information on the website such as activities, school closings, schedules, Students Rights and Responsibilities, student handbooks as well as educational resources. Teachers may be contacted through the school websites. On their websites, teachers may post homework assignments, spelling words, and links to helpful websites specific to their class or grade level. This information may be shared with you at the beginning of the year or on the teacher's newsletter.

### **Phone Calls**

When necessary, teachers may phone parents to discuss specific learning or behavior concerns. Because phone lines are limited at school, they will be minimal. We cannot transfer calls or call teachers to the office during class time. If you are unable to speak with a teacher at the time of your call, please leave a message, and you should receive a return phone call within 36 hours. If you have not heard from the teacher within that time frame, please follow up with the teacher or contact the office.

**Students may not use the phone to call home unless it is a medical necessity.** Forgotten lunches and homework or going home with a friend are not considered necessities. We will make sure that your child has lunch and the homework may be brought in the next day.

### **Email**

Teachers answer emails regularly and may answer questions regarding homework, lunches, or bus schedules; however, they will call if the matter is of a more sensitive nature. Most email messages are responded to within 36 hours. If no message is received, please follow up with a phone call.

### **Seesaw**

Teachers also communicate with teachers through classroom Seesaw. Teachers are able to send quick text messages or emails about your child through this app. Your child's teacher may ask you if you would like to participate through these approved sites. They are private and designed to improve teacher/parent communication.

### **Schoology**

Schoology is educational platform used by the division to communicate with parents, and provide curriculum and resources to the students. It is also a communication tool for teachers to share information with parents. Students may access assignments through this platform at school, at home and in the virtual setting.

### **Google Chat**

Google Chat is the virtual platform used by the school to communicate with parents and students virtually. Non-in-person meetings will be held through this medium. When a virtual meeting is requested, you will receive a link in your email, that will take you into them meeting at the appointed time.



### **School Messenger**

Automated messages are sent out weekly to help parents keep informed about upcoming school events or emergency information such as school closings. If your contact information changes, please log into the School Messenger system and make the appropriate changes.

### **The Family Educational Rights and Privacy Act**

Powhatan County Public Schools complies with all the regulations relative to the above act, and any parent desiring additional information should contact the school principal. Parents may review their children's records, both cumulative and confidential (if any), by making an appointment with the school administration.

The school must have on file the names of persons, other than legal guardians, who are permitted to pick up students. This is particularly important for single-parent families.

If there are custody, visitation, or other legal issues dealing with your child, please make sure that the office has a copy on file. Our goal is to provide a safe and secure learning environment for our students.

### **Non-Custodial Parent Rights**

The General Assembly added 22.1-279.4 to the Code of Virginia, which specifically allows the non-custodial parent to participate in school-related activities. The law states that unless there is a court order to the contrary, non-custodial parents cannot be denied the opportunity to participate in school activities such as lunch breaks, parent-teacher conferences, and extracurricular activities. If there is a court order denying access, it is the responsibility of the custodial parent to provide a copy of that order to the school.

State Board of Education regulation concerning the management of student scholastic record (8VAC 20-150-370 {10}), clearly states that data contained in the record shall be disclosed to the parent or guardian of the student including a non-custodial parent unless such parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access until the student is 18 year of age or is enrolled in an institution of post-secondary education.

### **Management of Students Records Parent and Student Rights**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's educational record within 45 days of the day, the school division receives a request for access.

Parents or eligible students should submit to the principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Revised 08/02/2021

2. The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identifying the part of the record they want to be changed and specify why it is inaccurate. If the Powhatan Schools decides not to amend the record as requested by the parent or eligible student, the school principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosures without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Powhatan County Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Powhatan has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities.

Upon the request, Powhatan Schools will disclose educational records without consent to officials of another school division in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by Powhatan Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-4605.

### **Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Powhatan County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Powhatan Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with Powhatan's

procedures. The primary purpose of directory information is to allow Powhatan Schools to include this type of information from your child's educational records in certain school publications.

Examples include:

- A playbill, showing your child's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Powhatan Schools to disclose directory information from your child's educational record without your prior written consent, you must notify Powhatan Schools in writing by September 11, 2021. Powhatan has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photographs
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Dear Parents,

As a parent of a student at Pocahontas Elementary School, you have a right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following about each of your child's classroom teachers:

- Whether the Virginia Department of Education has licensed or qualified the teacher for the grades and subjects, he or she teaches.
- Whether the Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major; whether the teacher has advanced degrees and, if so, the subject of the degrees
- Whether any of the teacher's aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please call the principal, Thomas Sulzer at 598-5717.

Sincerely,

Dr. Tracie Omohundro  
Assistant Superintendent

## DIRECTORY

<b>Pocahontas Elementary School</b>	<b>598-5717</b>
<b>Clinic</b>	<b>598-7326</b>
<b>Attendance</b>	<b>598-6306</b>
<b>Fax</b>	<b>598-6320</b>

Mr. Thomas Sulzer ~ Principal  
 Mrs. Ella B. Helms ~ Assistant Principal  
 Mrs. Charlotte Muscat ~ Bookkeeper/Secretary  
 Mrs. Mindy Muntean ~ Registrar/Secretary  
 Mrs. Arla Thompson ~ School Nurse  
 Ms. Zannatul Ferdous and Randy Watts ~ School Counselor  
 Ms. Tracey Matney-Attendance Clerk

<b>Powhatan County School Board Office</b>	<b>598-5700</b>
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Dr. Eric Jones, Division Superintendent  
 Mr. R. Larry Johns, Assistant Superintendent for Finance and Business Operations  
 Dr. Tracie Omohundro, Assistant Superintendent of Instruction and Gifted Education  
 Dr. Lynn Clayton-Prince, Assistant Superintendent of Special Education  
 Mrs. Katie Wojciki, Director of Student Services and Intervention  
 Dr. Cheryl Thomas, Director of Elementary Instruction  
 Dr. Meredith Parker, Director of Personnel

<b>Flat Elementary School~ Mrs. Tanja Nelson-Atkins</b>	<b>598-5743</b>
<b>Powhatan Elementary School ~ Mrs. Constance Deal</b>	<b>598-5730</b>
<b>Pocahontas Middle School ~ Dr. Samantha Martin</b>	<b>598-5720</b>
<b>Powhatan High School ~ Dr. Michael J. Massa</b>	<b>598-5710</b>
<b>Powhatan Bus Garage ~ Mr. Brian Bartlett</b>	<b>598-5709</b>

<b>Parent Resource Center</b>	<b>598-3034</b>
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Pocahontas Elementary School C500- Mrs. Kathy Walkin  
 Call for an appointment

# Wocahontas Elementary School Calendar 2021-2022

Month	Date	Day	Event
<b>August</b>	16-20	Mon-Fri Thurs	Teacher workweek K-Orientation A-L 4-4:30 pm; M-Z 4:40-5 pm; New Student Orientation 5-6 pm;
	19-30	Monday Mon-Fri Monday	First Day of School Growth Assessments grades 3-5 Cookie dough sales begin
<b>September</b>	3-6	Friday	Staff/Student Holiday
	10	Friday	Patriot's Day/Red, White & Blue Day Back to School Night K - 2 7 pm Back to School Night 3-5 7 pm
<b>October</b>	13	Monday	Yearbook Sales begins
	27	Monday	PD Day- Student Holiday
<b>November</b>	15	Friday	Fall Pictures
	18	Monday	End of 1 <sup>st</sup> Quarter
	22	Friday	Teacher Workday-Student Virtual day
	27	Wednesday	Report Cards Distributed
	28	Thursday	Classroom Awards Fall Festival Book Fair Begins
<b>December</b>	6		
	4-13		
	7		
	20-31		
			POCES Chorus Concert @ PHS Holiday Shop Mistletoe Market 9 am-2 pm (Craft/vendor show) Winter Break
<b>January</b>	3	Monday	Student Virtual Day
	7	Friday	Report Cards Issued
	10	Monday	Electric Youth Apps go out
	12	Wednesday	Class Awards
	17	Friday	Martin Luther King Day
<b>February</b>	7-11	Mon-Fri	National School Counselors Week
	21	Monday	Student Holiday/Teacher PD
	28-4	Mon-Fri	Spirit Week Read Across America
<b>March</b>	3	Thursday	Reading Across America
	11	Friday	End of 3 <sup>rd</sup> Quarter
	14	Monday	PI Day; Teacher Workday/ Student Virtual day
	18	Friday	Report Cards
	23	Wednesday	Classroom Awards
	24	Thursday	Electric Youth Performance

<i>April</i>	4-8 18 27	Mon-Fri Monday Wednesday Wednesday Thursday Wednesday	Spring Pictures Spring Break Student/Staff Holiday Administrative Assistant Day Classroom Awards Kindergarten Registration Administrative Assistant's Day
<i>May</i>	1 2-6 16- 26 27 30	Friday Mon-Friday  Friday Monday	National Principal's Day Staff Appreciation Week SOL Testing PHS Graduation Student Holiday
<i>June</i>	1 2 3 6	Wednesday Thursday Friday Monday	Awards Ceremony 5 <sup>th</sup> Grade Graduation & Reception 5 <sup>th</sup> Grade Graduation Party School Ends/End of 4 <sup>th</sup> q wks Early Dismissal; ½ Teacher Workday



SCHOOL MAP

