

Tussing Elementary School Student Handbook 2023-2024



5501 Conduit Road

Colonial Heights, VA 23834

Tussing's PTO

The Tussing PTO continues to support our students and faculty throughout the school year. Thank you for your continued support through membership, volunteering and fundraising. We look forward to a great year together.

President - Christina Neece

Vice President - Stephanie Wallace

Recording Secretary - Valecia Talley

Corresponding Secretary - April Drake

Treasurer - Denee Tuck

Division Calendar

Please refer to the division calendar for student holidays, parent/teacher conferences, end of nine weeks, etc.



Attendance

ABSENCES DUE TO FAMILY TRIP OR VACATIONS

Unlike student illness or a death in the family, which are examples of excused absences, a family vacation is considered an unexcused absence from school, which we generally discourage. While teachers are not required to provide classroom/homework that is missed, this is up to the individual teacher and these situations are handled on a case-by-case basis.

Student absences AND ATTENDANCE:

School Board Policy JED Student Absences/Excuses/Dismissals, which implements the Code of Virginia at §22.1-258 (Compulsory Attendance), will be administered as follows:

1. Each teacher will take roll daily and attendance data will be entered into the student data system.
2. The school will attempt to contact the parent/guardian via the automated phone system to notify them when the child is not in school at the beginning of the school day.
3. A parent/guardian may notify the school by phone or email when their child is absent. However, a phone call or social media message will not replace the need for a written excuse.
4. A written note, from either a medical office or a parent/guardian, must be submitted to the school office or the child's homeroom teacher on the day the student returns to school. The note should include the child's full name, the date(s) of absence, reason for the absence, a valid signature, and a contact phone number. All notes will be kept on file.
5. An absence will remain "unexcused" until written documentation is received.
6. Parents are encouraged to make every effort to plan medical and dental appointments during non-school hours.
7. Parents are encouraged not to plan family vacations at a time that will conflict with regular school days.
8. Students must attend school for the full scheduled school day unless they are excused by a parent/guardian. Absences will be coded as follows:

Attendance

An **excused absence** and a **parent note absence** are any absences for which the school has received written documentation to support the absence. These types of absences may include:

- a. Medical or dental appointments;
- b. Illness;
- c. Court appearance;
- d. Religious holiday observances;
- e. Death in the family;
- f. Funeral;
- g. Extenuating circumstances that have been communicated by the parent/guardian and approved by the principal

An **unexcused absence** is any absence for which the school has not received written documentation to support it. These absences include but are not limited to:

- a. Any absence not verified by a parent/guardian or deemed invalid by the school principal/designee;
- b. Skipping class (missing 10 minutes or more of class time);
- c. Truancy;
- d. Students not signed out properly through the school office or tardy station for early release;
- e. High school students who elect to drive to school (or who ride with students who drive) and arrive late or miss school as a result of traffic conditions or problems with personal vehicles.

1. After five (5) unexcused daily absences, a system-generated letter will be sent to the parent/guardian as notification of the unexcused absences.

2. After five (5) or more unexcused daily absences, a referral may be made to the Division Attendance Officer who may schedule a formal attendance meeting with the parent/guardian and school personnel.

3. An excessive number of unexcused absences may result in school action, community intervention, and/or possible legal action against the student and/or parent.

4. Possible consequences for unexcused absences (truancy) and skipping class include but are not limited to:

- a. Detention;
- b. Prohibition from participating in extracurricular activities;
- c. Referral to an intervention team;
- d. Referral to Juvenile and Domestic Relations Court;
- e. Other consequences as assigned by administration.

5. Students are automatically withdrawn from school after fifteen (15) consecutive unexcused daily absences.

Attendance

Make-Up Work for Excused Student Absences

Students are permitted to make-up missed work for credit. This includes students on suspension or recommended for expulsion. Upon the student's return to school, all make-up work must be completed within five (5) school days. Additional time may be granted by the principal due to extenuating circumstances that have been communicated and discussed by the parent/guardian and approved by the principal.

PERFECT AND OUTSTANDING ATTENDANCE

Students will be recognized for "Perfect Attendance" by meeting the following criteria:

1. No absences/tardies/early sign outs during the school year.

Students will be recognized for "Outstanding Attendance" by meeting the following criteria:

1. No absences during the school year.
2. No more than a total of two late arrivals/early sign outs per semester.



Student Policies

ACCESS TO RECORDS

Access to student records, both the regular cumulative folders and special education folders, is controlled in compliance with existing laws and regulations. Parents have access to all records pertaining to their child. If parents wish to review records, it is required that an appointment be made in advance with the administration.

ASSIGNMENTS

Assignments are an important part of a child's learning experience. They provide students with the reinforcement of concepts and skills. For assignments to be effective, it is important that they be done in a timely manner. Therefore, if an assignment is late, the assignment grade will be dropped one letter grade for each day the assignment is late.

We realize that there may be a reason why a child was unable to complete an assignment. Under these conditions, it is the responsibility of the parent/guardian to write a note to the teacher on the day the assignment is due, explaining the circumstances. Absence from school is automatically covered by the note required for the absence.



Student Policies

BICYCLES

Students are permitted to ride their bicycles to school under the following conditions:

1. Approval by the parents is granted.
2. The bicycle is registered with the Colonial Heights Police Department.
3. Safety helmets will be worn.
4. We recommend that K-2 students not ride bikes to school.

Students who ride their bikes to school are required to follow all safety and traffic regulations. Failure to do so may result in the child losing the privilege of riding his/her bike to school.

A bike rack is located next to the 1st Grade doors. Students are to park their bikes and lock them immediately upon arrival. Bike students should not arrive prior to 8:10 A.M. When leaving school, bike riders will be held until the school buses have departed.

CAFETERIA

THERE WILL NOT BE MICROWAVES IN THE CAFETERIA.

Parents eating with their students can only eat in our Parent Lunch section and only with their student.

A menu will be sent home every month. Money may be placed on the student's lunch account prior to 8:20 A.M. Ice cream is available at a cost of \$1.25.

Breakfast and Lunch will be free.

Cafeteria rules:

1. Stay in your seat except to get your lunch and throw away trash.
2. Talk in a normal tone.
3. Do not run.

Due to the extensive number of food allergies some students experience, please **do not** share food with other children during lunch time, on field trips, on field day, etc. The safety and well-being of all our students is our priority.

Student Policies

CELL PHONES

If a student brings a cell phone to school, it must be turned off. If it is found to be on, it will be confiscated by the teacher, and a parent will have to come to school to retrieve it.

CITIZENSHIP

If a student has been nominated three out of the four grading periods (two out of four for kindergarten), then he/she will be eligible for the Citizenship Award at the end of the year. Students entering Tussing Elementary after the first nine weeks and before the beginning of the second semester must be nominated the three remaining nine week periods to be eligible for the Citizenship Award. Students entering after the beginning of the second semester are not eligible for the award but may be nominated for the Citizenship of the Nine Weeks.

Criteria for citizenship:

1. Respect for authority
2. Respect for individuals and fellow students
3. Respect for property
4. Sportsmanship
5. Good citizenship in the cafeteria
6. Good citizenship in the hallways and restroom
7. Good citizenship in assemblies
8. Good citizenship traveling to and from school
9. Accepts responsibility for school assignments



Student Policies

COMMUNICATIONS/CONFERENCES

Students should be helped to realize their responsibility to transport notes, notices and bulletins between school and home. The parent/teacher conference is considered the most effective vehicle for communication concerning a child's life at school, and one can be scheduled at the request of either parent or teacher. Conferences are arranged by making appointments directly with the teacher. When scheduled in advance, teachers are available to meet in conference from 8:00-8:10 AM and after the children have been dismissed at 3:05 PM. When conferences are scheduled at 8:00 AM, we remind parents that teachers cannot meet beyond 8:10, as students are arriving in class.

****If parents have a concern about their child, they should first conference with the teacher. If either the parent or teacher feels that the situation was not resolved by such communication, the administration may be consulted.**

****Parents desiring to meet with an administrator and/or teacher should call and arrange for appointments rather than arriving unexpectedly. A scheduled appointment will ensure that both the parent and school personnel have adequate, uninterrupted time to talk. Administrators always try to return phone calls within a 24-hour period.**

CUSTODY PAPERS

If a parent or guardian has custody papers, the school office must have a copy on file. Without proof of custody, legally, we must release a child to either parent. If you are uncertain whether or not we have a copy on file, please contact the school office.

Discipline

SCHOOL RULES STUDENTS SHOULD KNOW

Discipline begins at home. Therefore, it is primarily the responsibility of the parents to see that children behave appropriately while at school. Each grade level cooperatively develops guidelines in maintaining good behavior. This consistency has proven to be beneficial to the children. 1) Each student is responsible for his/her own behavior. 2) Each student is expected to be courteous to any adult in this building. This includes staff members as well as parents who volunteer their services to this school. 3) Each student must respect the rights and property of others. 4) Hurting yourself and/or hurting others are not permitted in this school. 5) Move about the building orderly - without running. 6) Talk in a quiet manner. 7) Keep the building and grounds neat. 8) Use time wisely in the media center. 9) Avoid bringing distracting objects to school. 10) Pay attention to fire drills.

*At the discretion of the principal, pupils may be excluded from off school activities, field trips, etc., because of inappropriate behavior or if a pattern of disciplinary concern warrants such action.

*The student and/or parent will be required to pay for damages to the building, equipment, books, and other school property.

***For safety reasons, animals may not be brought to school without prior permission from the administration.**

Discipline

DISCIPLINE PROCEDURES

Tussing has 3 basic rules that all students are expected to follow:

1. **I will keep my hands and feet to myself.**
2. **I will be kind and respectful.**
3. **I will always tell the truth.**

The administration and teaching staff believe strongly in the idea of helping children to learn self-discipline and self-respect. Moreover, we are deeply committed to promoting good citizenship and student awareness of the rights of others.

The staff is encouraged to provide positive reinforcement of students' good behavior through incentive charts, individual contracts, and continual use of appropriate praise for children's actions and manner. When disciplinary action becomes necessary, the following sequence is implemented in most cases: 1) The teacher tries to handle the problem at the classroom level and gives the student the opportunity to resolve the matter. 2) If the problem persists, the teacher is expected to notify the parent to report the behavior and ask for support. 3) If the problem is still evident, the principal talks with the student and decides on appropriate consequences. 4) If necessary, the teacher will arrange for a conference with the parent. (The principal and student should be included if appropriate.)

PROPER DRESS

Regarding students' dress, "common sense and good taste" are the best guides. Fingertip length (while walking) should be used as a guideline for appropriate dress. Pants/shorts should be worn at the wearer's waistline. Sagging pants are not allowed. T-shirts, sweatshirts etc. should not extend lower than the pants pockets of the wearer. Halter-tops, "spaghetti" strap tops are not appropriate dress for school.

Shirts with inappropriate messages, designs and/or logos printed on them are not allowed. Shirts advertising fighting or physical conflict/interaction of any kind on them are not considered appropriate. Hats (even worn by girls) may **not** be worn in the building, unless announced for a special occasion. Hoods on Hoodies cannot be worn in school. **This includes bandanas.** If students come to school dressed inappropriately, parents will be called to come get their child or bring a change of clothes. It is recommended that students wear or have athletic shoes at school daily. **Flip flop type shoes will not be permitted at school.**

Discipline

STANDARDS FOR STUDENT CONDUCT

Section 22.1-279.3 of the Code of Virginia requires that every student be given a copy of the *Standards for Student Conduct* and a copy of Section 22.1-279.3 of the Code of Virginia, and that parents acknowledge the receipt of both documents. These are sent home at the beginning of the school year and require a student and parent signature and are kept on file in the office.

DRUG POLICY

Possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and section 18.2-247 of the Code of Virginia, on school property or at a school-sponsored activity is prohibited.

Mandatory Expulsion - A student who is determined to have brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school-sponsored activity shall be expelled in accordance with Policy JGD/JGE. The School Board may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate. Any such discipline shall be taken in accordance with Policy JGD/JGE.

Prevention and Intervention - Any student who violates this policy shall participate in the prevention and intervention activities identified in Colonial Heights Public School division's drug and violence prevention plan.

Required Reporting to Parents and Local Law Enforcement - The Principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA.

Students with Disabilities - A disabled student who knowingly possesses or uses illegal drugs, as defined in section 615 (k) of the Individuals with Disabilities Education Act, or sells or solicits the sale of a controlled substance, as defined in the federal Controlled Substances Act, while at school or a school function may be placed in an alternative education setting for not more than forty-five days in accordance with federal and state law and Policy JGDA.

The use or possession of alcohol, hallucinogenic drugs, or drug paraphernalia is also not permitted on school property at any time, or at school sponsored events or trips. Persons already under the influence of any of the above mentioned substances who come to school or to school events will be subject to prompt and appropriate disciplinary action.

Discipline

STUDENT DROP OFF/ARRIVAL

Doors will remain locked until 8:00 a.m.

Students arriving prior to 8:10 a.m. will report directly to the cafeteria.

EARLY DISMISSAL

Our instructional day does not conclude until 3:05 PM. Teachers are teaching until the end of the day. Organizational information, homework assignments, and other important material is covered and/or reinforced at the end of the day. Dismissals prior to this time are discouraged. If a child is to be dismissed due to a doctor's appointment prior to this time, the parent should report to the Security Desk and sign the child out. The child will then be called from the classroom to the office. **It is most important that the parent send a note with the child to the teacher in the morning informing the teacher of the early dismissal.** In this way, we do not need to interrupt the teacher and other students to notify the student.

*** **Please do not request early dismissal from 2:30 to 3:05 PM, as this is an extremely busy time in the office.** ***

EMERGENCY PLANS

If it becomes necessary to open schools late or close schools because of inclement weather or for any other reason, such as power failure, announcements will be carried on local radio and television. Parents should make emergency closing child care arrangements at the beginning of the school year so that students know what to do and where to go if such arrangements become necessary. Forms are sent home at the beginning of the year to be filled out by the parents. **Please do not call the school.** Calling the school ties up the phones and prevents the school from being notified that school is closing early.

Field Trip

FIELD TRIPS

We at Tussing Elementary believe that field trips offer the students an excellent learning experience. However, because of the increased travel expenses, we have had to limit field trips. If you find that you cannot afford to send your child on a field trip, please contact your child's teacher or the principal so that we can make arrangements for your child to take part in this educational experience. Tussing staff and CHPS employees will chaperone our students.

For a child to go on a field trip, we must have the parent's or guardian's written permission. A "Field Trip Permission Form" will be sent home for this purpose. If we do not have the written permission, telephone permission is NOT acceptable--the child will not be allowed to go on the field trip.

Students who do not go on a field trip will be assigned to another classroom during the time of the field trip. This is a school day and students are required to be in attendance.

Younger siblings will not be allowed to go on field trips. All students must ride the bus on a field trip or be signed out at the office before riding in a car to the field trip.

Refunds for missed field trips will be for the **actual ticket** to the event. We will not be able to reimburse for the **transportation portion** of the fee. When trip costs are calculated, the transportation portion is based on the number of students planning to attend the trip.



Grading Scale

GRADING SCALE

A nine weeks' grade should be based on a variety of activities, and a sufficient number of evaluated tasks should be listed in the grade book in order to justify the nine weeks' grade. The nine weeks' grade should be a composite of homework grades, test grades, projects, class performance, teacher's evaluation of individual progress, etc. Teachers should always be wary of becoming "grade averagers" only. Tests and class work assignments are measuring devices. Assigning a grade is an act of evaluation. There should be no grounds for dispute. The yearly grade is an average of nine weeks' grades.

A grade is not to be altered for disciplinary reasons. However, a student may have his grade lowered if work is late or if unauthorized help is received.

Teachers will take appropriate measures to ascertain that every student's right for grade privacy is protected. No pupil may grade another student's paper. All papers must be graded by the teacher. Grades are a personal thing between the student and the teacher and are not to be communicated in any way to another member of the class.

Minimum Number Of Grades

Grades 3-5: Seven (7) grades per subject per nine weeks with grades being combination of tests, quizzes, and class participation grades

Components of grades and how apportioned:

Kindergarten – 2nd Grade: Progress reports will be issued every nine weeks, which is the current practice.

Grades 3-4: All grades will receive equal value in computing nine weeks grade.

Grade 5: Tests and/or quizzes 50%, participation grade 50%.

Note: No grade on a test, etc., will be used as a double grade at any level. All graded work must be designed so that the student is eligible for any grade- - A, B, C, D, F, etc.



Grading Scale

Method of rounding fractions:

- A. Each component of the nine weeks grade will be rounded mathematically to one decimal place.
- B. Component averages will be kept to one decimal place in the grade book.
- C. Components will be averaged mathematically and recorded as a whole number for the nine weeks grade.

Definitions:

- A. Quiz -- An instrument, either written, oral, performed, or produced, used to evaluate a student's understanding of a small amount of instruction such as a portion of a unit. The instruction being evaluated generally would have been delivered over a short period of time such as one-five days.
- B. Test -- An instrument, either written, oral, performed, or produced, used to evaluate a student's understanding of a larger amount of instruction than a quiz such as a whole unit. The instruction being evaluated generally would have been delivered over a longer period of time such as one or more weeks.
- C. Participation -- Any check for understanding that takes a form other than a quiz or test. These must be in a variety of formats such as worksheets, homework, oral responses, etc.

Extra Credit:

Extra credit opportunities may be established in each class and shall be made available to all students on an equal basis. It should not be substituted for regular class work; rather, it should be used as an incentive for students to accomplish more than the required work. It should be relevant to the subject matter and promote higher level thinking skills.



Grading Scale

GRADING SCALE

Kindergarten - Second Grade

Students in Kindergarten, First, and Second Grades will be assessed in subject areas using the following academic code:

M - Shows Mastery

P - Progressing/Emerging

I - Improvement Needed

Habits and attitudes will be evaluated using Satisfactory and Unsatisfactory. Instruction during the first three years of school is development in nature, requiring students to master skills and concepts before progressing. Grades are designed to provide parents with information regarding progress toward mastery.

Third - Fifth Grades

The following grading scale will be used to record student grades on report cards for students in grades three through five:

A+	98-100	C+	77-79
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	59 and below

In grades three, four, and five, students who achieve the "Pass Advance" rating for any SOL testing will have two points added to their final grade. Students who achieve "Pass Proficient" will have one point added to their final grade for the tested subject.

Homework

HOMEWORK

Homework is viewed as an opportunity to extend learning activities beyond the classroom and to reinforce learning by giving the child practice in applying his knowledge. Through homework, a child learns to work independently, organize time, use good study skills, develop self-discipline, and accept responsibility for completing the work. Late, missing, and incomplete homework assignments may affect a student's grades and/or citizenship.

Guidelines for average homework assignments per day are:

K – 10 minutes	3rd - 30 minutes
1st - 10 minutes	4th - 40 minutes
2nd - 20 minutes	5th - 50 minutes

HOMEWORK FOR ABSENTEES

In order to give the teachers adequate time to write up class work/homework assignments for children who are absent, please make your request prior to 9:00 AM. If the books and assignments can be ready by dismissal, the teachers can send these assignments home with a child you designate. If not, we ask that you pick the items up by 3:30 PM that day. Teachers are not required to provide class work/homework assignments for unexcused absences. It is suggested that students “connect” with a buddy in his/her classroom the first week of school, who could assist with questions/assignments in the event of school absence.



Classroom

INVITATIONS

Students are not permitted to distribute invitations in school unless everyone in his/her class receives one.

LATE ARRIVALS

Students arriving after school starting time will be counted as tardy and must be “signed in” at the office. This rule will not apply when buses or day care vans are late. Each child is expected to be in their classroom before 8:25 AM. If a child is late, it is disruptive to the class and makes it difficult for the child to settle into the daily routine. If a pattern of tardiness is demonstrated by a child, the teacher will contact the parent to show concern. If this pattern continues after this initial contact, the administration will then contact the parent. If the pattern persists, the School Attendance Officer will become involved with the situation.

LIBRARY BOOKS

Library books are due one week after they are checked out. If a student fails to return his/her book on time, he/she will not be allowed to check out another book until any overdue book has been returned. Books may be renewed once, except for a book being used for an assigned book report, which may be renewed until the date the report is due.

If a library book is *lost*, the student/parent will pay the replacement cost. If a book is *damaged*, the library media specialist will assess the damage, and if it is unable to be repaired, the student/parent will pay the replacement cost. No replacement books will be accepted instead of payment. In addition to library class time, the Tussing Library is open two times daily for open checkout: 8:10-8:20 a.m. and 10:05-10:15 a.m. If a parent wishes to accompany a student to any open checkout, he/she must have first checked in at the office/welcome desk and received a visitor’s badge before proceeding to the library.

Health of Students

CLINIC INFORMATION:

The clinic is designed to provide only minimal first aid and emergency care. It is imperative that parents provide accurate emergency information in the event that basic first aid is not sufficient to handle the needs of the student. **If your daytime or emergency phone number changes during the year, please notify the clinic immediately.**

The following are a few reminders for parents regarding illness and infection among children. These are some simple guidelines that are recommended by the **Virginia State Department of Health and Education**, which may help protect your child and others from becoming ill this school year.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WITH ANY OF THE FOLLOWING:

- Your child has had a fever of 100 degrees Fahrenheit or higher within the past 24 hours. Children should be free of fever for a continuous 24 hours, without using Tylenol or Motrin, before returning to school.
- Your child has been diagnosed with a contagious illness and has not yet received medication for a minimum of 24 hours, or until your doctor tells you that your child may return to school.
- Your child has received medication for an illness for the required 24 hours, but still has a fever.
- Your child has vomited the night before or in the morning before going to school.
- Your child has diarrhea, stomach pain, or cramping.
- Your child complains of generally not feeling well.
- Your child has red, swollen, irritated eyes with or without drainage.
- Your child has nasal drainage that requires constant care.
- Your child has frequent coughing throughout the day and /or night.
- Your child has head lice or is not completely nit free.

Children who come to school sick are not productive learners and more importantly they can spread illness to fellow classmates and their teachers. These guidelines are meant to serve the best interests of all the children and adults in our school. If you have any questions, please do not hesitate to call the nurse in the clinic.

Covid 19

If your child has been exposed or diagnosed with Covid, keep your child home and contact the school as soon as possible.

Health of Students

Assistive Devices- crutches, walking boot, cast, sling, etc.

Children who come to school with an assistive device for mobility or a device to restrict mobility must have a note from their physician stating the length of time the device is needed as well as any instructions/restrictions required during school.

Administering Medicine at School

Whenever possible, parents are requested to administer needed medication to students at home. When it becomes necessary for students to take medication at school, the parents are required to complete all forms according to the “Medication/Regulation Procedure” for Colonial Heights Public Schools. These forms are available on the Colonial Heights Public Schools website and in all school clinics. Prescription medication must be brought to school by a parent/guardian in the original pharmacy container and properly labeled. Non-prescription medication needs to be in its original sealed container. **No medication is to be transported to and from school by the student.** If your child requires unscheduled medication during school hours, it must be administered by the parent/guardian in the clinic in the presence of the school nurse. Any questions or concerns you may have in reference to administering medication during school hours or school activities should be referred to the nurse.

Bloodborne Pathogens

NOTE: Due to the regulation from Occupational Safety and Health Administration (OSHA) 1910.1030, a parent is required to pick up their child’s soiled clothing if he/she has become sick(vomit) or has blood on their clothing. If the child is able to stay in school, then parents are required to bring a clean set of clothing to school. Parents must pick up any soiled clothing since it cannot be transported on the bus. **Soiled clothing will be discarded if not picked up by the parent at the end of the day.**



Student Safety

MOMENT OF SILENCE

During the recent legislative session, 22.1-207 of the Code of Virginia was amended to require 600 minutes of silence at the opening of each school day. "The law took effect July 1, 2000. At 8:30 AM each school day, the announcement "As we begin another day, let us pause for a moment of silence" will be given. The PTA A quiet period will begin. At 8:31 AM the daily announcements will be given, indicating the end of the Minute of Silence. The school starts at a later time due to weather. The Minute of Silence will be conducted one minute after the announced beginning of the school day."

PARTIES

Each class is permitted to have two parties during the school term. The selection of parties will be made by the classroom teachers. PTO room mothers are usually involved in the planning and carrying out of these parties through the head room mother. Final approval for the parties is the responsibility of the teacher. Parents helping with class parties are discouraged from bringing younger siblings. If you choose to bring in treats such as cupcakes or cookies for your child's birthday, these items should be "store bought" and not homemade.

PHYSICAL EDUCATION

If at any time your child is unable to participate in physical education, we are to be notified in writing. We will excuse a student from physical education for two (2) consecutive days with a note from a parent or guardian. More than two (2) consecutive days will require principal's or a doctor's signature.

If your child has any health or physical problems, we are to be notified in writing so that we may best serve your child.

For safety reasons, all students are required to wear tennis shoes for physical education classes. If they do not want to wear tennis shoes to school, they may bring a pair of tennis shoes and change before class.

Student Safety

PROMOTION A

Kindergarten

Pupils are promoted to the first grade unless the teacher, with the approval of the principal, determines that it would be in the child's best interest to remain in kindergarten a second year.

Grades 1-5

A student must pass **all** of the following in order to be promoted:

Language

Math

Reading

Science

Social Studies

Satisfactory achievement in the second half of the school year is usually more significant than satisfactory achievement in the first half.

A failing pupil may be placed at the discretion of the principal. Placement would not ordinarily be considered unless the pupil had already repeated a given grade or unless the child was markedly over age. It is not customary to retain a pupil more than once in the same grade unless he refused to apply himself in his school work.

RETURNED CHECKS

When a check has been returned for insufficient funds to our school, a **\$15.00** returned check fee will be charged along with the original check amount. Payment will be expected within a timely manner.

Student Safety

SCHOLARSHIP AWARD

In order for a student to receive a Scholarship Award at the end of the year, the student must receive a yearly average of “A” in all academic subject areas.

SECURITY

“How safe is your school?” This is a question being asked throughout the country as the public becomes increasingly concerned about guns, natural disasters, violence, and other issues.

Here at TES, we feel children are learning in a safe, secure environment: 1) All outside doors are kept locked during the day; 2) The children have learned specific and clear rules about behavior and self-control; 3) The school practices a tornado drill during the year, planned and spontaneous Lockdown drills, while fire drills are held monthly; 4) A Crisis Management Team has been formed and trained to respond to any emergency; 5) All visitors, including Parent Volunteers, are required to show picture I.D. which is entered into the Raptor Security program at the “Welcoming Desk” when entering the building where they are issued a badge with their picture imprint. Tussing also has a School Resource Officer, Career Officer Mike Duncan, who has an office just inside the main office and is continuously monitoring the school campus as well as serving as our DARE officer. The Tussing PTO and administration agree that, regardless of the reason or length of your visit, all visitors should sign in at the “Welcoming Desk.” Signing in assists us in making sure only people on school business are in the building, but also it helps a parent get important messages through the school office if someone is trying to reach them. **THANK YOU** for supporting our school policies in the best interest of your child!

TOYS

Toys in the classroom can be very distracting and interfere with instruction. Please do not allow your child to bring stuffed animals, dolls, gadgets to school unless first cleared with teacher. “Show and Tell” items are exceptions.

TRAFFIC

With the amount of traffic near the school, (buses, cars, bicycles, and walkers) it is imperative that everyone abide by the traffic rules and regulations. The speed limit in the parking lot is 10 mph. This may be slow, but with children, it's safe. **At no time should anyone double park, even if the driver is waiting in the car for dismissal.**

CHILDREN ARE UNSUPERVISED BEFORE 8:00 AM AND AFTER 3:30 PM.

When transporting your child to school, we ask in most cases to drop them off. When picking children up, please wait outside of the school as the halls get very congested.

Student Safety

STUDENT COMPLAINTS REGARDING DISCRIMINATION-File: JFHA/GBA-R

Sexual harassment or harassment of race, national origin, disability, and religion is illegal behavior that harms the victim and negatively impacts the school system by creating an environment of fear, distrust, and intolerance. Because the Colonial Heights Public Schools are committed to providing a safe, healthy environment for all students that promotes respect, dignity, and equality, it is the purpose of this regulation to create and preserve an educational environment free from unlawful harassment and discrimination on the basis of sex, race, national origin, disability, or religion.

The Colonial Heights Public Schools strictly prohibits all forms of sexual, race, national origin, disability, or religious harassment on school grounds, school buses, and at all school-sponsored activities, programs and events. It shall be a violation of this regulation for any student, employee or third party (school visitors, vendors, etc.) to harass or discriminate against any student on the basis of sex, race, national origin, disability, or religion. Sexual harassment means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by students, employees or third parties, when (1) submission to or rejection of such conduct is used as the basis for decisions affecting a student's academic performance; (2) such conduct creates an intimidating, hostile or offensive learning environment; or (3) submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school-sponsored activities.

In compliance with applicable federal law, it is a policy of the Colonial Heights Public Schools to investigate promptly and resolve equitably all complaints of harassment and discrimination on the basis of sex, race, national origin, disability, or religion. Victims of harassment shall be afforded avenues for filing complaints that are free from bias, collusion, intimidation, or reprisal. Victims of harassment should document the harassment as soon as it occurs and with as much detail as possible, including the nature of the harassment, dates, times, and places it has occurred; name of the harasser(s), witnesses and the victim's response to their harassment. To the extent they feel safe and comfortable doing so, victims are first encouraged to confront the harasser, verbally or in a letter and/or with someone else present, and tell the harasser to stop the conduct because it is unwelcome. Any such communication should be documented. If the victim's concerns are not resolved satisfactorily by communicating with the harasser, or if the victim feels he/she cannot discuss the concerns with the harasser, the victim should directly inform the principal of his/her school of the complaint and should clearly indicate what action he/she wants taken to resolve the complaint. While victims are encouraged to submit a complaint in writing, complaints may be made orally. Any school employee who receives a complaint of harassment from a student shall inform the student of the employee's obligation to report the complaint to the school principal, and then shall immediately notify the principal of the complaint. Any employee who fails to report student complaints to the principal may face disciplinary action, up to and including dismissal. Any principal who fails to investigate student complaints of harassment may be disciplined, up to and including dismissal.

Students are encouraged to report complaints as soon as possible and at least within 30 calendar days of the incident, so that the complaint can be effectively investigated. The principal shall promptly investigate the complaint, at least within ten school days of its receipt, and report the results to the parties in writing, if appropriate. If the principal determines that the complaint is well founded, he/she shall take appropriate disciplinary action and/or refer the matter within two school days to the Director of Office of Support Services who serves as the Title IX compliance officer for the school system, for appropriate action. The Director of Office of Support Services shall take appropriate action within ten school days of receiving the report from the school principal. In the event the investigation of a complaint reveals that a change in the school system's policies or procedures may be appropriate, the Superintendent shall be notified within two school days of the completion of the investigation and he shall take appropriate action within five school days thereafter.

Student Safety

STUDENT COMPLAINTS REGARDING DISCRIMINATION-File: JFHA/GBA-R

A complainant who is not satisfied with the action of the principal may appeal to the Director of Office of Support Services within two days of the principal's action, and the Director shall review the matter and render his decision within five school days of receipt of the appeal. The principal shall give the name and address of the Director of Office of Support Services to the student when he communicates his decision. A complainant who is not satisfied with the action of the Director of Office of Support Services may appeal to the Superintendent within two school days of the Director's action, and the Superintendent will review the matter and render his decision within five school days of receipt of the appeal. The Superintendent and the Director may, in their discretion, hold meetings among the student, the student's parents, the principal and the Director as part of their reviews. The decision of the Superintendent shall be final. Any appeal to the Director of Office of Support Services or the Superintendent shall state precisely the reasons for dissatisfaction with the action being appealed and shall be limited to the matter under appeal.

A person with a complaint concerning an alleged violation of Title IX may file that complaint directly with the Office for Civil Rights of the United States Department of Education. However, in reviewing any complaint, OCR may examine whether and the degree to which the complaint availed him or herself of these procedures and, on the basis of that examination, determined whether OCR should intervene in the matter.

The privacy and confidentiality of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced against the school system's obligation to cooperate with the criminal justice authorities, to afford due process to the accused, to conduct a thorough investigation, and to take appropriate corrective measures, the school system reserves the right to disclose the identity of parties and witnesses in appropriate circumstances to individuals with a need to know. However, any act of retaliation against any person who opposes the harassment, who has filed a complaint, or who has testified, assisted or participated in any way in the handling of a harassment complaint is prohibited and is subject to disciplinary action up to and including dismissal. False or malicious complaints of harassment may result in disciplinary action against the complainant.

This policy shall be posted in each facility in the school system and shall be published in the Code of Student Conduct and in employee handbooks.

Student Safety: Bus

BUS DRILLS

To comply with State Law, emergency evacuation drills on school buses are required to be conducted at least twice a year, once each semester.

BUS RULES AND REGULATIONS

Students should report to the designated bus stop 5 minutes prior to the scheduled arrival of the bus and be ready to board. Bus drivers cannot wait for students. Younger children should be accompanied by an adult. Conduct at the bus stop should be the same as that of riding the bus or in the classroom. A "Bus Rules and Regulations" form is sent home at the beginning of the school year and is to be read and signed by both student and parent.

BUS STOP BEHAVIOR

For the safety of all children at bus stops....1) Children are not to throw rocks or any other objects. 2) Children are to wait on the side of the street for the bus. 3) There should be no chasing or running at the bus stop. 4) Fighting, wrestling, and any unsafe horseplay are not allowed at bus stop.

RIDING A DIFFERENT BUS

Should it be necessary for a child to ride a different bus than he/she normally rides or to be picked up by the parent, the parent must send a note to the teacher indicating that this change is necessary. Otherwise the child will be placed on his/her regular bus. The student must show the note to the teacher and then take it to the office to be signed by the principal or his designee. The note will then be given to the bus driver on whose bus the child will be riding that day. **PLEASE MAKE CERTAIN THAT A NOTE AS DESCRIBED ABOVE IS SENT TO THE SCHOOL EACH TIME IT IS NECESSARY FOR YOUR CHILD TO MAKE A CHANGE. IF YOU DO NOT SEND A NOTE, IT WILL BE NECESSARY FOR YOU TO SEND A FAX TO THE SCHOOL. PARENT PHONE CALLS WILL NOT BE ACCEPTED.**

These changes must be based on childcare or emergency situations. Phone calls to the office regarding bus changes should be limited to emergency or unexpected situations only.

Student Safety

VISITORS TO OUR BUILDING

Everyone wants safe schools. Everyone wants the reassurance that their child will attend a school where the environment is healthy and safe from harm. School personnel have established policies and procedures designed to make our school safe.

Safe schools do not just happen. Rules, policies, and regulations are only effective if everyone is willing to cooperate and support a safe school effort. The following are procedures needed for visiting a school:

- ❑ **Visitors are welcome but must obtain permission from the “Welcoming Desk” before visiting any part of the building. All visitors must present a picture identification upon signing in. All visitors are asked to wear a visitor badge after signing in.** This is a very important procedure and is for the safety of all our children.
- ❑ Visitors/Volunteers **may not** interrupt classes or teachers during instructional time.
- ❑ Please avoid early morning visits to the classroom. The teacher uses the first few minutes in the morning greeting the children and getting the day started on a productive note. If he/she is engaged in conversation with a parent, valuable teaching time is lost. “Unscheduled conferences” are not appropriate and detract from instruction teaching time. All volunteers are requested to wear their name tags and visitor badge when working in the school. While volunteering, parents are requested not to bring younger children with them due to liability issues.
- ❑ Students are **not** to use a visiting parent’s cell phone. All students must be granted permission from their teacher to use a phone in the office. **Please keep in mind that office phones are business phones and phone calls made to parents will be kept to a minimum, except in cases of emergency.**

VOLUNTEERS

Parents have proven themselves to be valuable to our school, the children, and the teachers. All volunteers including **Room Parents and those going on field trips**, however, must undergo a background check, which may include fingerprinting, before volunteering. You may pick up a volunteer packet from our Volunteer Coordinator.