

## **PRINCIPAL'S MESSAGE**

Welcome to Pennington School, the first "School of Choice" in Prince William County. Pennington School is a school where you will excel through focused study, strong behavioral standards, and high student expectations.

We expect you to achieve at or above grade level. To make this happen, our staff, parents, and the community are committed to working daily for you. Our actions will be guided by supporting you in achieving excellence.

We believe in exemplary student and professional staff behavior, a rigorous academic program, and high expectations for all. We expect the best from you at all times because you are the best and are capable of making the right choices.

On behalf of the school, I wish you a successful, exciting, and challenging school year. The school year promises to be full of engaging learning experiences and opportunities for advancement for all students.

Our major goals this year are to empower you to go beyond your expectations, improve the effectiveness of our character education program, increase parental involvement, and most of all, to lay the foundation for developing lifelong learners. More information can be accessed from our school website.

Have a rewarding, fun-filled, and great school year! I am counting on you and remember you are a **WINNER!**

## **VISION STATEMENT**

Philip Michael Pennington School fosters a collaborative climate among students, staff, parents and community that promotes rigorous academic instruction, high expectations and exemplary behavior standards. Pennington embraces individual student success with emphasis on respect, honesty and responsibility in order to cultivate self-esteem and empower students to be successful in a global society.

## **MISSION STATEMENT**

"One Team, One Dream  
Empowering Students to Achieve"

**MOTTO** "Exceeding Expectations to Achieve Excellence"

## **CREED**

This day has been given to me fresh and clear. I can either use it or throw it away, realizing that it can never come back again. I choose to be here to use this day to the fullest. I hold the key to success in my hands. I will succeed because I can. I am in charge of my future. I was born to win!

## **Absence/Grading Guidelines**

When a student is absent, the parent must provide the school with written notification of the student's absence. The note must contain the student's name, date of absence and reason for absence. It is strongly recommended that the parent call the school each day the student is absent. An automatic phone message will be generated if that call was not received. All absences are recorded as unexcused until a note is received. Failure to bring the absence note by the third day will result in an unexcused absence.

Students cannot make up missed work when the absence is unexcused.

If the **absence** is **excused**, it is the **responsibility of the student to obtain and complete all assignments missed during the period of absence.**

Students will have 2 days for each day they are absent to make up the work and submit to the teacher. (i.e. if a student was absent 2 days the student has a total of 4 days to make-up the work).

A student will be given an **NHI** (Not Handed In) until the missed work is completed. This will translate to a "0" for 8<sup>th</sup> grade students and an "F" for grades 3 through 7. Once the missed work is completed the NHI will change to the corrected grade.

In the event a student is absent toward the end of the marking period and does not have time to make-up the work before the close of the marking period, then the report card will reflect the following:

-NHI-if the make-up work is not received in the allotted time.

Grade changes will occur once make-up work is completed in the allotted time.

-If make-up work is not completed then the student will receive a "0" or "F" for that assignment and a grade change will be entered. For absences excused and determined to have educational value, make-up work is at the teacher's discretion.

Students' grades may be raised or lowered based on completion of the make-up assignments. Grades are often updated, so please check regularly.

Please allow teachers enough time to gather make-up assignments.

Assignments are available online as back-up.

### **Advisory Council**

The Advisory Council collaborates with the administration to design, assess, and monitor our school plan in support of our vision and mission.

**Advisory Council will meet on the fourth Monday of each month at 6:00 p.m.**

### **Attendance**

Pennington will be operating under the PWCS Attendance Plan for the current school year. The attendance staff will monitor student absences and tardiness. All absent students must return to school with a signed note from the parent which should contain the following: 1) student's name, 2) date of absence, and 3) reason for absence. Please remember that all student absences are recorded as unexcused until a note is received. Failure to bring the absence note by the third day will result in an unexcused absence. If you know in advance that your child/children will be absent (1 – 3 days), please call the school and send a note. However, if your child is absent in excess of three days due to vacation, family medical issues, etc. please make sure to complete a **Prearranged Absence Form** which must be submitted to the Administration prior to your absence. Students may make-up work for prearranged absences. Please make sure your child/children get to school on time each day!

### **Attendance (Release of Children from School)**

Students will only be released from school by office staff into the care of an adult listed on the student's emergency card. All students must be signed out prior to being released.

Please come to the office, so that a record of your child leaving the building can be maintained. Picture ID is required by anyone picking up students from Pennington regardless of relationship to the child. Children will be released from the office only. Students who need to leave school early should bring a note from home stating the time of departure, reasons for leaving, and a phone number where parents can be reached. The note may be taken directly to the office or given to the homeroom teacher upon arrival. **Parents must come to the main office to sign their child out for early dismissal no later than 3:20p.m.**

#### **Attendance (Early Dismissals/ Cancellations Due to Inclement Weather)**

School may be cancelled or dismissed early, due to weather or other emergency conditions. Parents are expected to plan in advance for this possibility and to discuss with their children what to do and where to go in case of early dismissals.

#### **Attendance (Tardiness to Class)**

Students are expected to be in their assigned seats at the scheduled time.

#### **Attendance (Tardiness to School)**

Students not in their classroom seats by 9:00 a.m. are considered tardy. Students need to be escorted to the main office, sign in, and receive a tardy slip. Students who are tardy miss valuable instruction time. If your child is tardy, a note must be sent with the child that includes: (1) the date, (2) the student's name, (3) reason for tardiness, and (4) your signature.

#### **Cafeteria**

Please wait your turn in line, and do not cut in front of other students. Eat

only your food. The cafeteria will be as clean as you make it. Be sure to take care of your trays and trash. Let's keep our cafeteria clean.

#### **Cafeteria (Breakfast & Lunch) PRICES SUBJECT TO CHANGE**

We encourage each child to eat a well-balanced meal to include nutritional snacks and healthy drinks (milk, juice). Please refrain from sending in sodas and sugary foods such as cupcakes and cakes during special occasions. Your child may purchase a well-balanced breakfast from the school cafeteria daily. A well-balanced lunch with milk will be served daily. Students bringing their lunch from home can buy milk, water, etc. Lunches or milk may be purchased, either by the day or with pre-paid tickets good for 20 days. If you prefer to pay by check, please have your child's name, grade and room number on the check and make the check payable to PWC Food Service. The school lunch menu is printed and sent home with the students monthly. School lunch prices will be posted on the PWCS website. Lunch Charges: Students will be allowed to charge lunch a maximum of two (2) times. If they exceed this limit, a nutritional snack will be provided. Any lunch charges must be paid for on the next school day.

#### **Character Education**

Pennington will continue to focus on citizenship and character education daily. Character education is a program that teaches students about: self-discipline, respect, honesty, responsibility, citizenship, trustworthiness, integrity, fairness, compassion, and perseverance through monthly themes, special speakers and classroom activities.

Pennington embraces individual student success through emphasis on character education in order to foster self-esteem and self-empowerment. This program helps to develop and reinforce some of the basic virtues needed for success in our school, community, and world. Staff and parents are asked to support, encourage, and get involved with our character education and self-empowerment program. Monthly themes are:

September	Self-Discipline
October	Respect
November	Honesty
December	Responsibility
January	Citizenship
February	Trustworthiness
March	Integrity
April	Fairness
May	Compassion
June	Perseverance

### **Classroom Visits**

Parents of Pennington students are welcome and encouraged to visit our school. Visitation to your child's classroom **must be pre-arranged with the teacher.** (*Please do not bring preschool age children when visiting a classroom.*) **Parents must sign in at the front office and secure a visitor's pass. This must be worn at all times while on school property.**

### **Clinic**

School personnel are responsible for handling all in-school medical emergencies and daily medical concerns. The school clinic serves as a temporary resting place for sick children and to administer first aid for minor injuries. Parents will be called to pick up their child if they are unable to return to class. Emergency card information supplied by parents each year provides important health and contact information; therefore, care should be taken in completing the requested information. Emergency

cards may be updated online by the parent/guardian using the *ParentPortal* program. It is critical that the school retain the most current information on the emergency cards. **BE SURE THE INFORMATION ON THE EMERGENCY CARD IS ACCURATE AND UP-TO-DATE.**

### **Medication Policy**

Parents are advised to give medications at home unless students require medication to be given **more** than three times a day, except in unusual circumstances. **A medication authorization consent form is required before ANY medications can be administered in school (Regulation 757-4).**

If it is necessary for medication to be given during school hours, the following procedures must be followed:

1. All medication (Prescription and Over-the-Counter) must be hand-delivered by an **ADULT** and must be presented in the original, small, sealed container with the name of the student clearly marked on the label.
2. No over-the-counter medications are stocked in the clinic, nor are students allowed to carry any medications in school or on the bus unless previously authorized by the principal or designee, this includes cough drops.
3. Herbal medications require the written authorization of a licensed healthcare provider and shall include a list of desired and adverse effects.

### **Medical Conditions**

If your child has been diagnosed with a medical condition (asthma, life-threatening allergy, diabetes, etc.) that may require care during the school day, a written care plan from their health care provider is necessary before treatment can be administered. There are approved

medical forms available online on the Health Page for download or a printed copy may be provided upon request. It is STRONGLY advised that students with asthma have an inhaler kept in the clinic for use as needed. If use of an inhaler is required before recess/PE, it must be indicated on the plan of care.

### **Illness/Exclusion Policy**

We want your child to be 100% ready to learn every day, but if he/she is not feeling their best and you are uncertain if they should attend school, please refer to PWCS Reg #758-1 regarding school illness or exclusion criteria. This information is available for your reference online at the Health Page or a written copy may be provided upon request.

In order to ensure the health and safety of your child along with the students and staff at Pennington, strict adherence to this policy is of utmost importance. If you suspect your child is sick or may have an infectious disease, please keep them at home.

### **Clubs**

Pennington will offer several clubs to our students. Examples will be Chess, Science Fair prep, Cheerleading, Yearbook, and Foreign Language. Pick-up times MUST be adhered to. Clubs will end at 4:40pm unless otherwise stated. Failure to adhere to the time frame will result in membership being revoked. Club announcements will start in September and meet from October through May. If siblings are not attending a club, they must take their regular transportation home. They will not be allowed to “just wait.”

### **Community Service**

The Student Community Service Program is mandatory for all Pennington students. This program is an important aspect of the Pennington educational experience as it allows and encourages students to work toward a common goal of helping their community, both at Pennington and in the community at large.

Through the Student Community Service Program, students learn the value of helping others as well as sharing their unique talents and perspectives with those in need. Participating in the program teaches them that serving those less fortunate greatly benefits their community. It also fosters in the student the development of personal values, self-esteem, social responsibility, relationship-building skills, and self-confidence. As with all aspects of Pennington, the Student Community Service Program is designed to enrich the lives of our students by enhancing what is taught in school and extending student learning beyond the classroom and into the community.

### **Definition of Community Service**

Community service is defined as:

- Work done without pay for the benefit of the public.
- Donated product or service or activity that is performed by someone or a group of people to benefit someone else.
- Work performed that is not typically expected of children as members of their family. For example, credit is not granted for cleaning one's room.

**Acts of common courtesy and good citizenship at school will not be recognized with community service hours. These types of behavior are expected of all Pennington students.**

## **Community Service Requirements**

Participation in the Student Community Service Program is **mandatory** for all Pennington students. Each student will volunteer the minimum number of hours throughout the course of the school year and part of the summer, depending on grade level. The minimum requirements are:

1<sup>st</sup> – 3<sup>rd</sup> grade: 10 hours

4<sup>th</sup> – 5<sup>th</sup> grade: 15 hours

6<sup>th</sup> – 8<sup>th</sup> grade: 20 hours

Hours must be completed by the end of May. Students are encouraged to exceed the minimum requirements. Community service hours may be worked at Pennington, or for other organizations in the community at large. For example, a student may assist a teacher at school, or may volunteer in a school, community, or religious community service program.

No more than one-half of the minimum requirement may be completed during the summer. Students and their parents should keep track of all hours served and log these hours into their agendas once the school year begins.

A student must participate in at least **THREE** different service areas. This encourages students to explore a variety of service opportunities. **If a student has not met the minimum required hours for his/her grade level, they will be ineligible to participate in Field Day and/or year-end picnics, and will be subject to a review in order to continue at Pennington.**

Students are encouraged to participate in community service projects that coincide with their interests. Potential areas of service include the following suggestions by the Presidential Student Service Award program found at [www.presidentialserviceawards.gov](http://www.presidentialserviceawards.gov):

- Community Improvement
- Literacy and Education
- Disaster Relief
- Public Safety and Violence Prevention
- Elderly Assistance
- Youth Serving Youth
- Environment
- Health
- Hunger and Homeless

## **Recordkeeping**

Adult family members are responsible for recording and updating all of the student community service hours in the student agenda. Teachers are responsible for checking and initialing the service hour log. Teachers may designate an individual to enter the student hours into a database.

For Box Tops/Labels for Education donations, a PTO representative will be responsible for collecting the eligible proofs. Parents are to record and initial the donation in the Student Community Service Log located in the student's agenda. Students are encouraged to drop the donations in the collection box located in the office. Community Service Progress Reports should be updated and sent home each quarter.

Parents are encouraged to help their children complete minimum requirements as early in the school year as possible.

## **Community Service Projects**

Students may submit a school-wide community service project request in writing to the Assistant Principal for approval.

Students may submit a grade level or classroom community service project to their classroom teacher for approval.

#### Animals and Environment

- Volunteer at animal shelter/pound
- Volunteer in veterinarian's office
- Participate in campaign for spaying/neutering pets
- Help clean up parks, roadsides (with supervision)
- Participate in recycling projects
- Participate in clean air/water projects
- Participate in Earth Day/Arbor Day activities, plant a tree

#### Poverty, Hunger, and Homelessness

- Make meals/sandwiches for soup kitchens
- Collect clothes, coats, blankets for the underprivileged
- Participate in canned goods collection drive
- Volunteer at soup kitchens (with supervision)
- Volunteer at homeless shelter (older children only)
- Participate in "Operation Christmas Child" which sends presents to underprivileged children in third world countries, or similar drives
- Participate as a family or class in sponsoring a child in a third world country

#### Health and Well-Being

- Volunteer at a dentist's office
- Make cards for children in the hospital
- Volunteer at a day-care center
- Volunteer at a fire station or police station (older children only)

#### Intergenerational Projects

- Rake leaves/mow grass for an elderly neighbor

- Take a meal to shut-in senior citizen
- Visit a nursing home, read to or talk with resident(s)
- Make decorations for nursing home
- Help a senior citizen put up holiday decorations, then help take them down again after the holidays
- Do a living history report-- interview senior citizens, then talk to classes about how things are the same or different

#### School Service Projects

Suggested project topics include, but are not limited to:

- Help clean up grounds, halls, playground
- Do errands for teachers
- Participate in collecting soup labels, box tops, and other fund raisers
- Read to or tutor younger children at school
- School Donations - Hours may be awarded for donation of items to programs at Pennington or in the community at large.

#### Donations/Drives:

- Food Drives: One hour will be awarded for each 4 items donated, with a maximum of one hour awarded per drive. For example: two cans of food equates to one half hour.
- Book Drives: One hour will be awarded for every 4 books donated, with a maximum of one hour awarded per drive.
- Newspaper Drives: One hour will be awarded for each paper grocery sack of newspapers with a maximum of one hour awarded per drive.

- Toy Drives: One half-hour will be awarded for every item donated, with a maximum of one hour per toy drive.
- Clothing Drives: One hour will be awarded for every two clothing items donated, with a maximum of one hour awarded per drive. A pair of shoes, for example, constitutes one item.
- Monetary Donations: Monetary donations will not be considered as credit toward community service hours.
- Labels and Box Tops: One-quarter hour of credit will be awarded for every 10 labels, box tops, or Tyson proofs sent in i.e., 50 proofs required for 1 full hour (25=1/2 hr). These

proofs should be sent in a sealed envelope or Ziploc-type

bag. **Both the student and the teacher's name will need to be written legibly either inside the envelope or bag, or written on the outside of the envelope or bag.**

If a student works on behalf of a donation drive, such as helping to count and deliver donated goods or organizing a neighborhood-wide effort, their actual time worked should be reported.





**Pennington Matrix of Expectations**  
 “Exceeding Expectations to Achieve Excellence”  
 Always follow the Pennington Way

Voice Levels	
0	Silence
1	Whisper
2	Normal Indoor Voice
3	Loud Outside Voice

Expectation	Bus	Hallway	Cafeteria/Lunch	Cafeteria/Assembly	Classroom	Restroom	Playground
<b>Be Prompt</b>	<ul style="list-style-type: none"> <li>Arrive on time</li> <li>Go directly to bus</li> <li>Be ready to exit bus upon arrival</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Behave in a safe manner at all times</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time</li> <li>Get through the line quickly and quietly</li> <li>Line up quickly for dismissal when excused and sit or stand quietly</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time</li> <li>Enter and exit quietly</li> </ul>	<ul style="list-style-type: none"> <li>Use restroom for intended purpose</li> <li>Wash hands with soap and water</li> <li>Leave without waiting for others</li> </ul>	<ul style="list-style-type: none"> <li>Line up quickly and quietly</li> </ul>
<b>Be Prepared</b>	<ul style="list-style-type: none"> <li>Have all of your supplies before boarding</li> <li>Keep all belongings close to you</li> </ul>	<ul style="list-style-type: none"> <li>Know where you are going and how to get there</li> <li>Have all supplies before leaving the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Turn in lunch money in the morning</li> <li>Remember to bring lunch</li> <li>Use the bathroom before lunch</li> <li>Gather all materials before leaving lunch line</li> </ul>	<ul style="list-style-type: none"> <li>Wait for your teacher’s signal to stand up and exit</li> </ul>	<ul style="list-style-type: none"> <li>Have all supplies and assignments</li> <li>Complete all assigned tasks in a timely manner</li> <li>Participate in all activities</li> </ul>	<ul style="list-style-type: none"> <li>Ask to go to restroom during transitions and classroom breaks</li> </ul>	<ul style="list-style-type: none"> <li>Make sure to have all necessary belongings before heading outside</li> <li>Bring in what you take out</li> </ul>
<b>Follow Pennington Dress Code</b>							
<b>Be Polite</b>	<ul style="list-style-type: none"> <li>Talk quietly</li> <li>Listen to bus driver and patrols</li> <li>Greet driver</li> <li>Keep hands, feet, and other objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly on the right side of the hallway</li> <li>Stay on the silver line</li> <li>Keep hands and feet to yourself</li> <li>Respect other people’s space</li> </ul>	<ul style="list-style-type: none"> <li>Raise hand and remain seated (ES)</li> <li>Talk to friends quietly and kindly</li> <li>Respect other people’s space</li> <li>Leave only with permission or pass</li> <li>Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>Listen attentively to speaker</li> <li>Respect peers and performers</li> <li>Follow teacher direction for seating</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Listen attentively to teacher and classmates</li> <li>Follow classroom procedures and rules</li> <li>Work cooperatively with classmates</li> </ul>	<ul style="list-style-type: none"> <li>Respect others’ privacy in the restroom</li> <li>Use proper volume when speaking</li> <li>Clean up after yourself</li> <li>Respect school property</li> </ul>	<ul style="list-style-type: none"> <li>Play safely on all equipment</li> <li>Take turns and follow rules</li> <li>Respect others</li> <li>Include everyone</li> </ul>
<b>Be Pro-Active</b>	<ul style="list-style-type: none"> <li>Remain seated</li> <li>Model proper behavior on bus and at bus stop</li> <li>Follow all bus and bus stop procedures</li> <li>Voice Level 0 - 2</li> </ul>	<ul style="list-style-type: none"> <li>Respect classes in progress</li> <li>Model proper hallway Behavior</li> <li>Devices should be off and stored</li> <li>Look out for students in need</li> <li>Voice Level 0</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help when needed</li> <li>Pick-up trash and trays without reminders</li> <li>Look out for students in need</li> <li>Leave devices in classroom or locker</li> <li>Voice Level 1- 2</li> </ul>	<ul style="list-style-type: none"> <li>Applaud appropriately</li> <li>Model proper Behavior</li> <li>Leave devices in classroom or locker</li> <li>Voice Level 0</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help when needed</li> <li>Put forth your best effort</li> <li>Model proper behavior</li> <li>Look out for students in need</li> <li>Voice level 0- 2</li> </ul>	<ul style="list-style-type: none"> <li>Anticipate your needs to keep classroom disruptions to a minimum</li> <li>Leave supplies in the classroom or in the hallway</li> <li>Voice Level 0-1</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help when needed</li> <li>Look out for students in need</li> <li>Discuss rules</li> <li>Stay on appropriate equipment</li> <li>Voice Level 3</li> </ul>

## **CONDUCT**

### **Statement from the Administration**

The Administration and staff of Pennington School firmly believe a school cannot function unless exemplary behavior is maintained, and will not tolerate any behavior that interferes with teaching and learning. The Administration has the right to review the severity or nature of situations and/or also overrule any consequence written in the Pennington Principles in order to protect the safety and welfare of all Pennington students. The Pennington administration appreciates the support from parents in maintaining and upholding these principles in order to continue to provide a safe and effective learning environment for all children.

The Pennington Principles are directly related to the character education program that is emphasized throughout our curricula. Pennington School is based on developing behavioral standards that will encourage our students to be successful both in school and in the community at large. The Positive Behavior Incentive System (PBIS) Matrix (*Pennington Matrix of Expectations*-pg. 9a) will provide a consistent school-wide system of behavior expectations to ensure a positive and safe school environment.

All students are expected to make the right choices and act as respectful members of the Pennington School student body. Students who fail to follow the guidelines risk disciplinary actions, including suspension and de-selection. Specific rules established by each teacher must be adhered to at all times. This document is a guideline to ensure:

- instructional time is protected and that every child is focused on academic achievement.
- a safe and secure environment, as well as, the orderly operation of the school day.
- that every child is aware of expectations and consequences, the importance of making the right choices, and assuming the full responsibility of their actions.

If students choose to continuously violate the Pennington Principles and/or the Prince William County School Code of Behavior, the parents may be asked to meet with the administration, teacher, and student to be considered for reassignment to their base school at anytime. The Administration and staff expects all students to adhere to the Prince William County Public Schools Code of Behavior and the Pennington Principles.

## **LEVELS OF CONDUCT**

The consequences (offenses) for violating an infraction are listed and numbered by steps (1<sup>st</sup> offense, 2<sup>nd</sup> offense, etc). **REPEATED VIOLATIONS OF INFRACTIONS WILL RESULT IN THE NEXT NUMBER-ORDERED CONSEQUENCE STEP IN THE PLAN.** These consequences are applied after the classroom teacher has exhausted his/her classroom management techniques.

- All parent notifications (i.e. phone call, note in agenda, written letter, email, etc...) will be made in a reasonable manner according to the severity of the infraction as part of the discipline process.
- In order to maintain safety and securing in our school, students are responsible for reporting major violations (injury to the person, health or welfare of student or staff, damaged property) to the PWCS Code of Behavior and Pennington's Code of Conduct to teachers, administrators, or staff members.
- If more than one infraction occurs simultaneously, and is observed by the same faculty member, the student will serve the consequence of the more serious offense.
- Failure to comply will result in the imposition of the next level. After the third offense, administration will decide what actions to take.
- At any time, for serious and specific actions, a Due Process hearing may be recommended, legal action may be taken, and/or students may be considered for reassignment to their base schools.

### **Terminology of Infractions based on the PWCS Code of Behavior**

**Bullying** – Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power in balance between the aggressor and victim; and is repeated over time or causes severe emotional trauma. Bullying does not include ordinary teasing, horseplay, arguments, or peer conflict. Any student can report an incident of bullying by completing the form from the guidance department or main office and submitting it to their teacher/administration.

**Cyber Bullying** – Refers to any threats by one student towards another typically through emails or on websites (e.g. blogs, social networking sites); electronic communications that support deliberate, hostile, hurtful messages intended to harm others.

**Cheating/Plagiarism/Forgery** – Students are responsible for neither giving nor receiving assistance (written, orally or otherwise) on tests or class assignments that are to be graded as the work of a single individual. Cheating encompasses any violation of rules where the violation involves dishonesty. Plagiarism is a form of cheating, and students are responsible for giving due recognition of sources from which materials are quoted, summarized or paraphrased.

**Disobedience/Disrespect** – No student shall disregard or disobey any reasonable request made by a school staff member.

**Disruption** – No student, while on school property, on a school sponsored activity, or on a school bus, shall behave in a disorderly manner or in any other way interrupt or disturb the orderly operation of school.

**Fighting** – Students are responsible for settling confrontations that may arise in a peaceful manner and without the use of violence. When students feel that they are unable to peacefully settle disagreements, they should seek assistance from school personnel.

**Harassment** – Words, gestures, symbols, actions, or physical contact which offend, intimidate, threaten or persecute others. This includes such behaviors as: non-physical intimidation, posturing, sexual harassment, discrimination, or “stare-downs.”

**Profanity** – No student shall use vulgar, lewd, indecent language, or gestures.

**Theft (Stealing)** – Taking without permission or attempting to take without permission any school property or personal property of others.

**Threat** – Any expression or intent to cause harm, injury, or damage to another person on school property or damage to school property. This includes all oral, written, or electronic forms of threats. If deemed necessary, a Threat Assessment procedure will be put in place.

**Vandalism** – No student shall maliciously or willfully damage, deface, or destroy school property or personal belongings of others. Includes graffiti, computers, and other electronics.

# ELEMENTARY/MIDDLE SCHOOL LEVEL I INFRACTIONS

## No referrals written on Level I Infractions

<b>INFRACTION</b>	<b>CHARACTER TRAIT</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Bullying	Respect	Warning Parent Notification Olweus Anti-Bullying Program	Referral to administration Detention	3 days detention or suspension
Class Tardy (MS)	Self-Discipline	Warning	Written Assignment	Detention
Computer (technology) misuse	Responsibility	Warning	Parent Notification	Privileges revoked
Dining Hall misconduct	Self-Discipline Trustworthiness Citizenship	Warning	Parent Notification (ES) Lunch Detention/Written Assignment (MS)	Lunch detention (ES) 3 days detention (MS)
Disruption of Instructional Time	Responsibility Respect	Warning	Parent Notification	1-2 days detention
Dress Code violation	Responsibility Integrity	Warning Removal and change into appropriate attire Letter home	Change to appropriate attire Parent Notification	Phone call home Parent needs to bring proper attire (ES) 1-2 days detention (MS)
Gum/Candy/Food	Citizenship	Warning Confiscate items	Parent Notification	Written assignment (ES) Detention (MS)
Hallway misconduct	Self-Discipline Citizenship	Warning	Parent Notification	Parent Notification Detention/Written Assignment
Lifework-(homework) and classwork not completed	Trustworthiness Perseverance Responsibility	Warning (ES) Zero for that assignment (MS)	Parent Notification Zero for that assignment Detention (MS)	Parent Notification Zero for that assignment/Detention
Possession of inappropriate materials (electronic devices, trading cards, etc.)	Integrity Honesty	Confiscation of the item Parent Notification	Confiscation of the item (parent may pick up the item at the end of the day)	Confiscation of the item (parent may pick up the item in June)
Restroom misconduct	Citizenship Responsibility	Warning	Parent Notification Lunch Detention (MS)	Parent Notification Detention or Written Assignment
Unprepared for Class (pencil, paper, school materials)	Self-Discipline Responsibility	Warning	Parent Notification (ES) Zero for that assignment (MS)	Parent Notification Detention/Written Assignment

# ELEMENTARY/MIDDLE SCHOOL II INFRACTIONS

Referrals will be written for all Level II Infractions

INFRACTION	CHARACTER TRAIT	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
After School Misconduct	Self-Control	Warning Parent Notification	Parent Notification Probation	Permanent Dismissal
Bullying Cyber Bullying	Compassion Self-Control	Warning Parent Notification Detention	1-3 days detention	Out of School Suspension
Bus Misconduct	Self-Control Responsibility	Warning	1-day bus suspension Parent Notification	3-days bus suspension
Disobedience Verbal Disrespect	Respect	Parent Notification 1-day detention	3-day detention	Out of School Suspension
Disruption of instructional time	Responsibility Respect	Warning	1-2 days detention	Out of School Suspension
Field Trip Misconduct	Citizenship	No participation on the next field trip + consequence for the offense		
Fire Drill Misconduct	Citizenship	Warning	1 day detention	3 days detention
Forgery	Honesty Integrity	Warning Parent Notification	1 -3 days detention/ Saturday School	1-3 days Out of School Suspension
Harassment	Compassion	Parent Notification Warning Mediation Detention	1-3 days detention	In/Out School Suspension
Inappropriate Behavior Dishonesty, Horseplay, Consistent Misbehaving	Respect Responsibility Honesty	Warning Parent Notification Detention	3-day detention	Out of School Suspension
Misconduct during Substitute coverage	Trustworthiness	Removal from class/detention Parent Notification	1 day Out of School Suspension	2-3 days Out of School Suspension
Misusage of Electronic devices (videoing, texting, etc.	Integrity Responsibility	Confiscation of the item Parent Notification	Confiscation of the item (parent may pick up the item in 3 months) Detention	Confiscation of the item (parent may pick up the item in June) Out of School Suspension
Skipping class (MS)	Responsibility	1 day detention	2-3 days detention	Saturday School/Suspension
Vandalism	Citizenship	School service/Restitution (remove offense)	Increase school service time Written Assignment Restitution Parent Conference	Out of School Suspension Restitution Parent Conference

## ELEMENTARY/MIDDLE SCHOOL III INFRACTIONS

Referrals will be written for all Level III Infractions  
 For additional infractions (i.e. weapon violation, substance abuse, etc...) please refer to the PWCS Code of Behavior

INFRACTION	CHARACTER TRAIT	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Cheating /Plagiarism (as stated specifically in the PWC Code of Behavior)	Integrity Honesty	“Zero” on the assignment	“Zero” on the assignment Suspension until parent conference	Subject area failure for that grading period
Physical abuse (physical contact by one person upon another with any object with or without reciprocating physical contact by the other person)	Tolerance Respect Compassion	1-3 days detention/Saturday School and/or 1-3 day of Out of School Suspension	1-5 days Out of School Suspension Informal hearing	Out of School Suspension possible criminal charges with due process
Possession or use of tobacco or tobacco products	Responsibility Citizenship	3 days Out of School Suspension Parent Conference, “Focus on Tobacco”	5 days Out of School Suspension	Out of School Suspension Possible criminal charges Informal Hearing
Sexual Misconduct	Respect Citizenship Compassion	1-3 days Out of School Suspension	3-5 days Out of School Suspension	Out of School Suspension with due process
Stealing/Theft	Trustworthiness Honesty	1-3 days detention/Out of School Suspension Restitution	Saturday School or 1-3 days Out of School Suspension Restitution	Out of School Suspension with due process Restitution
Threatening	Respect Compassion	1-3 days Out of School suspension Threat Assessment	3-5 days Out of School Suspension	Out of School Suspension with due process

### **Expectations (Administration / Teacher)**

- School administration / teachers are expected to perform at his / her highest potential to provide a safe and nurturing learning environment that ensures student success.
- Teachers are expected to perform at their highest potential in providing the best learning environment that ensures student success.
- Teachers are expected to engage in professional development and keep abreast of current educational trends, technology, and learning strategies that promote strong academic performance.
- Teachers are expected to provide communication to parents regarding student classroom performance, assignments, and behavior.
- Teachers are expected to prepare an enriching, active and engaging lesson/learning plan for students.
- Teachers are expected to deliver strategies that address student individual needs and learning styles.
- Teachers are expected to monitor the students' performance and revise learning strategies as appropriate.
- School Administration / Teachers are expected to demonstrate and model honesty, self-esteem, and responsibility through their action with students, staff, and parents.
- Teachers are expected to promote a safe, nurturing, and caring learning environment.
- Teachers are expected to demonstrate and model honesty, self-esteem, and responsibility in their actions with students, staff and parents.
- Teachers are expected to develop the whole student: the intellect, the emotions, and the physical aspects.
- School Administration and staff members are expected to perform duties in a prompt, courteous, and professional manner at all times.

### **Expectations (Classroom / School)**

Pennington is committed to building students with character in a SAFE, SECURE, and BULLY-FREE environment. Students will...

- Be polite.
- Be prepared.
- Be prompt.
- Be proactive.
- Not bully others.
- Help students who are bullied.
- Include students who are left out.
- Report incidents to an adult at school/home.

The teachers and students at Pennington School are committed to providing a safe, secure, bully-free learning community.

### **Expectations (PWC Code of Conduct)**

The Administration of Pennington School firmly believes that a school cannot function unless exemplary behavior is maintained. The Administration will not tolerate any behavior that interferes with teaching and learning.

All students are expected to make the right choices and act as respectful members of the Pennington School body. Students that fail to follow the guidelines stated risk disciplinary actions, suspension, or de-selection.

The Administration expects all students to adhere to the Prince William County Public Schools and Pennington Code of Conduct.

### **Expectations (Parents)**

- Parents are expected to participate in 10 hours of school related volunteer activities **per child** (such as parent workshops, volunteer programs, mentoring, PTO, and/or Advisory Council). In order to view information regarding parent volunteering, please go to our website, tab to Parent's Corner, then scroll down to Volunteer Policy.
- Parents are expected to support the Prince William County Public School Code of Behavior.
- Parents are expected to support the Pennington Code of Conduct, uniform policy, and academic standards.

- Parents are expected to complete the Parent Workbook/SOL activities with their children during the school year.
- Parents are expected to reinforce appropriate study habits and behavior standards.
- Parents are expected to promote self-esteem, self-respect and self-control.
- Parents are expected to promote daily attendance.
- Parents are expected to promote school-wide reading at home. Listen and/or read to/with your child daily.
- Parents are expected to review, sign, and return interim progress reports (mid-nine weeks), and student report cards (every nine weeks).
- Parents are expected to encourage and reinforce grade level lifework policies.
- Parents are expected to treat staff with respect and courtesy.

### **Expectations (Students)**

- Students are expected to participate in hours/points of school and/or community service projects each year depending on grade level.
- Each student is expected to perform at their best every day in varied learning situations.
- Each student is expected to perform at or above grade level.
- Each student is expected to develop, maintain, and promote respect, honesty, responsibility, self-esteem and self-empowerment.
- Each student is expected to complete all assignments on time, and meet (fulfill) the expectation of the teacher.
- Students are engaged in continuous, active, and uninterrupted academic instruction.
- Students are expected to be on task at all times, thereby maximizing their learning opportunities.
- Students experience a structured learning environment with opportunities for exploration and personal development.
- Each student is expected to adhere to

the Code of Conduct and Parent/Student Contract.

- Each student is expected to evaluate the consequences of their choices and assume full responsibilities for their actions.

### **Field Day/End of Year Activities**

All students have the privilege to participate in Field Day/End of Year Activities. However, at the end of the year, students may not participate if they have outstanding fees (textbook, library books, etc.) or have not met their Community Service hours. If a parent is chaperoning a field trip and will be gone all day, please park on Stonewall Road, reserving space for our teachers to park in available parking lot spots.

### **Fire Drills**

Orderly fire drills are a necessity if we are to assure a quick and safe evacuation. When the alarm sounds, follow the guidelines which apply to all students:

- There is to be no talking.
- Walk rapidly in an orderly manner towards the exit.
- Walk in a single file, with no pushing or shoving.
- Exit quickly.
- Do not attempt to close windows, but DO close the door.
- The first student in line will hold open the exit door.
- Students will walk at least 50 feet from the exit and face away from the building.
- Wait for further instructions.

### **Field Trips**

Official field trip forms must be completed, signed and returned to the student's teacher before the date of the planned trip. **Hand written notes or phone calls of permission will not be accepted. If you are a chaperone and arriving before school starts, please park on Stonewall Road.**



## Gifts Delivered

Student(s) receiving gifts delivered to the school for special occasions such as flowers, balloons and other special gifts will be kept in the front office. Student(s) will be invited to view the special gift in the office. If afternoon transportation is through PWCS bus service/private bus service, the parent will need to come to school and pick up the gift.

## Guidance

The counselors in our guidance department are here to help make the school year as smooth and productive as possible. Students may see the guidance counselor by completing a guidance form or by receiving a pass from their teacher. Through individual and group counseling sessions, students are assisted in making wise decisions.

## Grading Scale

The following is the grading scale used at Pennington. The Interim and the nine-week Report Card are designed to provide information to you concerning your child's progress in school.

The grading scale for Grades 1-2

- S+= Consistently meets objectives.
- S = Adequately meets objectives.
- S- = Inconsistently meets objectives.
- N = Has difficulty meeting objectives at this time.

The grading scale for Grades 3-8

- 90-100 A
- 87-89 B+
- 80-86 B
- 77-79 C+
- 70-76 C
- 67-69 D+
- 60-66 D
- 59 and below F

In order to receive a passing grade each nine weeks, 65% of the assigned, evaluated work MUST be completed.

The grading scale for Grade 8 will follow Regulation 661-2, which states that the high school numerical grading scale will be used for all eighth grade students. Teachers of

non-Carnegie classes will average numerically the two nine-week grades for a semester grade. The final yearly grade will be a numerical average of the two semester grades.

All students at Pennington School are expected to achieve at or above grade level. Parents, students, and staff need to do their part to ensure that all children progress to excellence. This will require completion of all class work, lifework, and projects.

## Hall Passes

Students are not permitted outside the classroom during class periods unless they are accompanied by an adult/teacher or have a hall pass or completed agenda pass in their possession.

## Incentives/Award Programs

The incentive/award program is a positive reinforcement program for outstanding academic achievement and exemplary conduct. Pennington offers various awards and recognition opportunities throughout the academic school year. Teachers use their discretion in recognizing and awarding their students. Teachers also provide additional incentives and individual recognition throughout the school year. Students can earn the following incentives and awards:

- Caught with Character
- Caught Being Cool
- Tags
- Philip Michael Pennington Award
- Citizenship
- Extraordinary Effort
- Most Improved
- Community Service
- PWCS Principal's Honor Roll-All A's
- PWCS Honor Roll- A's, B's, & one C
- Blue Jay Highflyers – All A's or all A/B's and no U's in behavior and no referrals
- Patrols
- Summer Reading Incentive
- National Junior Honor Society
- Middle School Award Field Trips
- Good Cafeteria Behavior

## **Interims & Report Cards**

Interim reports are sent home halfway through the 9-week grading period (at 4 1/2 weeks). Every student will receive an interim. Report cards are sent home every 9 weeks. Elementary report cards are sent home with the student. Middle School report cards are mailed.

## **Library Books**

Please help us encourage your child to read. Students are allowed to have two books checked out at one time. Exceptions are made for holidays and lifework, and always at the Librarian's discretion. Students must pay for damaged or lost books. No refunds are given after May 31<sup>st</sup>. Students with outstanding accounts will not participate in end of year Field Day or End of Year Activities.

## **Lifework**

Lifework will be assigned daily, and is designed to help students in maintaining progress, assist in applying new knowledge and skills, help in the review and the practice of concepts and the development of good study habits. Students in grades 1-8 will record lifework in their daily agenda. Parents are to check agendas daily for assignments and notes.

A recommended schedule for lifework is as follows:

- Grade 1-2 not to exceed 20 minutes
- Grade 3-5 not to exceed 50 minutes
- Grade 6-8 not to exceed 80 minutes

**Elementary Level** – All lifework is due at the required time, however, students will **only** receive a one-day grace period to turn in late work and will receive a lower letter grade.

**Middle School Level** – No late work will be accepted.

## **Lost and Found**

The lost and found department is located under each back stairwell at the end of the long hallways. It is a good idea to have your name in all outer clothing. Many pieces of

clothing are left unclaimed. If not claimed by the end of the school year, they will be given to a charitable organization.

## **National Junior Honor Society Based on PWCS Reg 664-4**

Membership in the National Junior Honor Society is an honor bestowed on a student by a faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship.

- Students must have earned a cumulative 7<sup>th</sup> or 8<sup>th</sup> grade-point average of 3.5 at the end of the third nine-week grading period and must have been in attendance at the school the equivalent of one semester.
- Students must receive an overall faculty rating average of 3.0 (non-rounded) on character, leadership, service, and citizenship based four-point scale.

## **Pennington's Selection Procedures:**

Students meeting the PWCS GPA requirement will receive an application packet. Application Packet must be completed and submitted on or before the due date.

- Service Pillar: Students must submit an interest paragraph highlighting their community service involvement.
- Students will give three teachers the National Junior Honor Society Faculty Rating forms (Recommendation). Teachers will forward the recommendation forms directly to the faculty council.
- Citizenship: Students will request a letter of recommendation from a community member highlighting their strengths in citizenship and overall character.

These submitted items will be brought before the faculty council. Students meeting the county and school criteria will become part of the National Junior Honor Society and will have the opportunity to attend the induction ceremony. Students who are not selected as seventh graders will have another chance as eighth graders. Eighth graders not selected will be eligible for National Honors Society in high school. The participation in NJHS is not mandatory or linked in any way to a students' ability to be a member of the National Honors Society.

### **Parent Teacher Organization**

The PTO organization provides the "helping hands" and resources needed to support Pennington and its activities. **The PTO generally meets on the second Monday night of each month: PTO Board meeting at 6:00 p.m. and General meeting at 7:00p.m.**

### **Patrols**

Fifth through eighth grade students serve as safety patrols. They assist with student safety in the halls and outside the building, in the morning before school starts and in the afternoon at the end of the school day. Patrols are selected for their exemplary behavior and high scholastic efforts.

### **Pictures**

Individual student portraits are taken twice a year. Pictures taken in the fall are included in the yearbook and students are expected to be in their uniforms. For spring portraits, students may choose to wear either dress clothes or their uniforms. Class group pictures are also taken in the spring but on a separate date. Students are expected to be in uniform for group pictures.

### **SACC Program**

Pennington School offers a SACC Program. The program is structured to serve children

five days a week for the entire school year. The before-school program is held from 6:00 a.m. until school begins. The children may play quiet games, work on art projects, read, or finish their homework before they eat breakfast in the cafeteria and go to class. The after-school program starts after school and closes at 6:30 p.m. Time is set aside every afternoon for homework. SACC is closed on school holidays.

### **Safety Procedures**

The administration and staff are concerned about the safety of each child attending Pennington School. We are asking all parents, guardians, and/or friends not to enter the driveway (bus lane) in the front of the school between the hours of 8:00–9:30 a.m. and 2:45–4:00 p.m. The safety of each child in this school is one of our top priorities.

### **Schedule**

Pennington serves Grades 1 – 8.  
School Days: Monday-Friday  
School Begins: 9:00 a.m. Dismissal: 3:40 p.m.  
Drop-Off Time: No earlier than 8:40 a.m.

### **School Day**

In order to provide your child with the educational program they need, students must be in attendance from 9:00 a.m. to 3:40 p.m. It is imperative that your child arrives at school on time and is in attendance daily.

### **School Supplies**

A supply list for each grade level is available from the teacher or on the website. Some of these supplies will need to be replenished during the year. Students need to have an adequate supply of paper and pencils.

### **Technology – Wireless Communication Devices**

Possession of communication devices (to include but not limited to cell phones, tablets, Kindle, Nook and eReaders, etc.) on school grounds is permitted and is a privilege, not a right, and any student who

brings a communication device on school property consents to follow the PWCS Code of Behavior and all county regulations (PWCS Regulation 295-1), and the Pennington's Bring your Own Device Responsible Use Guidelines (RUG).

- Devices may be used during the instructional school day with permission from classroom teacher and/or staff member.
- School is not responsible for lost, stolen or damaged devices.
- Devices are not visible and are not activated on school grounds before and during the school day.
- Must be set to silent or vibrate mode and audible signals must be disabled.
- Must be placed in bookbags and/or in lockers during the school day.
- May be utilized while traveling in a school bus to and from school provided that these items are not a distraction to the driver, compromise safety, or violate other bus rules/regulations.

### **Telephone**

The office telephone may be used by students for **emergency calls only**. Forgotten lifework, books, and lunches or lunch money does **not** constitute an emergency.

### **Textbooks/Lost Books**

Students are responsible to the school for the proper care of textbooks and must pay for lost or damaged books. Each student is responsible for returning books upon withdrawal or end of the school year. Failure to return textbooks will also result in non-participation in ES/MS Field Day and end of year activities

### **Transportation- School Bus**

The Code of Virginia, Section 22.1-176, permits school boards to provide transportation for pupils, but does not require them to do so. Express bus service

will be provided for students enrolled in all Specialty Programs. This service will be to and from express bus stops only. Wireless communication devices may be used on school buses provided that the device does not distract the driver, compromise safety, or violate other school bus rules and regulations. Students should be aware of their mode of daily transportation to and from school. If a student is unsure in this area, attempts will be made to contact the parent/guardian for further instruction. Otherwise, the student will be sent home by the usual method.

### **Meeting the Bus**

State law requires that buses operate on the same routes, as per their schedules, on a daily basis. Parents/Guardians or their designees are requested to accompany their young child(ren) to and from their assigned bus stop. At Pennington, students walking one mile or less to and from home must have on file in the office a signed **HOLD HARMLESS AGREEMENT** (limitations apply). Once approved, walker ID's will be issued. A **SCHOOL BUS CONTRACT** will be signed by parents and student(s) and kept on file. Students riding bus transportation must follow all regulations and behavior requirements. Please refer to the PWCS website for additional information.

If a disciplinary problem should occur on the bus in the afternoon, and the problem is such that, in the judgment of the driver, it is unsafe to proceed, the driver may return to the school to seek immediate disciplinary action and/or assistance. Bus drivers are instructed to report any infractions to the school principal/designee.

### **Changing Buses & Parent/Responsible Person(s)**

- Students must have a written request from the parent to proceed to another scheduled stop on their regular scheduled bus. This written request is subject to approval of the school principal or designee. Bus drivers

must receive notification by the school office when approval is given to a student to change to an alternate stop or bus.

- No change will be made in the location of bus stops or bus routing without approval of the Office of Transportation Services.
- No change in the bus assigned may be made without the permission of the school principal and the Office of Transportation Services.
- A parent/guardian or other person who is not previously noted on the emergency card as having custody or permission to receive the student(s) at the end of the day at school/bus stop will be denied unless adequate proof or permission is presented. If the necessary requirements are not met, the student will remain or be returned to Pennington.
- If the parent or responsible person is frequently not at the afternoon bus stop to receive their student(s), the student(s) may be suspended from bus privileges.

### **School Bus Trespassing**

Only authorized persons are permitted aboard a school bus (school property). "It shall be unlawful for any person, whether or not a student, to enter upon or remain upon any school property after having been directed to vacate the property by a person authorized to give such direction." (Code of Virginia 18.2-128)

### **School Bus Use is a Privilege**

**In order to provide safety to all passengers it is important that county Regulation 433-1 and school guidelines are adhered to at all times.**

Should a student be reported to the Principal, the principal will be responsible for disciplinary action, which may include the loss of bus transportation privileges. The parent will be responsible for the transportation of student.

### **Transportation- Private**

The safety and well-being of your children is paramount for the Pennington School staff. To ensure their safety and to ease the flow of traffic before and after school, we ask your cooperation when dropping off and picking up your children. Please follow these simple guidelines:

- Students are to be dropped off no earlier than 8:40 a.m. However, if there are extenuating circumstances, the parent must remain with the student until that time.
- Pull forward to the end of the parking lot when dropping off students.
- Students should be released from the right side of the vehicle only.
- The center lane is for thru traffic.
- Students should walk on the sidewalk beside the bus lane and cross only at the crosswalk.
- In the afternoon, students will meet their cars after their number has been called. Otherwise they will report to a designated room.
- Parents, please adhere to the traffic directions from staff members during pickup/drop off time. Please refrain from the use of your cell phone.
- If you wish to park, please do so in the back lot.
- Please park when unloading projects or items.
- At no time should unattended cars block vehicles that are parked in either lot.
- NEVER leave your unattended car in the Parent Pick-Up lane, nor in the alley behind the school.
- At no time should cars enter the bus lane between 8:00-9:30 a.m. or between 2:45-4:00 p.m.

### **Uniform Policy/PWCS Dress Code & Guidelines**

All students attending Pennington School are required to wear a full school uniform during the school day and to designated school functions. All students must comply with the Pennington School Uniform Policy as well as the Prince William County School

Dress Code. Students shall be appropriately dressed for school every day. Student dress and overall appearance must meet basic standards of health, safety, cleanliness, and decency. Hair color must be consistent with the natural shades of hair. Hair styles and color should uphold the integrity of the traditional school environment. Students are not permitted to wear or display items which represent drugs, alcohol products, gang membership, or which promote violence or interfere with, or disturb the orderly operation of the school by disrupting the learning environment. Students who do not adhere to the Prince William County Dress Code and Pennington School Uniform Policy will be requested to remove the offensive item(s), change into something appropriate, or the administration may send the student home to be properly prepared for school. The School Administration and/or teacher will determine if there is a violation of the uniform policy. A note from the teacher will notify parents if the student is not dressed properly. (see Level One infractions).

**STUDENTS IN MIDDLE SCHOOL ARE PERMITTED TO WEAR THEIR PE UNIFORMS ONLY ON PE DAYS.**

**Uniform Financial Assistance**

Pennington School administration will provide the necessary information to qualifying families concerning financial assistance in purchasing uniforms.

**Uniform Sales**

The Pennington School PTO will arrange and advertise dates and sites for parents to buy and exchange uniforms with other parents.

**Volunteering**

The Parent Volunteer Program is a very important aspect of the Pennington experience. This program (not to be confused with the Student Community Service Program) allows and encourages parents to be an active part of their students' education. Through the program, the adult members of the family become an extension of the

school's faculty and staff, and an integral part of daily life at Pennington. **Parents are welcomed and encouraged to exceed the minimum volunteer hour requirements.**

As with all aspects of Pennington, the Parent Volunteer Program focuses on the benefits it provides for our students and the positive example it sets. Volunteers also make a difference in the community by showing a united parent/student involvement in all aspects of Pennington activities. The program continues a tradition that began with the first Pennington enrollment and is a key to our school's achievement and reputation. This is why participation in the program is **mandatory** for all Pennington families. By committing ourselves to the success of the school, we are demonstrating to our students the value and importance of their education.

There are numerous volunteer opportunities available throughout the school year. Adult family members are required to meet their volunteer hours commitment by the deadline, but are encouraged not to wait until the last moment to do so. All families must adhere to the Pennington Guidelines and the Prince William County Public Schools Guidelines for Volunteering (Notice 950-0-39)

**Parental Requirements**

A maximum of 40 hours per family. Each family is obligated to volunteer a minimum of 10 hours on behalf of each student they have enrolled at Pennington as stated in the contract signed during the admission process. Any adult family member may perform "parent" volunteer service. (A family member: grandparents, aunts, uncles, adult sibling, etc.)

**Confidentiality**

Volunteers must understand that information based on contact with students, staff, or others at school is considered confidential and may not be used in conversation at school or outside school. Students and their parents have the right to expect that the

student's conduct, classroom performance and achievement, and other characteristics of the student will not be the subject of rumor or gossip.

### **Program Consequence**

Families who do not fulfill their requirement by the published deadline will be subject to a review in order to continue at Pennington.

### **Guidelines for Volunteering**

- All hours must be completed by May 29th.
- Up to five hours accumulated per student after May 29<sup>th</sup> are credited towards the next school year.
- Parent volunteer hours will be performed mainly on the Pennington School campus. Occasionally an event or work opportunity directed by Pennington Staff or a PTO Chairperson on behalf of the school-sponsored program will provide off-site hour availability, for example, a parent may assist a teacher by doing work at home. Hours spent volunteering for non-Pennington events/activities will not be counted.
- Attendance and participation at workshops and meetings for school or PTO will be credited.
- Attendance at social events is not considered a volunteer service. For example, attending a Family Fun Night is not volunteer service, while assisting in Family Night preparation (planning, set-up, clean-up, etc) is a volunteer service.
- During the instructional day, volunteers must sign in and out at the main counter located in the office for security purposes.

- Volunteers may not bring their children or other children with them when volunteering in the building.
- Hours will not be awarded for donation of items to Pennington programs unless otherwise specified. Note that time spent making items for Pennington may be credited as volunteer hours. For example, preparing food, cutting out letters, etc.

Families should use the website [www.v-volunteer.com](http://www.v-volunteer.com) to enter their volunteer time and monitor their progress throughout the year. Families that do not have access to the Internet may call the school office to check on their totals or seek assistance. (Note: free Internet access is available at all Prince William public libraries.) It is each family's responsibility to ensure their work is properly reported.

STEP 1: Register as a "New Volunteer" by having your driver's license scanned and providing an email address. (No two volunteers may use the same email address.) OR Update an existing "Volunteer" record by verifying information that is already in the system and verifying/confirming/providing an email address. (No two volunteers may use the same email address.)

STEP 2: Go to [www.v-volunteer.com](http://www.v-volunteer.com), click "forgot password," and input your email address. The system will send an email to that email address informing you how to create/update your volunteer record.

STEP 3: Log on to [www.v-volunteer.com](http://www.v-volunteer.com) using your email and password and create/update your volunteer record.

• From this site, you may indicate ways in which you would like to volunteer. (You should also notify club sponsors, classroom teachers, the "cafeteria hostess," and office staff of your desire and availability to volunteer with them.) There will be many opportunities throughout the year for you to complete your volunteer hours.

•From this site, you may also log the hours you volunteered Monday – Friday, before 9AM and after 5PM, as well as, set your profile (volunteer interests) and your preferences.

•When you sign in, please let the Staff Person know whether you are “visiting” or “volunteering.” The first time you volunteer at the school, you will be asked to read the revised Guidelines for Volunteering in Prince William County Schools and sign the Acknowledgment of Receipt of Volunteer Guidelines.

•When you “volunteer” in the building Monday – Friday, 9AM – 5PM, and we enter you in the system and you receive a photo badge, the system will automatically record your volunteer hours for you.

•When you “volunteer” any other time, (i.e., weekends, field trips, dances, specified evening activities ...) you are responsible for entering those hours online.

**Remember:** All visitors to Prince William County Public Schools must present one of the following valid (unexpired) government photo identifications:  United States (U.S.) or Foreign Driver’s License  U.S. or Foreign Government ID  Military ID  Department of Motor Vehicles Photo ID  Passport  Permanent Resident Card (Green Card)  Re-entry Permit

### **Review Process**

•If a family does not meet their commitment by May 31st, their student(s) placement at Pennington will be subject to review before the following academic year.

•A three-member review committee will be comprised of one member from the Advisory Council, one member from the PTO and one staff member to review volunteer appeals. A family that has not met its volunteer requirement may submit an appeal to the committee.

•The review committee will examine the appeal to determine continuing the student(s) eligibility for the following academic year. A recommendation will be presented to the principal.

•For detailed information on all PTO related work areas please call or email a PTO officer or subcommittee chairperson.

We welcome your suggestions and feedback on the Parent Volunteers Program. The diligent efforts of our families help Pennington stand out from the crowd.

### **Volunteer Opportunities In School**

- Cafeteria Volunteer
- Summer/Fall Festivals
- Family Fun Nights
- Classroom Parents
- Advisory Council
- PTO
- Office Volunteer
- Library Aide
- Club Co-sponsors
- Field Day
- Special On-Site Field Trip
- Back to School Nights
- Presentation/Career Day
- School Dance

### **Volunteer Opportunities Off Campus**

- Class Field Trips
- Donations



## Log for Student Community Service Hours

Community Service Activity	Date of Community Service Activity	Total Number of Hours	Parent/Teacher Initials
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

## Middle School Only Core Bathroom/Locker Passes

**FIRST QUARTER**

**MATH**

Date/Time			
Teacher Signature			

**LANGUAGE ARTS**

Date/Time			
Teacher Signature			

**Spanish/Latin/SOAR**

Date/Time			
Teacher Signature			

**SCIENCE**

Date/Time			
Teacher Signature			

**SOCIAL STUDIES**

Date/Time			
Teacher Signature			

**SECOND QUARTER**

**MATH**

Date/Time			
Teacher Signature			

**LANGUAGE ARTS**

Date/Time			
Teacher Signature			

**Spanish/Latin/SOAR**

Date/Time			
Teacher Signature			

**SCIENCE**

Date/Time			
Teacher Signature			

**SOCIAL STUDIES**

Date/Time			
Teacher Signature			

**THIRD QUARTER**

**MATH**

Date/Time			
Teacher Signature			

**LANGUAGE ARTS**

Date/Time			
Teacher Signature			

**Spanish/Latin/SOAR**

Date/Time			
Teacher Signature			

**SCIENCE**

Date/Time			
Teacher Signature			

**SOCIAL STUDIES**

Date/Time			
Teacher Signature			

**FOURTH QUARTER**

**MATH**

Date/Time			
Teacher Signature			

**LANGUAGE ARTS**

Date/Time			
Teacher Signature			

**Spanish/Latin/SOAR**

Date/Time			
Teacher Signature			

**SCIENCE**

Date/Time			
Teacher Signature			

**SOCIAL STUDIES**

Date/Time			
Teacher Signature			