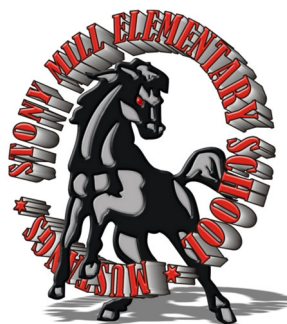


***Stony Mill Elementary School
100 Stony Mill Elementary Circle
Danville, Virginia 24541***

***Student Handbook
2023-2024
Home of the Mustangs***



This handbook belongs to:

Name: _____

Address: _____

City/Town: _____ ***Zip Code*** _____

Telephone: _____

WELCOME



Dear Students and Parents/Guardians:

Welcome to the 2023-2024 school year of Stony Mill Elementary School. We are happy to have you as a part of our Stony Mill Family. We are anticipating a successful and enjoyable school year for everyone.

This handbook has been prepared to inform you of the policies, rules, and regulations of our school. Please spend time together with your child reading and becoming familiar with the information here and in the ***Pittsylvania County Schools Elementary Student Handbook***.

The administration, faculty, and staff are dedicated to providing the best educational program possible for our students. We have high expectations for our students in academics and behavior. We need the support and cooperation of each parent/guardian to make Stony Mill the best it can be.

Working together, we can make this a successful school year for every student.

Sincerely,

Kim Haymore, Principal

Angela Adams, Assistant Principal

SCHOOL SPIRIT

Our school colors are red and white.

Our school mascot is the Mustang.

MISSION STATEMENT

Our mission is to help students reach their greatest potential academically, socially and emotionally. Using the PBIS framework, students will learn to be respectful, responsible and safe in all areas of the school.

VISION STATEMENT

We, the Stony Mill family, will promote a positive school environment through collaboration and team-work among employees, students and parents.



STATE TESTING (IL-PC)

Each year, all third, fourth, and fifth grade students are administered the Virginia Standards of Learning Tests. These tests assess the students' skills in mathematics and English. In addition, fourth grade students are given a VA Studies/history test and fifth grade students are given a science test.



Test scores from previous school years are available in the school office or on the VDOE website at <http://schoolquality.virginia.gov/>

Parents can assist students in preparing for these tests by making sure they are in school each day.

PALS screening is done in grades K, 1, 2, and 3 to assess students' phonological awareness skills. Students may receive PALS tutoring based on assessment results.

MAP testing is administered to all Stony Mill Elementary students in the Fall and Spring of each school year. This assessment measures student progress as it compares to students of the same grade throughout the country. The results of this assessment are used to provide differentiated instruction and/or remediation.

SCHOOL HOURS (IC/ID-PC)

Students may arrive from 7:50 a.m. – 8:15 a.m. daily. Classes begin at 8:15 a.m. and all students should be in the classroom before 8:15 a.m. School is dismissed at 3:00 p.m. Breakfast is served from 7:50 a.m. – 8:10 a.m. Students planning to eat breakfast must arrive by 8:00 a.m.

GRADING AND REPORTING (IKH-PC)

Students receive a report card every nine weeks and interim progress reports after the first four weeks of each marking period. **Report cards and progress reports will be emailed to parents/**

guardians. Your student's unique ID number will be needed to access these reports. This number can be obtained through your child's teacher or the school office.



Weekly folders are sent home containing student work samples and teacher comments regarding student conduct and/or academic progress. Important notes and information are also conveyed through the weekly folder.



Parents should check with their child daily and also carefully examine the contents of the weekly folder. Folders should be signed and returned promptly.

Parents may access their child's grades online using Parent Portal. First time users will need to bring a photo ID to the office in order to receive log-in and password information.



Students will be graded each nine-week period according to the directions contained in PCS Policy IKH-PC—Grading System. The grading scale and PCS Policy can be found at this website:

<https://www.boarddocs.com/vsba/pcsva/Board.nsf/Public#>

Parent-teacher conferences are scheduled twice during the school year; however, a teacher or a parent may request a conference at any time.

HOMEWORK (IKB-PC)

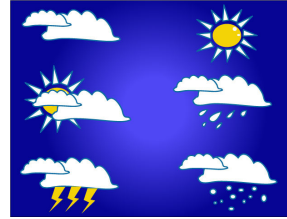
Homework is a part of the school program and every student is held accountable. Homework is used to reinforce learning and develop responsibility. Each student is expected to read or be read to for 20 minutes nightly. Students should be able to complete homework assignments with little difficulty. Parents may call the office for missed work for their child when he/she will be absent more than one day. **Please allow the teacher 24 hours to get all assignments together.** The assignments will be labeled and placed on the counter in the office. If there is a problem, please contact the teacher. Each student is provided a planner for noting assignments. It should be checked daily.



If a student loses his/her planner, another one may be purchased in the office for a \$5.00 replacement fee while supplies last.

WEATHER-RELATED SCHOOL SCHEDULE (EBCD)

When snow or icy conditions are expected, please check the PCS website (www.pcs.k12.va.us), listen to the radio, or watch the television news for information as to whether school will be closed, operate on a delayed schedule, or dismiss early.



Please have a plan in place that your child is familiar with in the event of a change in schedule.

EMERGENCY INFORMATION



Emergency information on each student is kept on file in the office. It is the responsibility of each parent/guardian to keep this information up to date. Changes in address, telephone number, doctor, or employment, etc. should be given to the school as soon as it becomes available.

STUDENT HEALTH (JHCD-R-PC)

The medical care of the student is the responsibility of the parent. The school is limited in the treatment of children who are ill or injured. **Parents should check their child's temperature each morning before coming to school. Students cannot be in school with a temperature of 100 or above, and should be fever free for 24 hours (without fever reducing medications) before returning to school.**

Students who are ill should not be sent to school. If a child is vomiting, exhibiting severe cold symptoms or symptoms of COVID-19, he/she should not come to school. Contagious diseases such as ringworm, pink eye, and scabies require treatment from a doctor before the child is allowed back to school.

First aid is provided to children injured at school and the parent is contacted. Your current telephone numbers are needed so you may be contacted in the event of an emergency. The school nurse is available from 8:15 a.m. to 3:15 p.m. Monday through Friday.



Prescription medication is administered by the school nurse (or a trained designee) when a copy of the doctor's order is provided and a permission form is completed by the parent. In order for the nurse to administer non-prescription medications (over-the-counter medicines), parents must complete a medication form and bring the medication to school in its original unopened container (bottle, carton, etc.). **All medication must be brought to school by the parent. Students are not to bring medication to school.**



FIELD TRIPS (IICA)



Field trips are a regular part of the educational process. Students are expected to follow the rules and regulations of the class and school while on a trip. All trips require written parental permission. Permission slips must be signed and returned promptly by the parent/guardian.

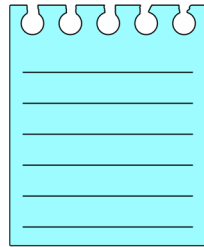
LATE ARRIVALS (JED-PC)

Tardiness interrupts the educational process for the child and all other students in his/her class. Excessive tardiness has a detrimental affect on student academics. **Students who arrive at school late (after 8:15 a.m.) must be accompanied to the office by a parent to be checked in.**

EARLY DEPARTURE (JED-PC)

Early departures disrupt the learning process and are discouraged. Should it become necessary to pick up your child before the school day ends, a note from the parent/guardian is requested. The child will be called to the office when the parent arrives and the parent must sign the child out at that time. A photo ID may be required of the parent/guardian to prove identity before the child is allowed to check out. Children who are being picked up early must be checked out **before 2:45 p.m.**





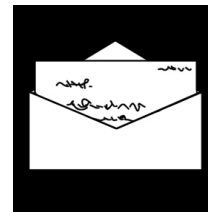
NO STUDENTS will be called to check out after 2:45 p.m. in order to eliminate confusion and hallway congestion during bus loading times.

CHANGE IN TRANSPORTATION/DESTINATION

For the safety and security of our students, no child is allowed to alter his/her normal departure without a note from the parent/guardian. Due to safety and custody concerns, **telephone calls cannot be accepted** to make transportation changes.

A note is required to ride a different bus or to get off at a different stop. **A note is required** to ride home with a person other than the individual that normally picks up the child. ***A NEW note should be sent EACH day that your child's transportation is different.***

Please write your child's name, teacher's name, and date on the note. **Due to safety concerns, please do not call the school for transportation changes.** A separate note should be written for **EACH** student as the notes are given to the child's teacher. For safety reasons, please ***DO NOT*** message (call, text, message, etc.) a specific teacher to request transportation changes. ALL changes must be run through the main office and approved by a Principal. **The safety of our students is our number one concern!**

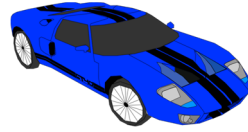


BUS TRANSPORTATION (EEACC)

Proper behavior is required on the bus. Bus transportation is a privilege. Students who misbehave on the bus may lose their privilege to ride. If a student loses his/her privilege to ride the bus, it is the parents' responsibility to transport the child to/from school. Parents are also responsible for their child's behavior at the bus stop. Parents are required to sign the **Receipt of Student Regulations for School Bus Students** which is found in the Pittsylvania County Schools student/parent information booklet. If a child is suspended off the bus, the parents may appeal the decision to the Principal and then to the Superintendent at 434-432-2761.



CAR RIDERS



Parents who pick up their children from school are required to follow our safety procedures. Cars will enter the driveway at the upper end of the faculty/staff parking lot and circle around the parking lot in two lines. Cars should merge into one lane once they reach the side of the school building. Drivers are required to display a QR code for afternoon pick-up. Each parent will be given a unique QR code for their child. The teacher on duty will scan the QR code and an automatic message will be sent to the child's teacher to release him/her from class. Parents who do not have the QR code will be asked to park and come into the building to retrieve their child. Students are picked up at the front of the school only. Because of other responsibilities of the faculty and staff, **we ask that all car riders be picked up by 3:20 p.m. daily.**

ATTENDANCE (JED-PC)

"A child who will reach his or her fifth birthday on or before September 30 of the school year will be eligible for enrollment in school." All students are expected to attend school 180 days, to be on time for classes, and to remain in school all day in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

ABSENCES (JEB-PC)

STUDENT ATTENDANCE IS NOW A PART OF OUR SCHOOL ACCREDITATION. AS A RESULT, ABSENCES WILL BE CLOSELY MONITORED. On the first day following an absence, your child is required to bring a note, signed by the parent/guardian, stating the reason for the absence. Notes from home can be used to excuse up to 7 days of absences due to illness. A note from a doctor will be required to excuse an absence for illness beginning on the 8th day the child is absent. Parents may wish to call the school to inform the office of their child's absence and arrange to pick up homework assignments (24 hour notice is required to arrange for homework). A note is still required on the day the student returns to school. **ALL absences not followed with a note will be unexcused.** Sometime after 9 a.m., parents will receive an automated call each day the student is absent.



Student absences for educational opportunities can be excused when the appropriate form is completed and submitted to the Principal at least one week prior to the trip. This form can be found in the School Board Policy Manual (JED-PC) or obtained from the school office. Only one educational trip per school year will be approved and the number of absences should not exceed 5 days. Approval of these absences is solely at the discretion of the Principal. Prior absences and student grades will be factored into the decision for approval.

The attendance clerk monitors the attendance of each student. The School Board and the home school coordinator are notified after 5 unexcused absences. After 7 unexcused absences, the Principal may require further proof or verification of the reason before excusing the absence. In addition, absences that do not fall within the guidelines of current policy, will generally be unexcused. Out of town travel and vacations are considered unexcused absences unless pre-approved by the Principal.



VISITORS (KK)

For the safety of the students and staff, all visitors are required to report to the office. Visitors should make sure to close the front door when entering or leaving the building and should not hold the door open to allow other visitors entrance to the school. All visitors must be “buzzed in” by the office staff.

Parents are strongly encouraged to attend PTO meetings and conference nights.

CHILD ABUSE/NEGLECT (JHC)

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

USE OF TELEPHONE

Telephone messages from parents will not be delivered to students except in case of emergency. Students will not be permitted to use the telephone unless there are special circumstances and approval has been given by a faculty or staff member.



PERSONAL POSSESSIONS (JS-PC, JFC-PC)

Please label all personal items such as lunch boxes, book bags, coats, jackets, etc. so that they are easily claimed if lost. All unclaimed lost and found items will be donated to charity at the end of each semester.

Students are not permitted to bring radios, recording devices, electronic equipment, cell phones or any other internet enabled devices, on the bus or to school. Toys should not be brought to school unless by permission from the teacher. Prohibited items will be confiscated by the teacher or administrator and the parents will be notified.

Stony Mill Elementary is not responsible for the loss, theft, or damage of any equipment or electronics brought to school by students.





STUDENT DRESS (JFC-PC)

Certain standards of dress are expected in the environment of the school. Students are expected to dress neatly and appropriately. Clothing should be worn properly and be **free of holes or tears above the knee**. Pants/shorts should be worn at the waist. Shorts and skirts/dresses should be worn at the appropriate length as described below.

Shorts, skirts, and dresses should be no shorter than the fingertips with arms resting naturally by the side.

All sleeveless clothing should fit under the arms, not hanging loosely, and must cover the back. No clothing, including jewelry, should be worn that display inappropriate language or drawings. No short shorts, halter tops, spaghetti straps, fish net type clothing or pajamas should be worn. Shoes should, preferably, cover the entire foot for safety reasons, particularly when playing in the gym or outside. All shoes must have a back. **No** flip flop type of footwear is permitted. When a student's dress is considered inappropriate, the child may be given a change of clothes or shoes or a staff member may contact the parents.

We also ask that parents dress in an appropriate manner when entering the building.

NON-SUFFICIENTLY FUNDED CHECKS (A-15/17-18)

Due to the volume of uncollectible checks that the district receives, the Pittsylvania County School Board has contracted with an outside company for the electronic collection of checks returned for insufficient funds (NSF). We will gladly accept your checks. When you provide a check as a payment, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. **When paying by check you are also authorizing the collection of a fee through an electronic fund transfer from your account if your payment is returned unpaid.** This fee can range from \$35.00 to \$50.00 per check and is collected and kept by the outside collection company. Pittsylvania County Schools only receives the face value of the check. Please include the following on your check:

*Full Name *Street Address *Phone Numbers

VOLUNTEERS (IICB/IICC)

Instructional volunteers are a vital part of the educational process. Anyone interested in volunteering should complete the necessary



forms for a background check. The forms for Level I are at the school. They must be notarized by the school staff. Level II Checks must be completed through the Central Office. Call the school office for a list of dates for Level II Checks. When reporting for duty, volunteers must check in and out at the office. Volunteers are asked to exhibit a business-like/professional appearance for

tutoring or any activities that directly involve students. **Volunteers should adhere to the PCS Employee/Volunteer Dress Code found at GCAB-PC in the PCS School Board Policy Manual. They may only wear business-like jeans on Fridays.** Volunteers cannot use their cell phones while working with or around students. Parents/Family members who volunteer on a regular basis must meet with the Principal each year and sign a volunteer agreement.

LEVEL 1 Check (IICB/IICC)

You will need to complete the Volunteer Certification Regarding Sex Offender/Child Abuse Status Form and have it notarized *if you are one of the following*: resource speaker, P.T.O. volunteer (excluding officers), athletic concessions, Science Fair Judge, Spelling Bee announcer and Field Day Chaperones. You must provide a valid photo ID to complete the Level I check. Level 1 forms should be completed two (2) weeks prior to the event date.



LEVEL II Check (IICB/IICC)

You will need to be fingerprinted if you are one of the following: P.T.O. Officer, Booster Club Officer, tutors, mentors, field trip chaperones, athletic coaches, and library volunteer. Dates, times and locations for these checks will be announced by the School Board Office.



Parents of Preschool students may be required to complete Level I and Level II to participate in special activities.

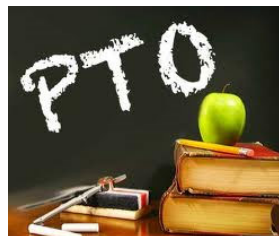
CHARACTER EDUCATION (IGAI)

Character education is a part of the curriculum at Stony Mill. Students are taught values through the emphasis of a county-wide **Character Word of the Month Program**. A specific value is taught through direct lessons and modeling. Among the characteristics studied are: honesty, responsibility, fairness, caring, and citizenship.



PARENT-TEACHER ORGANIZATION (IGBC-PC)

The PTO is an integral part of the life of the school. Parents can become active participants in providing activities and resources to support the education of our children. The Stony Mill PTO provides opportunities for parents and teachers to work cooperatively for improved



educational programs and facilities for our children. There are four meetings held each year. The dates are noted on the school calendar. Every parent is urged to support and attend meetings.

CAFETERIA RULES (JFC-PC)

Students are required to:



- *Get all supplies before sitting at the table
- *Remain quiet while the class is on silent
- *Talk quietly to persons at the same table
(once silent time has ended)
- *Keep hands, feet, food and objects to themselves
- *Keep the table and floor clean

If packing lunch, students should bring nutritious food items. Candy and soft drinks are not allowed at lunch. ***Food from restaurants is not permitted by students or guests due to the Competitive Foods Act.***

SCHOOL MEALS (JHCF-PC)

Breakfast and lunch will be provided for all students at no cost. Ice cream will be \$.60 again this year.

Lunch with students will be available on Tuesdays and Thursdays from October 3, 2023— March 28, 2024. Lunch with students will not be available on early release days. Due to safety concerns, lunch with students will be for immediate family members only. Immediate family members include guardians/parents, step-parents, grandparents, and siblings. Parents are not allowed to include their child's friends. In addition, family members must keep cell phones out of sight. Due to student privacy and safety concerns, cell phones cannot be displayed or used by visitors while participating in lunch with a student.




(The price of adult breakfast is by a la carte and the cost of adult lunch is \$4.35.)

MySchoolBucks PROGRAM

MySchoolBucks provides parents with the ability to prepay for a la carte items, monitor student cafeteria purchases, receive email notifications for low account balances, set spending limits, and place limits on purchases.

How do I Enroll?

1. Go to [www. MySchoolBucks.com](http://www.MySchoolBucks.com) and click "Register for an Account".
2. Create an account for yourself and add your child(ren). 
3. Provide your credit or debit card information.
4. If you have any questions, please visit www.MySchoolBucks.com and select the FAQ link.

If you need assistance with the enrollment process, please call MySchoolBucks Customer Support at 1-855-832-5226.

STUDENT BEHAVIOR (JFC-PC)

A safe and orderly environment ensures that students remain on task and that learning and teaching occur each day. Stony Mill Elementary is committed to creating a positive behavioral environment for all of our students. As such, we have implemented Positive Behavior Interventions and Supports (PBIS) through specific behavior and academic expectations. These expectations are clearly defined into a behavior matrix using the acronym "TROT." Students are expected to **Think Safely, Respect Themselves and Others, Own their Behavior and be a Team Player in all aspects of the school day. The desired behaviors are taught, modeled, and reinforced daily by teachers. Copies of the Behavior Matrix are posted throughout the school.**



Think Safety

Respect Ourselves & Others

Own Our Behavior

be a **Team Player**

Students are expected to follow the rules and expectations set forth in the behavior matrix. ***Students who fail to follow the behavior matrix may not qualify to receive special privileges and/or recognition.*** Continued violation of school rules, that require an office referral, may result in consequences such as: a conference with the Principal or Assistant Principal, parent contact, loss of a privilege, in-school suspension, after-school detention, or out-of-school suspension. All decisions are made in accordance with the Pittsylvania County Schools Code of Conduct. Parents will receive a copy of the **Pittsylvania County Schools Code of Conduct**, inside the Student/Parent Information Booklet, at the beginning of the school year.



STUDENT RECOGNITION

Students are recognized for their academic progress during the school year and at the end of the year for all four grading periods.

A student may or may not receive an end-of-the-year award. These awards are given based on the student's performance for the entire year.

The Grading Period Awards are as follows:

PreK & Kindergarten: Perfect Attendance, Citizenship

First - Fifth Grades: Gold List, Silver List, Perfect Attendance, and Citizenship

End of the Year Awards may include: Perfect Attendance, Citizenship, Gold List, Silver List, The Coach's Award, Wellness-Related Fitness, Music Award, Art Award, Young Writer, Reading Award, STEM Award, and Principal's Award

At the beginning of each school year, parents will receive a notice of the specific criteria for achieving each award.



TEXTBOOKS (IIAA)

Textbooks are loaned to students without charge; however, the child is responsible for the care and condition of his/her books. Parents must pay for lost or damaged books.



SCHOOL



SUPPLIES

SCHOOL STORE (DGD)

The school store will open once school has been in session for several weeks. Parents will be notified closer to the opening date. Once open, the store will operate each morning, Tue—Fri, from 7:50 a.m. to 8:10 a.m.. Students may purchase items such as paper, pencils, pens, erasers, posters, folders, etc. The school store will operate in the Café during breakfast time each morning.

ICE CREAM (JL-PC)

Every student is offered the opportunity to purchase ice cream each day of the school year. Many flavors and varieties of ice cream are sold daily.



Ice Cream costs \$.60 per day (or only \$3.00 for the entire week), and parents are encouraged to purchase ice cream on Monday's for the entire week. This cuts down on the amount of time it takes to account for the ice cream funds for both the teachers and the office staff. Students who are absent, but have prepaid for ice cream, will receive a credit for the uneaten ice cream the following week. Students must be in class before the tardy bell rings in order to purchase ice cream.

Pittsylvania County Schools

2023-2024 SCHOOL CALENDAR

AUGUST 2023

7 Monday- **Open House 1:30—6:30 p.m.**

9 Wednesday- **First Day of School**

SEPTEMBER 2023

4 Monday **Labor Day** - Holiday for all employees and students

28 Thursday- First PTO meeting/STEM night beginning at 6:00 p.m.

OCTOBER 2023

9 Monday **Columbus Day** - Holiday for all employees and students

12 Thursday– **Last day of 1st marking period** and students dismissed at 1:00 p.m.

27 Friday– Fright Night (time to be determined)

NOVEMBER 2023

2 Thursday– Parent/Teacher Conference Night

7 Tuesday **ELECTION DAY – Division Staff Development Day**
school not in session for students

22-24 Wednesday - Friday **THANKSGIVING** - Holiday for all personnel and students

DECEMBER 2023

7 Thursday– PTO meeting beginning at 6:00 p.m.

20 Wednesday- **Last day of 2nd marking period** - Students dismissed at 1:00 p.m. / Teachers dismissed at 1:30 p.m.

21-29 Thursday - Friday **Winter Holiday** for all employees and students

JANUARY 2024

1-2 Monday-Tuesday **Winter Holiday** for all employees and students

3-5 Wednesday-Friday **Teacher Professional Days** – School not in session for students

8 Monday- **First day of Second Semester** (Students return)

15 Monday **MARTIN LUTHER KING, JR. DAY** – Holiday for all personnel and students

25 Thursday– Parent/Teacher Conference Night

FEBRUARY 2024

19 Monday **Presidents' Day** - Holiday for teachers and students

22 Thursday– PTO meeting beginning at 6:00 p.m.

MARCH 2024

12 Tuesday- **Last day of 3rd marking period** and students dismissed at 1:00 p.m.

15 Friday- **Holiday** for teachers and students

APRIL 2024

1 - 3 Monday - Wednesday **Spring Break** - Holiday for all personnel and students

4-5 Thursday - Friday **Holiday** for teachers and students

11 April– PTO meeting beginning at 6:00 p.m.

MAY 2024

22 Wednesday **Last day of 4th marking period** – Students dismissed at 1:00 PM / Teacher workday PM **LAST DAY OF SCHOOL**

23-24 Thursday - Friday **Teacher Work Days**

SCHOOL TELEPHONE NUMBERS

Office: 434-685-7545

Fax: 434-685-4328

Cafeteria: Call the school



SCHOOL ADDRESS

Stony Mill Elementary School
100 Stony Mill Elementary Circle
Danville, Virginia 24541



WEBSITE

<http://www.pcs.k12.va.us/sme/>

