

Principal's Message

Ms. Amanda McCulla

Welcome to Philip Michael Pennington Traditional School, the first “School of Choice” in Prince William County! Pennington Traditional is a school where you will excel when you are mindful of your actions and surroundings, are inquisitive into the world around you, commit to being kind to one another, and fully engage in your education and community.

We believe you can achieve to your highest potential here at Pennington Traditional. To make this happen, our staff, parents, and the community are committed to working daily for you. Our actions will be guided by you, doing what we need to do in order to support 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 were born to win, and you are capable of making the best choices.

Our top goal this year is to be “Pennington Proud” in all that we do – students and staff, within the school community and beyond. We will be “Pennington Proud” of our academic and extracurricular achievements and we will model the “Pennington Way” in all of our interactions as we aim to Be Like MIKE.

On behalf of everyone in the Pennington community, I wish you a successful, safe, and engaging school year. May it be everything you hoped it would be and more!

We Are! Pennington!

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”

Pennington Motto

“Be Like MIKE”

School 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!

Advisory Council

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

Attendance

Pennington does operate under the PWCS Attendance Plan. The attendance staff will monitor student absences, tardies, and early dismissals. 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 proper documentation is received. 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 expected to be 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 administration prior to your absence. Although teachers are not required to provide work ahead of time, with enough notice this can generally be accommodated. Students may make-up work for prearranged absences upon their return to school. Please make sure your child(ren) gets to school on time each day!

Attendance – Class Tardy

Students are expected to be in their assigned seats at the scheduled time. Failure to do so may result in an infraction (middle school) or referral.

Attendance – Grading Guidelines

- When a student is absent, 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). With enough advance notice, or pre-arranged and excused absences, the teacher may provide work ahead of time.

- A student will be given an NHI (Not Handed In) until the missed work is completed. This will translate to a "0" for 8th 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.

---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.

- Students who miss 10 or more days of school, excused and/or unexcused, for which little or no make-up work is completed, may be considered for retention.

Attendance – 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. This information must be shared with your student's teacher as well.

Attendance – Participation in Activities

In order for students to participate in after school activities, the student must be present in school for at least the second half of the school day.

Attendance – Release of Children

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. A government-issued 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. Students will not be dismissed via text between parent and student. **Parents must come to the main office to sign their child out for early dismissal no later than 3:15 p.m.**

Attendance – School Tardy

Students not in their classroom seats by 9:00 a.m. are considered tardy. Students need to be escorted to the main office, signed in with a documented reason, and may then proceed to class.

Cafeteria

A cafeteria hostess and parent volunteers will be present for assistance in the cafeteria. Students must wait their turn in line, and will not cut in front of other students. Students will eat only their food and the cafeteria will be as clean as they make it. Students, be sure to take care of your trays and trash. Let's keep our cafeteria clean.

Cafeteria – Breakfast & Lunch

We encourage each child to eat a well-balanced meal to include nutritional snacks and healthy drinks (milk, juice, water). Your child may purchase a well-balanced breakfast (grab-and-go to be eaten in the classroom) from the school cafeteria daily. A well-balanced lunch with drink options will be served daily. Students bringing their lunch from home may buy additional items. 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 and Nutritional Service. The school lunch menu is available online, as are additional payment options. School lunch prices are posted on the PWCS website. Families are responsible for any outstanding balance by the end of the school year.

Celebrations

Personal invitations should be communicated through phone calls, email, and private mail. Invitations should not be handed out/distributed during the school day unless every student in the class receives one, with permission from the teacher. Please refrain from sending in sodas and sugary foods such as cupcakes and cakes during special occasions.

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, class meetings, and cross grade-level 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 additional 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 (i.e. temperature of 100.4 + or vomiting).

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 *ParentVUE*. **BE SURE THE INFORMATION ON THE EMERGENCY CARD AND IN PARENTVUE IS ACCURATE AND UP-TO-DATE.**

Clinic – 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 health treatment 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 health treatment plan.

Clinic – 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 him/her at home.

Clinic – Medication Policy

Parents are advised to give medications at home unless students require medication to be given more than three times a day, or are in an unusual circumstance. 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:

---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.

---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.

---Herbal medications require the written authorization of a licensed healthcare provider and shall include a list of desired and adverse effects.

Clubs

Pennington will offer several clubs to our students. Check the Pennington website for club examples. Pick-up times **MUST** be adhered to. Clubs will end at 4:45 p.m. unless otherwise stated. Failure to adhere to the time frame will result in membership being revoked. Club information is sent home with first day packets and applications must be completed online. Clubs begin in October and last through April unless otherwise stated. If siblings are not attending a club, they must take their regular transportation home. They will not be permitted to remain in the office.

Community Service

Community service is mandatory for all Pennington students. This is an important aspect of the Pennington educational experience as it allows and encourages students to work towards a common goal of doing good in their community. Through community service, 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 our

students that serving those less fortunate greatly benefits their community. It also fosters in our students 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.

Community Service – Definition

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.

The following will not be considered as community service:

- 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. These types of behavior are expected of all Pennington students.

Community Service – Recordkeeping

Elementary Students – family members are responsible for recording and initialing all student community service hours in the provided chart in the student agenda. Teachers can initial for donations to school-wide service projects.

Middle School Students – students are responsible for recording their own hours and having them initialed by either a family member or a teacher.

Teachers will check the community service log at the end of each quarter and will collect the final record at the end of the school year.

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

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:

1st – 3rd grade: 10 hours

4th – 5th grade: 15 hours

6th – 8th grade: 20 hours

Hours must be completed by the end of May.

- No more than one-half of the minimum requirement may be completed during the summer.
- A student must participate in at least three different service areas. This encourages students to explore a variety of service opportunities.
- No more than two hours may be logged for any single community service activity.
- Students are encouraged to participate in community service projects that coincide with their interests.
- Students are encouraged to exceed the minimum requirements.
- If a student has not met the minimum required hours for his/her/their grade level, they may be ineligible to participate in school events such as Field Day and/or End of Year Celebrations.
- Students not meeting the minimum required hours will also be subject to a review in order to continue as a student at Pennington the following year.

Community Service Projects

Community Service Project Proposals

Students may create an individual or group community service project of their own idea which may include other students participating after it has been planned. To have your proposal reviewed and approved, submit any proposals in writing to administration for approval.

Administration will work with students and parents/teachers to support the success of the project, but it is required to be student-led and may involve a class, grade level, or school.

Community Service Individual Project Examples

Animals and Environment

- Volunteer at animal shelter/pound as a dog-walker or cat-sitter (may require an application)
- Donate needed supplies to the PWC Animal Shelter or Rescue Organizations such as SADSAC (up to two hours based on donating four items)
- Participate in campaign for spaying/neutering pets
- Help clean up parks, neighborhood common areas, playgrounds, creeks, 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

- Collect clothes, coats, blankets for the underprivileged
- Participate in canned goods collection drive
- Volunteer with soup kitchens or food programs (with supervision)
- Volunteer at homeless shelter (older children only with supervision)
- Participate in “Operation Christmas Child” or “Angel Trees” which send needed items and 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
- Donate an animal to an international family in poverty through Heifer or a similar organization

Citizenship/Community

- Volunteer for a Scout event (i.e. Pinewood Derby) for a pack or troop you do not belong to
- Visit a nursing home, read to or talk with resident(s)
- Rake leaves/mow grass for a neighbor
- Take a meal to a neighbor in need
- Take baked goods or cards to a fire or police station to thank them for their service
- Make decorations for a 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

Health and Well-Being

- Make cards for children in the hospital
- Create motivational posters to encourage positive health and hygiene habits
- Create a school-wide kindness project to spread cheer and kindness
- Volunteer at a day-care center or Sunday School (older children only)
- Provide babysitting services free of charge during school-sponsored events (with supervision)

Civic Engagement

- Create posters or write postcards encouraging people to vote in an upcoming election
- Attend a PWCS School Board meeting and lead the Pledge of Allegiance
- Volunteer with a political campaign during election season (older students)
- Write a letter lobbying a local, state, or federal elected official about an issue you feel strongly about

Community Service School Project Examples

- Participate in Beautification Day or independently clean up the fields and/or playground after school hours
- Book Buddies – read with younger students
- Tutor younger children at school
- School Donations – hours may be awarded for donation of items to programs at Pennington or in the community (see below for more info)
- Volunteering to count/deliver donated goods or organizing a neighborhood-wide effort to support a school drive

Donations/Drives:

- **Food Drives:** One hour awarded for 4 items donated with maximum of two hours awarded per drive.
- **Book Drives:** One hour awarded for every four books donated, with maximum of two hours awarded per drive.
- **Toy Drives:** One half-hour awarded for every item donated, with maximum of two hours per toy drive.
- **Clothing Drives:** One hour awarded for every two clothing items donated, with maximum of two hours awarded per drive.

Expectations

Pennington is committed to building students with character in a safe, secure, and bully-free environment.

Expectations – 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.
- support the Prince William County Public School Code of Behavior and Dress Code.
- support the Pennington Code of Conduct, uniform policy, and academic standards.
- reinforce appropriate study habits and behavior standards.
- promote self-esteem, self-respect and self-control.
- promote daily, on-time attendance.
- promote reading at home. Listen and/or read to/with your child daily.
- review, sign, and return student report cards (every nine weeks).
- encourage and reinforce grade level lifework policies.
- treat school staff with respect and courtesy.

Expectations – Staff are expected to:

- perform at his/her highest potential to provide a safe and nurturing learning environment that ensures student success.
- perform at their highest potential in providing the best learning environment that ensures student success.
- engage in professional development and keep abreast of current educational trends, technology, and learning strategies that promote strong academic performance.
- provide communication to parents regarding student classroom performance, assignments, and behavior.
- prepare an enriching, active and engaging lesson/learning plan for students.
- deliver strategies that address student individual needs and learning styles.

- monitor the students' performance and revise learning strategies as appropriate.
- demonstrate and model honesty, self-esteem, and responsibility through their action with students, staff, and parents.
- promote a safe, nurturing, and caring learning environment.
- demonstrate and model honesty, self-esteem, and responsibility in their actions with students, staff and parents.
- develop the whole student: the intellect, the emotions, and the physical aspects.
- perform duties in a prompt, courteous, and professional manner at all times.

Expectations – Students are expected to:

- Be Like MIKE:
Be Mindful
Be Inquisitive
Be Kind
Be Engaged
- not bully others.
- help students who are bullied.
- include students who are left out.
- report incidents to a trusted adult.
- participate in mandatory hours of community service projects each year depending on grade level.
- perform at their best every day in all learning situations.
- develop, maintain, and promote respect, honesty, responsibility, self-esteem and self-empowerment.
- fulfill all assignment and assessment requirements on time.
- engage in continuous, active, and uninterrupted academic instruction.
- be on task always, maximizing their learning opportunities.
- experience a structured learning environment with opportunities for exploration and personal development.
- adhere to the PWCS Code of Conduct and Dress Code.
- reflect on and evaluate the consequences of their choices and assume full responsibilities for their actions.

Gifts Delivered to Students

Field Day/End-of-Year Events

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/balances due (device, textbook, library books, cafeteria etc.), have not met their Community Service hours, or have been denied permission due to disciplinary action.

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/texts of permission will not be accepted.

Fire Drills

Orderly fire drills are a necessity if we are to assure a quick and safe evacuation. These drills will be practiced monthly – some will be announced, and some will not. When the alarm sounds, follow the guidelines which apply to all students:

- Follow your teacher
- Walk rapidly in a single file line
- Exit quickly and silently
- Walk at least 50 feet from the exit and face away from the building
- Remain silent and listen for further directions

If you are not with your class when the alarm sounds, you should:

- Walk rapidly out the nearest exit without disrupting other classes/students attempting to exit
- Exit quickly and silently
- Locate and stand with a staff member
- Walk at least 50 feet from the exit and face away from the building
- Remain silent and listen for further directions

Student(s) receiving gifts for special occasions such as flowers, balloons and other special gifts will be invited to view the special gift in the office. However, the gift will be kept in the front 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.

Grading Scale

Quarterly report cards are designed to provide information to you concerning your child's progress in school. At times these report cards will only be available online. Grades are also updated regularly online.

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

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. Parents, students, and staff need to do their part to ensure that all children progress to excellence. This will require on-time completion of all classwork, lifework, and projects.

Grading for Growth regulations can be found on the PWCS website (pwcs.edu) –

Elementary Regulation 661-1
Middle School Regulation 661-2
High School Regulation 661-3

Guidance & Counseling

The counselors in our school counseling department are here to help make the school year as smooth and productive as possible. Students may see the school counselors by completing a guidance form on the iPad at their offices, or by receiving a pass from their teacher. Through individual and group counseling sessions, students are assisted in making wise decisions and working through any challenges or celebrations that may arise.

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/Recognitions/Awards

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:

- Positive Office Referrals
- Blue Jay Call-Outs
- Citizenship
- Extraordinary Effort
- Most Improved
- Community Service
- PWCS Principal's Honor Roll - All A's
- PWCS Honor Roll - A's & B's
- National Junior Honor Society

Incentives – Awards

Blue Jay High Flyers (academics and conduct): presented quarterly to students who receive all A's and/or all A/B's, with no U or S- in conduct and work habits on their report card.

- Joyce Stockton Award: presented to one student per grade level (3rd – 8th) who demonstrates outstanding achievement in both the visual and performing arts.
- Doris Pennington Writing Award: presented to one student (grades 3-5 and 6-8) who demonstrates outstanding writing abilities on a selected prompt
- Philip Michael Pennington Award: presented to one student per grade level who consistently demonstrates exemplary character and conduct, who consistently practices Be Like MIKE and encourages others to do the same
- Power of One: presented to one student in each homeroom/grade level who demonstrates that one student can stand up for what is right and make a difference.

Library Books

Please encourage your child to read at school and at home. Students are allowed to have two books checked out at once. Exceptions are made for holidays and lifework, and always at the librarian's discretion. Students must pay the replacement costs for damaged or lost books. Students with outstanding accounts may not be able to participate in Field Day or end of year activities until their accounts are cleared.

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

All lifework is expected at the due date.

Lost and Found Items

The lost and found department is located upstairs near the playground windows. It is a good idea to have your student's name in all articles of 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

Membership in NJHS is an honor bestowed on a student by a faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship. (PWCS Reg 664-4)

- Students must have earned a cumulative 7th or 8th grade-point average of 3.0 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 a positive recommendation from three staff members, based on character, leadership, service, and citizenship.

NJHS – Pennington Selection Procedures

Students meeting the PWCS GPA requirement will receive an application packet. The 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 to apply for National Honors Society in high school. The participation in NJHS is not mandatory or linked in any way to a student's ability to be a member of the National Honors Society.

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.

Pick-up and Drop-off 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 3:00–4:00 p.m. The safety of each child in this school is one of our top priorities.

Drop-Off will begin at 8:40 a.m. and Pick-Up will begin at 3:40 p.m.

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 and club/group pictures are also taken in the spring, but on a separate date. Students are expected to be in uniform for class and club/group pictures unless otherwise stated.

Schedule

Pennington serves Grades 1 – 8.

School Days: Monday-Friday

School Begins: 9:00 a.m.

School Ends: 3:40 p.m.

Drop-Off Time: Not earlier than 8:40 a.m.

Early Pick-Up: Not later than 3:15 p.m.

Club Pick-Up: Not later than 5:00 p.m.

School-Age Child Care Program

Pennington School, through AlphaBest, offers a before- and after-school 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 projects, read, or finish their lifework 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 lifework. SACC is closed on school holidays, unless otherwise noted and may be located at an alternate location.

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 and donations are always accepted for our students in need.

Technology – Wireless Devices

Possession of communication devices (to include but not limited to cell phones, tablets, smart watches, etc.) on school grounds is permitted and is a privilege, not a right. Any student who brings a communication device on school property consents to follow the PWCS Code of Behavior and regulations (PWCS Regulation 295-1), and the Pennington's Bring your Own Device Responsible Use Guidelines (BYOD).

- Devices may be used during the instructional school day with permission from classroom teacher and/or staff member.

- Devices are not permitted in the cafeteria, at recess and/or PE class.
- 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, unless being used for instruction with the permission of the teacher.
- Devices must be set to silent or vibrate mode and audible signals must be disabled.
- Devices must be placed in bookbags and/or in lockers during the school day.
- Devices 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, instruments, and lunches or lunch money does *not* constitute an emergency. Cell phones may not be used for any of these purposes.

Textbooks/Lost Books & Devices

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

Transportation – Private

The safety and well-being of your child is paramount. To ensure their safety and ease the flow of traffic, we ask your cooperation by following 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.
- Adhere to the traffic directions from staff members during pickup/drop off time.
- Refrain from the use of your cell phone while driving on school property.
- If you wish to park, do so in the back lot or in the visitor spaces out front.
- Park in a designated parking space when unloading projects or large 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.
- Never leave an unattended child or pet in your vehicle.
- At no time should cars enter the bus lane between 8:00-9:30 a.m. or between 3:00-4:00 p.m.

Transportation – PWCS 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.

If a disciplinary problem should occur on the bus in the afternoon, and the driver judges it is unsafe to proceed, the driver may return to the school to seek immediate assistance. All infractions are reported to the school principal/designee.

Transportation PWCS – Changing Buses

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 have their bus privileges suspended.

Transportation PWCS – Meeting the Bus

State law requires that buses operate on the same routes, as per their schedules, on a daily basis. Parents/Guardians/Designees must accompany their child(ren) to and from their assigned bus stop. 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.

Middle school students walking one mile or less between home and bus must have an approved Hold Harmless Agreement on file. Elementary students must be accompanied by a middle school sibling and may not walk alone.

Transportation PWCS – 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 PWCS Reg 433-1 and school guidelines are adhered to at all times.

Should a student be reported to administration, administration 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.

Uniform Guidelines & PWCS Dress Code

All students will follow the Pennington Uniform Guidelines AND the PWCS Dress Code, which requires students to wear a full school uniform during the school day and to designated school functions. 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 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 disrupt the orderly operation of the school.

Students who do not adhere to the Prince William County Dress Code and Pennington School Uniform Guidelines will be requested to remove the offensive item(s), change into something appropriate, or the administration may send the student home until they are properly prepared for school. The school administration and/or counselor will determine if there is a violation of the uniform policy. A note from the counselor or a phone call home will notify parents if the student is not dressed properly and a change of clothing may be requested.

Uniform – Financial Assistance

When requested, Pennington school administration will provide the necessary information to qualifying families concerning financial assistance in purchasing uniforms.

Uniform – PE Uniform

PE Uniforms are for middle school students only and are permitted to be worn on PE days only. However, the PE uniform sweatshirt may be worn by middle school students on non-PE days when worn over a collared uniform shirt.

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. 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.

Adult family members are required to meet their commitment by the deadline and are encouraged not to wait until the last moment to do so. All volunteers must adhere to the Pennington Guidelines and the Prince William County Public Schools Guidelines for Volunteering.

Volunteering – 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.

Volunteering – Family Requirements

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. Hours are capped at 40 hours per family (i.e. a family with five students needs only do 40 hours). Any adult family member may perform "parent" volunteer service (family member: grandparents, aunts, uncles, adult sibling, etc.). A current government-issued ID is required when volunteering at Pennington or any PWCS school.

Acceptable identifications are as follows:

- United States Driver's License
- U.S. or Foreign Government ID
- Military ID
- DMV Photo ID
- Passport
- Permanent Resident Card (Green Card)
- Re-entry Permit

Volunteering – Missing Hours

- If a family does not meet their commitment by the end of May, 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.

Volunteering – Registration Process

STEP 1: Register as a "New Volunteer" by completing the paperwork in the school office. Have your driver's license scanned and provide your 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 confirming/providing an email address.

STEP 2: Go to 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 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 (also notify club sponsors, classroom teachers, and office staff of your desire and availability to volunteer). 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 9:00 am. and after 5:00 p.m., as well as, set your profile (volunteer interests) and preferences.

Volunteering – Signing In/Logging Hours

Change for SY2020-21:

You are responsible for logging your own hours online, no matter where the volunteering took place. For example, volunteering in the cafeteria for lunch was previously logged by our front office staff. You must now log your hours on your own.

Important to Note:

For SY2021-22 we are back to our typical requirements – 10 total hours of volunteer time per student is required. If the pandemic should make a comeback this requirement may be revisited.

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

CONDUCT (Pennington's Principles)

Statement from the Administration

The Administration and staff of Pennington School firmly believes 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*) 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, but not limited to 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 any time. 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 for violating an infraction are listed and numbered by steps (1st offense, 2nd 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 security in our school, students are responsible for reporting major violations (injury to the person, health or welfare of student or staff, damaged property) of 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 of consequence.
- 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.
- At any time, students/adults may report bullying, discrimination, or harassment by talking to a teacher/administrator(s) and completing the *Complaint of Bullying* and/or the *Harassment or Discrimination* form(s) located in the counseling office, main office, and available online.

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 imbalance 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.

Discrimination – All students are given fair consideration and are given the same opportunity in other similar situations. Any student can report an incident of discrimination by completing the complaint form from the guidance department or main office and submitting it to their teacher/administration.

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.” Any student can report a harassment incident by completing the complaint form from the guidance department or main office and submitting it to their teacher/administration.

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.

Pennington Traditional School Uniform

All students attending Pennington Traditional 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 Traditional School uniform, as well as the Prince William County Schools dress code. School administration and/or staff will determine if there is a violation of the uniform. Students not complying with the uniform will be required to change into something more appropriate and/or may be sent home to be properly prepared for school. Students should dress in a modest and professional manner to demonstrate their respect for the school and themselves. Therefore, all students should comply with the following:

- Clothing must be appropriately sized for the student.
- No holes/tears or stains in clothing or shoes.
- All shorts, skirts, skorts, and jumpers will be worn at vendor length, not to be shorter than finger-tip length.
- No baggy or excessively tight-fitting clothing.
- Pants must be worn at the waistline.
- No articles of clothing should contain decorative designs or frayed edges.
- No short shorts, cargos, cropped pants.
- All shirts (except sweaters) must be tucked in.
- Belts must be worn when belt loops are present (in grades 3-8).

Pennington Traditional School Casual Days: Occasionally, casual days (non-uniform days) are designated by administration at which time all students must adhere to the PWCS Dress Code and Code of Conduct, along with the specifications of the casual day (i.e. neon tops with uniform bottoms). In addition, the Pennington Traditional School uniform standard remains in place in reference to skirt, skort, jumper, and short lengths (at least finger-tip length). Specific information about these days will be communicated as these days arise. A few typical days are Spirit Days/Weeks, Field Days, field trips, participation in special events, and classroom/school incentives.

Frequently Asked Questions: Use this list as your go-to when you have questions. If you are still in doubt, contact your child's teacher, the school nurse, or the main office for clarification.

Backpacks/Lunchboxes	These are of student-choice, however, wheeled backpacks are not permitted due to safety and mobility concerns.
Belts	Grades 1 and 2 – Belts are optional at all times. Grades 3 through 8 - Belts must be worn when belt loops are present. They can be (solid) navy blue, brown, black, white, khaki, or uniform plaid. Belt buckles must be plain and no designs may be visible on the belt.
Coats and Outerwear	Per the PWCS dress code, students may wear jackets in the style and color of their choice with the exception of long trench coats (reaching past the knees) or over-sized coats, outside the school building.
Footwear	All footwear must have enclosed heels and toes. If laces are present, they must remain tied. While small heels (less than two inches) are permissible, "Heelies" or shoes with wheels, are not approved.
Hair Accessories	These are optional and may include headbands, ribbons, and hair-ties so long as they are in a uniform color (navy blue, brown, evergreen, black, white, khaki, or uniform plaid) and are modest/minimal in nature and size.
Hair Color/Style	Hair color should remain consistent with natural shades of hair. Non-natural shades, such as pink, blue, purple, green, etc., will be addressed by school administration.
Head Coverings	Hats, caps, scarves, etc. are not permitted, unless related to one's religious beliefs or practice and/or by doctor's orders.
Jewelry	Jewelry is permitted; however, it should be minimal/modest in size and amounts. Piercings are to be in the ears only, unless related to one's religious beliefs or practice.
Socks/Tights/Leggings	One or the other must be worn at all times, with both the PE and dress school uniform. Both must be of a solid uniform color (navy blue, brown, black, white, or khaki) and designs/logos nor neon colors may not be visible.
Spirit Wear	These items may be purchased from the school PTO and at select Pennington/PWCS events. Although not permitted on a daily basis as part of the uniform, days will be provided throughout the year in which they may be worn (i.e. PTO Spirit Night – Restaurant Event).
Sweatshirts/Sweaters	Grades 1 through 5 – Sweatshirts are not permitted, however, sweaters are encouraged. Grades 6 through 8 – PE Sweatshirts are allowed over a collared shirt and on PE days.
Ties and Cross Ties	These are options in navy blue, evergreen, or uniform plaid, and may be worn with any collared dress uniform shirt.

Pennington Traditional School Uniforms

These may be purchased through PTO's Used Uniform Sales, Lands End, French Toast, and local and on-line department stores such as Sears, JCPenney, Burlington, Target, and Kohls. Pennington uses Lands End uniforms as its style and color guide. Keep in mind that regardless of purchasing location, uniforms must match in style and color. Fabric swatches are available through Lands End and only the Pennington Traditional School logo will be permitted on uniforms, which can be added for an additional cost through Lands End and French Toast or local vendors, European Designs or Slopers.



Oxford & Pinpoint Shirts – have pointed or button-down collars; buttons down front with a back yoke and box pleat. They may have short sleeves or long sleeves with buttoned cuffs.

White Only (not blue as the picture shows)



Polo Shirts – are to have a placket and can be mesh or interlock fabric. No picot, ruffled, or embellished collars.

White, Navy, Evergreen



Turtlenecks – may have a classic collar (no mock turtlenecks)

White, Navy, Evergreen



Pants & Shorts – are permitted in three waist styles: flat & pleated front, and elastic waist. Both pants and shorts can be cuffed or uncuffed. Straight, pencil, and boot-cut pants are acceptable. Leggings worn alone are not.

Khaki and Navy



Jumpers – tailored with two buttons at drop-waist and two front and two back kick-pleats

Khaki, Navy, & Hunter/Classic Navy Plaid (a.k.a. Uniform Plaid)



Skirts/Skorts – permitted in A-Line or pleated style that must be at least finger-tip length (A-Line – two buttons and two tabs with one front pleat) (pleated – classic or box; not side-pleated) (chino skort – back vent for movement, built-in knit shorts & no pockets)

Khaki, Navy, Hunter/Classic Navy Plaid (a.k.a. Uniform Plaid)



Sweaters – permitted in several styles; vests, v-neck, pullover crew neck, and button-front cardigan

Navy & Evergreen

Pennington Traditional School PE Uniforms – Middle School Only

These must be purchased through Pennington Traditional School PE or through our PTO's Used Uniform Sales. They consist of navy bottoms (sweatpants and mesh shorts) and light gray Pennington t-shirts (with Pennington PE sweatshirts on cold days) and are to be worn only on specified PE days. Tennis shoes/sneakers must also be worn on PE days for safety reasons. Additional purchasing information will be communicated and can be obtained from the PE staff members.

**Pennington Traditional School
Behavior Flow Chart SY2021-22**

Observe Behavior(s)

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

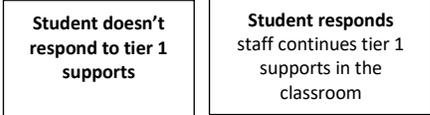
**Staff
Managed Behaviors**

**Administration
Managed Behaviors**



Staff-implemented
tier 1 supports

Staff notifies
administration



Administrator conducts investigation

Staff records behavior in tracker,
completes reflection with student and
contacts parents

Administrator determines outcome;
notifies student, parent(s), and staff
member(s)

Are there three repeat behaviors in
the tracker this quarter?

Does the behavior continue?

No
Continue staff
management until 3
incidents are
recorded

Yes
Staff notifies
administration
(provide description
of all incidents)

No
Staff continues Tier 1
supports in the
classroom

Yes
Tier 2 team identify
additional supports
and admin notification
written for repeat
behaviors

- Staff Managed Violations**
- Bullying (initial report)
 - Disobedience
 - Disrespect
 - Class Tardy (MS)
 - Technology Misuse (not involving violent or explicit material)
 - Dining Hall Misconduct
 - Disruption of Instructional Time
 - Dress Code Violation
 - Hallway Misconduct
 - Gum/Candy/Food
 - Restroom Misconduct
 - Unprepared for Class
 - Inappropriate Behavior
 - Dishonesty
 - Horseplay
 - Misconduct During Substitute Coverage
 - Inappropriate language/profanity

- Administration Managed Violations**
- After School Misconduct
 - Bullying (multiple reports)
 - Cyber Bullying
 - Bus Misconduct
 - Field Trip Misconduct
 - Emergency Drill Misconduct
 - Forgery
 - Harassment
 - Technology Misuse
 - Skipping Class
 - Vandalism
 - Inappropriate language(explicit)
 - Cheating/Plagiarism
 - Physical Abuse
 - Possession or Use of Illegal Substances
 - Sexual Misconduct
 - Stealing/Theft
 - Threatening
 - Weapons/Other Prohibited Items
 - Failure to report violations
 - Property damage
 - Leaving building or grounds without permission
 - Possession/distribution of Inappropriate Materials
 - Indecent exposure
 - Documenting violations (photo, video, social media)

Tier 1 Supports

Tier 1 supports are provided for all students in the classroom. Tier 1 supports include:

- School-wide positive incentives
- Classroom behavior lessons
- Classroom positive incentives
- Behavior reflections
- Student, parent and teacher conferences
- Grade-level specific behavior plans
- Classroom guidance lessons

Documentation

-For Tier 1 infractions, staff must document behaviors if the Tier 1 supports do not stop the behavior and contact parents either through a behavior reflection, email or phone call home.
-Staff must document all three incidents of repeated behaviors and submit the documentation when writing a referral for a repeated Tier 1 behavior.

* Behaviors not specifically mentioned will be managed at the discretion of staff and administration.

MIDDLE SCHOOL PASS Name: _____ Grade: _____

First Quarter

	Language Arts	Math	Science	Social Studies	Other
Date/Time					
Teacher Signature					
Date/Time					
Teacher Signature					
Date/Time					
Teacher Signature					

Second Quarter

	Language Arts	Math	Science	Social Studies	Other
Date/Time					
Teacher Signature					
Date/Time					
Teacher Signature					
Date/Time					
Teacher Signature					

Third Quarter

	Language Arts	Math	Science	Social Studies	Other
Date/Time					
Teacher Signature					
Date/Time					
Teacher Signature					
Date/Time					
Teacher Signature					

Fourth Quarter

	Language Arts	Math	Science	Social Studies	Other
Date/Time					
Teacher Signature					
Date/Time					
Teacher Signature					
Date/Time					
Teacher Signature					

Pennington Traditional Log for Student Community Service Hours

Community Service Activity	Date of 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.			





BE LIKE MIKE

Pennington Matrix of Expectations



	Bus	Hallway	Lunch	Assembly	Classroom	Restroom	Playground	Technology
Be Mindful	<ul style="list-style-type: none"> • Arrive on time • Go directly to bus • Be ready to exit bus upon arrival • Have all supplies before boarding • Keep all belongings close to you 	<ul style="list-style-type: none"> • Always walk • Always behave in a safe manner • Know where you are going and how to get there • Be aware of surrounding classes and other students in the hall 	<ul style="list-style-type: none"> • Voice level 0 while waiting and speak directly to server • Line up quickly when dismissed • Turn in lunch money in the morning • Raise hand and remain seated • Clean up your space 	<ul style="list-style-type: none"> • Enter and exit quickly and quietly • Wait for your teacher's signal to stand up and exit 	<ul style="list-style-type: none"> • Arrive on time • Enter and exit quietly • Have what you need for every lesson • Respect others' needs 	<ul style="list-style-type: none"> • Use restroom for intended purpose • Ask to go to restroom during transitions and classroom breaks • Wash hands with soap and water • Leave without waiting for others 	<ul style="list-style-type: none"> • Line up quickly and quietly • Make sure to have all necessary belongings before heading outside • Bring in what you take out 	<ul style="list-style-type: none"> • Use at appropriate times • Pause before you post • Be aware of screen time • Online behavior impacts the learning environment
Be Inquisitive	<ul style="list-style-type: none"> • Build positive relationships • Look for ways to help others • Be aware and watch out for the safety of others 	<ul style="list-style-type: none"> • Look for ways to help others • Be aware and watch out for the safety of others 	<ul style="list-style-type: none"> • Build positive relationships • Look for ways to help others 	<ul style="list-style-type: none"> • Look for ways to help others • Ask questions to expand learning 	<ul style="list-style-type: none"> • Ask for help when needed • Build positive relationships • Look for ways to help others • Think outside the box • Ask questions to expand learning 	<ul style="list-style-type: none"> • Be aware and watch out for the safety of others 	<ul style="list-style-type: none"> • Build positive relationships • Look for ways to help others • Explore new activities and games • Be aware and watch out for the safety of others 	<ul style="list-style-type: none"> • Check sources • Ask permission before using • If you see something that doesn't seem appropriate, make sure to let an adult know
Be Kind	<ul style="list-style-type: none"> • Talk quietly • Listen to bus driver and patrols • Greet driver • Keep hands, feet, and other objects to yourself 	<ul style="list-style-type: none"> • Walk quietly (voice level 0) on the right side of the hallway • Stay on the silver line • Keep hands and feet to yourself • Respect people's space 	<ul style="list-style-type: none"> • Raise hand and remain seated (ES) • Talk to friends quietly and kindly • Respect people's space • Leave only with permission/pass • Include others • Always walk 	<ul style="list-style-type: none"> • Listen attentively to speaker • Respect peers and performers • Follow teacher direction for seating • Keep hands and feet to yourself • Applaud appropriately 	<ul style="list-style-type: none"> • Follow classroom procedures and rules • Work cooperatively with classmates • Look out for students in need • Include everyone • Keep hands, feet and other objects to yourself 	<ul style="list-style-type: none"> • Respect others' privacy in the restroom • Clean up after yourself • Respect school property 	<ul style="list-style-type: none"> • Play safely on all equipment • Take turns and follow rules • Respect others • Include everyone • Respect other's time 	<ul style="list-style-type: none"> • Log-off when done using a device • Use kind words- what you say and write matters • Respect other's privacy
Be Engaged	<ul style="list-style-type: none"> • Remain seated • Model proper behavior on bus and at bus stop • Follow all bus and bus stop procedures • Listen for driver's announcements • Voice Level 0 - 2 	<ul style="list-style-type: none"> • Respect classes in progress • Model proper hallway behavior • Devices should be off and stored • Look out for students in need • Voice Level 0 	<ul style="list-style-type: none"> • Ask for help when needed • Pick-up trash and trays without reminders • Eat your lunch • Look out for students in need • Leave devices in classroom or locker • Voice Level 1 - 2 	<ul style="list-style-type: none"> • Participate as directed • Applaud at appropriate times • Model proper behavior • Leave devices in classroom or locker • Voice Level 0 	<ul style="list-style-type: none"> • Participate in all activities • Put forth your best effort • Listen attentively • Stand and welcome visitors • Take notes if needed • Voice level 0- 2 as directed 	<ul style="list-style-type: none"> • Leave supplies in the classroom or in the hallway • Voice Level 0-1 	<ul style="list-style-type: none"> • Ask for help when needed • Look out for students in need • Discuss rules • Use appropriate equipment • Voice Level 3 	<ul style="list-style-type: none"> • Use for academic purposes only • Personal devices should be in locker or backpack unless given permission by a teacher • Leave social media at home • Use camera only with teacher permission

Follow the Pennington dress code

September

Character Trait of the Month: Self-Discipline
 School-wide Community Service Project: School Supplies
 All evening events will take place at 7:00 P.M. unless otherwise indicated.

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
August 22	August 23 1 st Day of School PTO Spirit Wear Sale begins	August 24	August 25	August 26	August 27	August 28
August 29	August 30	August 31	Sept. 1	2	3 No School for Students and Staff	4
5	6 No School for Students and Staff	7 No School for Students and Staff	8	9	10	11
12	13	14	15	16 No School for Students and Staff	17 PTO Family Fun Night	18
19	20 PTO General Meeting 4:00 – 5:00 Advisory Council 6:30-8:00	21 PTO Spirit Wear Sale ends	22 PTO Spirit Night Restaurant Event	23	24 PTO Popcorn Day	25
26	27	28	29	30 Grades 6-8 Back-to-School Night 6:30 – 8:00	October 1	October 2

Club Sign-Up occurs in September
Clubs start in October

2021

NOTES:

October

Character Trait of the Month: Respect / Tolerance
 School-wide Community Service Project: Red Ribbon Month
 All evening events will take place at 7:00 P.M. unless otherwise indicated.

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
3	4	5 Grades 1 & 2 Back-to-School Night 6:30 – 8:00	6 SCA Elections	7 Grades 3-5 Back-to-School Night 6:30 – 8:00 SCA Elections	8 SCA Elections	9 PTO Family Fun Event
10	11 No School for Students Staff PD Day	12 High School Info Night	13	14	15 Grades 6-8 Dance	16
17	18 PTO General Meeting 4:00 Advisory Council 6:30-8:00	19	20 PTO Spirit Night Restaurant Event	21	22 PTO Popcorn Day	23
24	25 Red Ribbon Week	26 Informational Meeting for Prospective Families Red Ribbon Week	27 Red Ribbon Week	28 Red Ribbon Week	29 Grade 4 Explore VA (during school) End of Quarter 1 Red Ribbon Week	30
31	Update Volunteer & Community Service Hours Before/After school clubs begin this month.					

2021

NOTES:

November		Character Trait of the Month: Honesty School-wide Community Service Project: Operation Turkey All evening events will take place at 7:00 P.M. unless otherwise indicated.				
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
	No School for Students Staff Work & PD Day Conferences	No School for Students Staff Work & PD Day		No School for Students & Staff		
7	8	9	10	11	12	13
			Report Cards	No School for Students & Staff	Bedford Falls Book Fair Preview PTO Family Fun Night	
14	15	16	17	18	19	20
	PTO General Meeting 4:00 Advisory Council 6:30-8:00 Bedford Falls Book Fair	Recognition: Grades 1 & 2 9:15 Music Concerts Grade 1 7:00 Grade 2 7:30 Bedford Falls Book Fair	Recognition: Grade 5 9:15 Grade 4 1:30 Grade 3 2:15 PTO Spirit Night Restaurant Event Bedford Falls Book Fair	Recognition: Grade 8 9:15 Grade 6 1:30 Grade 7 2:15 Bedford Falls Book Fair	PTO Popcorn Day Bedford Falls Book Fair	
21	22	23	24	25	26	27
			No School for Students & Staff	No School for Students & Staff	No School for Students & Staff	
28	29	30				
	Return to School					

2021

NOTES:

December

Character Trait of the Month: **Responsibility**
 School-wide Community Service Project: Toys for Tots
 All evening events will take place at 7:00 P.M. unless otherwise indicated.

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2 Pennington Spelling Bee	3	4
5	6	7	8	9 Grades 6-8 Chorus Concert	10	11
12	13 PTO General Meeting 4:00 Advisory Council 6:30-8:00	14 Grades 7 & 8 Orchestra & Band Concert	15 PTO Spirit Night Restaurant Event	16 Grade 4 Colonial Day (during school) Music Concerts Snow Date	17 PTO Popcorn Day	18
19	20 No School Students and Staff	21 No School Students and Staff	22 No School Students and Staff	23 No School Students and Staff	24 No School Students and Staff	25
26	27 No School Students and Staff	28 No School Students and Staff	29 No School Students and Staff	30 No School Students and Staff	31 No School Students and Staff	

Winter Break: December 20 – December 31
No School for Students & Staff

2021

NOTES:

January

Character Trait of the Month: **Citizenship**
 School-wide Community Service Project: Coat Drive
 All evening events will take place at 7:00 P.M. unless otherwise indicated.

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>	
	Winter Break: December 20 – December 31 No School for Students & Staff					1	
2	3 Return to School	4	5	6 Informational Meeting for Prospective Families	7 Prospective Family Visitation 9:30 - 11:00	8	
9	10 PTO General Meeting 4:00 Advisory Council 6:30-8:00	11	12	13 Grade 5 Strings Concert	14	15	
16	17 No School for Students & Staff	18	19 PTO Spirit Night Restaurant Event	20 Grade 6 Orchestra & Band Concert	21 PTO Popcorn Day PTO Family Fun Night	22	
23	24	25	26	27 Half Day Early Dismissal for Students End of Quarter 2 & Semester 1	28 No School for Students Staff Work & PD Day	29	
30	31	Update Volunteer & Community Service Hours					

2022

NOTES:

February			Character Trait of the Month: Trustworthiness School-wide Community Service Project: Valentines for Veterans All evening events will take place at 7:00 P.M. unless otherwise indicated.			
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
				Grades 4 - 8 Science Fair for Judging and Families 4:00-7:00	Grades 4 - 8 Science Fair for Students (during school)	
6	7	8	9	10	11	12
	Report Cards	Recognition: Grades 1 & 2 9:15	Recognition: Grade 5 9:15 Grade 4 1:30 Grade 3 2:15	Recognition: Grade 8 9:15 Grade 6 1:30 Grade 7 2:15	Grades 6-8 Dance	
13	14	15	16	17	18	19
	PTO General Meeting 4:00 Advisory Council 6:30-8:00		PTO Spirit Night Restaurant Event			
20	21	22	23	24	25	26
	No School For Students & Staff				PTO Popcorn Day PTO Family Fun Night	
27	28					

2022

NOTES:

March

<div style="border: 1px solid black; padding: 5px; text-align: center;"> Character Trait of the Month: Integrity School-wide Community Service Project: Pennies for Patients All evening events will take place at 7:00 P.M. unless otherwise indicated. </div>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	February 28 Read Across America Celebration Week	1	2	3	4	5
6	7	8	9	10	11 PTO Family Fun Night	12
13	PTO General Meeting 4:00 Advisory Council Meeting 6:30-8:00	15	PTO Spirit Night Restaurant Event	Music Concerts Grade 3 --- 7:00 Grade 4 --- 7:40	18	19
20	SOL Info Session	22	23	24	25 PTO Popcorn Day	26
27	28	29	30	Bedford Falls Book Fair Preview	April 1 End of Quarter 3	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Update Volunteer & Community Service Hours </div>				<div style="border: 3px double black; padding: 10px; display: inline-block; font-size: 2em; font-weight: bold;"> 2022 </div>		

NOTES:

April							Character Trait of the Month: Fairness / Justice School-wide Community Service Project: Pennington Beautification All evening events will take place at 7:00 P.M. unless otherwise indicated.						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>							
Spring Break: April 11 - 15 No School for Students & Staff SOL testing window begins towards the end of April and runs through June					1 No School for Students Teacher Work & PD Day	2							
3	4 Bedford Falls Book Fair	5 Grade 5 Musical 6:30 Bedford Falls Book Fair	6 Bedford Falls Book Fair	7 Bedford Falls Book Fair	8 Bedford Falls Book Fair	9							
10	11 No School for Students and Staff	12 No School for Students and Staff	13 No School for Students and Staff	14 No School for Students and Staff	15 No School for Students and Staff	16							
17	18 Report Cards PTO General Meeting 4:00 Advisory Council 6:30-8:00	19 Recognition: Grades 1 & 2 9:15 a.m.	20 Recognition: Grade 5 9:15 a.m. Grade 4 1:30 p.m. Grade 3 2:15 p.m. PTO Spirit Night Restaurant Event	21 Recognition: Grade 8 9:15 a.m. Grade 6 1:30 p.m. Grade 7 2:15 p.m.	22	23 Beautification Day 9:00 – Noon							
24	25	26 Grades 6-8 Chorus Concert	27	28	29 PTO Popcorn Day	30							

2022

NOTES:

May

Character Trait of the Month: **Compassion**
 School-wide Community Service Project: PWC Animal Shelter
 All evening events will take place at 7:00 P.M. unless otherwise indicated.

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>	
1	2	3 No School for Students and Staff National Teacher & Staff Appreciation Day	4	5	6	7 PTO Spring Festival 10:00 - 2:00	
8	9 PTO General Meeting 4:00 Advisory Council 6:30-8:00	10	11 Grades 6-8 Band Concert	12	13	14	
15	16	17	18 PTO Spirit Night Restaurant Event	19	20	21	
22	23	24 Thank You Recognition for Parent Volunteers & Business Partners 6:00 – 7:00	25	26 Grades 6 - 8 Orchestra Concert	27 PTO Popcorn Day	28	
29	30 No School for Students and Staff	31 NJHS Induction Ceremony	DUE: Student Community Service Hours & Parent Volunteer Hours SOL Assessments run thru June				

2022

NOTES:

June

Character Trait of the Month: **Perseverance**
 School-wide Community Service Project: Summer Book Drive
 All evening events will take place at 7:00 P.M. unless otherwise indicated.

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1 Grades 1-5 Young Authors' Day (during school)	2	3 Grades 6-8 Young Authors' Day (during school) Grade 8 Celebration	4
5	6 Field Day (during school)	7 Grade 1 Recognition 9:30 Grade 2 Recognition 2:00	8 Grade 3 Recognition 9:30 Grade 4 Recognition 2:00	9 Grade 6 Recognition 9:30 Grade 7 Recognition 2:00	10 Grade 8 Recognition 9:30 Grade 5 Recognition 2:00	11
12	13 Field Day Rain Date (during school) Advisory Council 6:30-8:00	14	15 Last Day of School PBIS Celebration End of Quarter 4 & Semester 2	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	<p><i>Have a wonderful summer! See you at <u>SummerFest</u> – August 18, 2022!</i></p>	

2022

NOTES: