

Philip Michael Pennington Traditional School

Prince William County's First Elementary/ Middle School of Choice, Grades 1-8

Pennington's Parent Playbook

9305 Stonewall Road
Manassas, Virginia 20110
703-369-6644

Class Placements available in ParentVUE August 14

[ParentVUE](#) is a tool that gives parents and guardians access to their child's bus information, class schedules, grades, attendance information, required documents, and more.

"Back to School Packet"

All families are required to complete the Back-to-School Packet located in ParentVUE. The New School Year Packet contains emergency cards, Code of Behavior acknowledgement, as well as other annual acknowledgements and consents.

Open House/ Meet and Greet

August 14	Summerfest 5:00-7:30 pm
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Back to School Night- ES Student Showcase

Elementary typical back to school night slideshow/classroom information will go home Early September. BTSN format for 2025-2026, students will showcase their work to families and visit classrooms. **No formal presentation by teachers.*

September 11	Middle School from 6:00 - 8:00 pm
September 25	Elementary School from 6:00 – 8:00 pm

Pennington Student – Parent Contract

A student – parent contract will be sent out at the beginning of every school year via Microsoft Form. **This contract is mandatory.** By signing, students and families agree to Pennington Traditional Specialty Program’s rules, policies and procedures.

STUDENT AND PARENT 2025-2026 ENROLLMENT CONTRACT

Pennington students are expected to strive for academic success and follow the PWCS Code of Behavior. Students are expected to maintain excellent conduct and work habits throughout the year, as well as abide by Pennington’s Conduct, Attendance and Volunteer standards, and the Pennington Uniform Policy. Pennington Parents are expected to support the PWCS Code of Behavior and Attendance standards, Pennington’s Conduct, Attendance, and Volunteer standards, as well as Pennington’s Uniform Policy.

CONDUCT STANDARDS

ALL Pennington students must maintain outstanding conduct. Pennington students **MUST MAINTAIN** an “S” or “O” in Conduct in all Core classes each grading period. Any student receiving a **discipline referral** in two consecutive grading periods will be placed on **DISCIPLINARY PROBATION** and IF a discipline referral is received in the next grading period, the student may have his/her transfer to Pennington revoked for the following year.

Elementary Students (grades 1-5)

Any student receiving an S- or below in Conduct for two consecutive grading periods will be placed on **DISCIPLINARY PROBATION** and IF improvement is NOT made in the following grading period, the student may have his/her transfer to Pennington revoked for the following year.

Middle School Students (grades 6-8)

Any student receiving a U in conduct in four or more classes per grading period, for two consecutive grading periods will be placed on **DISCIPLINARY PROBATION**. IF improvement is NOT made in the following grading period, the student may have his/her transfer to Pennington revoked for the following year.

ACADEMICS

Students are expected to uphold high academic standards by demonstrating consistent effort, completing assignments on time, and taking responsibility for the quality and integrity of the work. Failure to meet these expectations may result in Academic Probation.

ATTENDANCE STANDARDS:

Pennington families are expected to adhere with **PWCS Attendance Regulation 724-1.** Parents are responsible for their child’s attendance at school. Parents should make sure absences are used for a real emergency or illness. Keeping in mind that vacations are considered unexcused, so please plan your vacations around school holidays and breaks. To ensure your child’s success at Pennington, **excellent attendance is a must.**

If a student has had 10 or more absences, he/she may be placed on **ATTENDANCE PROBATION**; if the absences continue, his/her transfer may be revoked for the following year. Three (3) Tardies and/or Leave Earlys will equate to one (1) absence. Excessive tardiness may result in a student’s transfer being revoked for the following year.

If the student is absent for 15 days or more, he/she will be withdrawn from Pennington and he/she will return to their base school and will have to reapply for the next year.

VOLUNTEER HOURS EXPECTATIONS:

STUDENTS are REQUIRED to participate in school and/or community service/volunteer projects each year. The required number of hours is respective to their grade level:

Grades 1-3..... 10 hours Grades 4-5.....15 hours Grades 6-8.....20 hours

PARENTS/GUARDIANS are **REQUIRED** to complete **10 school-related volunteer hours per child** enrolled at Pennington.

↔ ALL VOLUNTEER HOURS MUST BE COMPLETED BY THE LAST DAY OF SCHOOL ↔

PWCS Bus Transportation

Riding on a PWCS school bus is a privilege, and rules are established to ensure the safety of ALL children riding the school bus. PWCS bus transportation rules are listed in the Code of Behavior; please read and discuss these rules with your child. All students need to be aware of the bus rules.

Parents/Guardians are responsible for taking their student(s) to the express bus stop and waiting with the student until the bus arrives in the mornings; additionally, parents/guardians/responsible person are expected to be at the express bus stop in the afternoons to get their student off the bus.

Students who are not met at the bus stop by a parent/guardian/responsible person will be returned to the school, where they will need to be picked up. Repeated failure to comply with these expectations may result in the loss of a student's bus transportation privileges.

Carline Procedures

Pennington administration, along with input from the VDOT, PWC Police, and PWCS Risk Management, have established a set of carline and parking lot procedures for your child's safety, as well as all involved with the carline. It is imperative for everyone's safety and well-being that these procedures be adhered to.

Uniforms

Students are **required** to adhere to Pennington's Uniform Policy. Spirit wear is **not** considered to be part of the uniform and can only be worn on certain approved days by the administration.

Pennington Parents are expected to review Pennington's Playbook throughout the year.

Failure to meet the expectations of the Enrollment Contract may result in the revocation of the student's transfer for the following academic year, requiring a return to their designated base school.

Parent Signature → A Microsoft Form will be sent out upon the start of the 2025-26 school year for a signature receipt for the parent to acknowledge the Student/Parent Enrollment Contract.

Advisory Council

Under the philosophy of site-based management in Prince William County Public Schools, the Pennington Advisory Council represents and assesses the needs of the community and staff. The Advisory Council assists

in supporting school improvement and acts as an advisor to the school administration on areas such as the budget, program evaluation, and modifications to the School Plans. The Pennington Advisory Council identifies concerns, obtains community and staff feedback, and supports the goals of the educational system.

Pennington's Advisory Council will meet monthly in alignment with PTO meetings for the 2025-2026 school year.

Advisory Council Chair- Yagenah Moore- yeaganeh@yahoo.com

Arrival / Dismissal

- Arrival time is **8:45-9:00 am**
 - Students are *Tardy at **9:00 am** and after*
A parent **MUST come into the front office** to sign their student into school when late. You are not allowed to drop off your student after 9:00 am on the sidewalk.
 - **Early Dismissal ends at 3:15 pm**
 - Dismissal process *begins at 3:40 pm*
- ***Kiss and Ride (Car line)***: Students being dropped off/picked up at school will utilize our kiss and ride line which is adjacent to the bus line. Kiss and Ride hang tags are to **be visible in your car** to assist in efficient dismissal process. Please pull forward as much as possible up to the stop sign. Students may exit the car independently, or a staff member will open the car door to assist students to exit. All adults shall stay in their car. Students must exit on the right side of the car lane. For student pick up, a staff member will radio into the school and the student will walk out to the car lane; parents are to stay in their car.

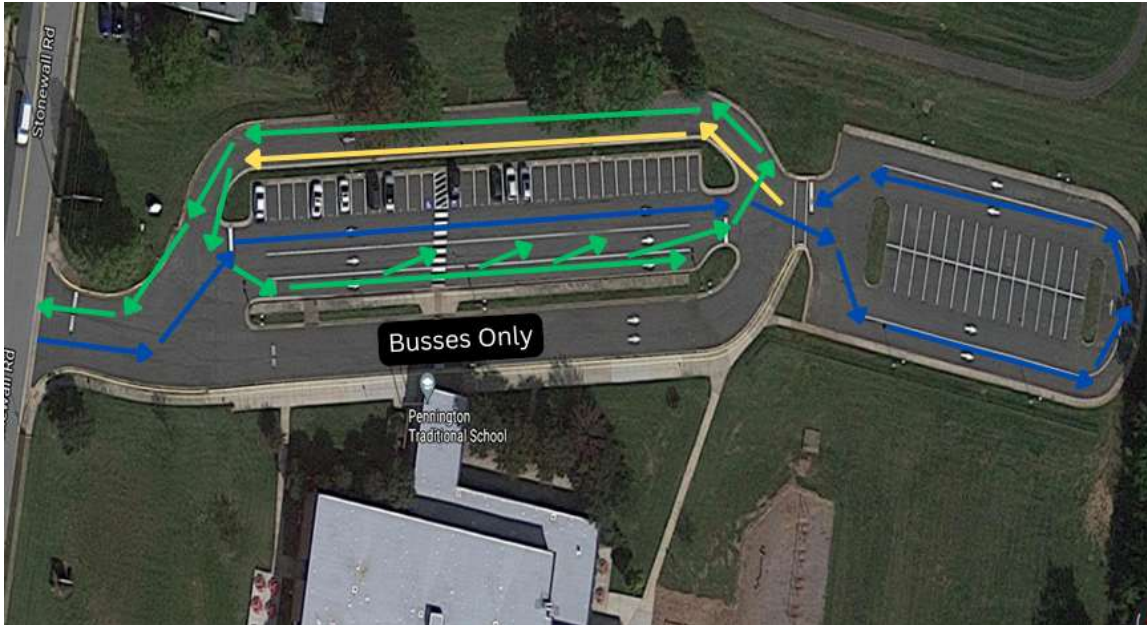
Per the new PWCS cell phone policy, students will not have access to their cell phones. Parents should avoid texting their child when they arrive to school for dismissal.

Parent Pick up tags will be available at Summerfest and afterwards by visiting the main office. Replacement tags are **\$5 each**.

To change dismissal for your child, please call or email the front office **before 3:00 pm** office at 703-369-6644 / pncs-office@pwcs.edu. This ensures that your child will be notified in an appropriate amount of time for transportation change.

If your child is going home with another student or if you have a student coming to your house, **both** parents of the students must send in a dismissal change note to the front office.

See Car Rider info/ directions below:



1. Start following the blue lines (3rd lane), follow around the back parking lot. Stop at the stop sign, continue to the back parking lot
2. Go around the back lot, wait at the stop sign until the interior yellow line area has space available, then follow the yellow line
3. Follow yellow line to the beginning of the median area – wait here until the drop off/pick up area has space
4. Pull into drop off/pick up lane (green arrow) and leave/get your children,
5. Merge into the middle lane as soon as you can after dropping off/picking up kids
6. Follow green lines (stop at the cross over) to the outside of the far lane – keep to the edge as you leave the school.

Attendance

*Attendance / Dismissal Notes – pns-office@pwcs.edu

Reporting Absences: Please report all absences prior to the first bell (9:00am). **Absences should be reported through your ParentVUE account.**

How to Report an Absence

1. Sign into ParentVue
2. Click on “Report Absences” for your student
3. Fill out Start date & Select a reason- Pre-arranged EXC
4. Upload a doctor’s note or document if needed
5. Add a note to explain the absence.

[When to stay home: A guide to student illness](#)

As with previous school years, daily automated calls and emails will be sent to parents and/or guardians when a student is marked absent. All students are held to compulsory attendance laws and are required to attend school.

All student absences are recorded as unexcused until proper documentation is received. Please note teachers are NOT required to provide work ahead of time. For excused only absences, students will be given a set amount of time to complete missed work and assessments.

Please note that truancy guidelines will be followed if a student accrues an excessive number of absences (excused & unexcused), as defined by Notice 724-1-19 – Attendance and Excuses – which can be found on the Prince William County Public Schools’ website.

- 5 or more absences result in an attendance conference with the attendance officer.
- 10 or more overall absences may result in an attendance conference with administration.

*******In accordance with policy Absences for family trips will be marked as unexcused.**

Please note that PWCS automatically generates and sends attendance notification letters to families once a specific threshold of absences is reached; for urgent or ongoing attendance concerns, school staff will contact families directly.

Before and After School Care

AlphaBest (SACC) offers before and after school care. Before care opens at 6:00 am and after school program starts at dismissal and closes at 6:30 pm. SACC is closed on school breaks or may be located at an alternate location. To sign your student up, please contact AlphaBest at 703.334.1272, the front office is not in charge of signups. [Alpha Best](#)

Behavior/PBIS (Positive Behavior Interventions and Supports)

All Pennington students will receive explicit instruction on school-wide and classroom behavior expectations at the beginning of the school year. Additional instruction will occur as needed throughout the school year. The school-wide behavior expectations can be found in the Pennington Behavior Matrix.

1st through 4th grade classes will provide families with information about their grade-level specific behavior plans. 5th through 8th grade use infractions to document behavior issues and will communicate with families concerning behavior using an infraction form.

All Pennington staff will utilize a behavior flow map to determine when behavior is managed by staff and when behavior needs to be addressed by administration. Staff will use behavior interventions based on the student's needs to support all students and create a positive classroom environment.

Bell Schedule:

School hours **9:00 am – 3:40pm**

8:45 - Doors Open

9:00 - Tardy Bell

3:40 – Dismissal process begins

Birthdays

If you would like to send something to celebrate your child's birthday, please consider things such as "party bag items" or a book to read and donate to the class library. We have many students with severe allergies and continue to ensure a safe learning environment for all. Please refrain from edible treats (cupcakes, donuts...).

Bullying Regulation 733.01-1

Prince William County Public Schools is committed to a school environment in which students are free from bullying. Pennington Traditional School is a BULLY FREE SCHOOL and Bullying will not be tolerated. Numerous preventative steps are put into place to create an amazing learning environment. If you feel your child is being bullied, please reach out to your classroom teacher to address the concern, our counseling department and administration would be the next step to support and address any major or unresolved concerns. We will ensure that appropriate preventative and corrective actions are always used.

Cafeteria

PWCS Nutrition department provides meals for both breakfast and lunch at a cost. Students will need to learn their student ID number to pay each day.

*Please contact Robert Albert at albertrm@pwcs.edu for assistance to apply for free/reduced lunch

Go to myschoolbucks.com to put money on your child's lunch card. You need your child's student ID number to activate your child's account. You can also view your child's lunch choices at the [PWCS Food and Nutrition](#) website.

Each class has a 30-minute lunch block.

Visitors will check in at the main office using their ID in our Raptor System

Visitors will have a chance to eat lunch with their student at their class lunch table

Cell phones

All Students that bring cell phones to school will keep them **off/silenced** and in their backpacks. This expectation includes smartwatches.

Class Placement

In late May, our staff met to provide academic information about your child to help prepare class assignments for the upcoming school year. Classroom teachers, administration, counselors, and specialists have worked to develop class lists for the upcoming year based on all pertinent information. These classes are heterogeneously mixed by achievement level, specific learning needs, gender, and ethnicity. Class assignments are finalized over the summer and typically announced one week before school starts through ParentVue.

Classroom Visits

At times, families will be invited into our classrooms. While we welcome this practice, families must follow the expectations laid out by the teacher(s) and staff. All family members must sign in at the front office with a photo ID and secure a visitor's badge which is required and must be worn **at all times** while on school property.

Clinic

The school clinic serves as a temporary 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 (temperature of 100.4 or higher, diarrhea, or vomiting, etc.).

Health Treatment Plans must be approved every year. Please contact our school nurse Robyn Figueroa – figuerrc@pwcs.edu for any questions.

- In order to ensure the health and safety of your child along with the students and staff at Pennington, **strict adherence to the PWCS Reg 758-1** regarding school illness will be in effect. If you suspect your child is sick, PLEASE keep your child at home.
- A medication authorization consent form is required before any medications can be administered in school by the nurse (Regulation 757-4). If medication needs to be given to your child 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 container. The prescription must be in the original container with student's name clearly labeled.
 - 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 authorized by the principal or designee.
 - Herbal medication requires the written authorization of a licensed healthcare provider and shall include a list of desired and adverse effects.
- A parent is welcome to come to the school to give medication to their student, but the medication must be given in the clinic only.
- 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 care provider must provide documents 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.

Clubs

Pennington offers a variety of staff-led student clubs throughout the year; information on clubs is typically communicated near the end of September with clubs beginning in October, lasting until April.

- Morning clubs are from **8:00am to 8:45am**. Students may enter the building at 8:00am. If your student is more than 10 minutes late, he/she **will not be allowed to attend** as tardiness disrupts the teacher and other students.
- Afternoon club times can vary depending on the sponsor. Pick up times, as stated by the sponsor, **MUST** be adhered to. Failure to adhere to the time frame will result in the removal of your student from the club.

Code of Behavior (PWCS)

[PWCS Code of Behavior](#)

Communication: Weekly Blue Jays News Corner

Pennington values effective communication. Each Monday, an edition of the Blue Jay's News corner will be sent through School Status to highlight key information, dates, updates, and great things occurring at Pennington. If you are not receiving these update emails, please contact the main office to update your email address in our student information system.

Community Service Hours

Pennington Traditional School has a proud history of students participating in community service throughout their communities. Each student must complete a certain number of hours per year depending on their current grade level. **Service hours must be completed by the last day of school.**

Grades 1-3: 10 hours

Grades 4-5: 15 hours

Grades 6-8: 20 hours

Community Service Definition: work done without pay for the benefit of the public. Donated products, a 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 typically expected of children as members of their family (example- cleaning one's bedroom, shoveling snow, picking up dog poop in students own backyard, etc)

Community Service – Recordkeeping: The Dean of Students will check the community service log at the end of each quarter and will collect the final record at the end of May. If a student has not met the minimum required hours for 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 to continue as a student at Pennington in the following year.

- **Grades 1-5 – family members are responsible** for recording and initialing all student service hours in the provided chart in the student agenda.
- **Grades 6-8 – students are responsible** for recording their own hours and having them initialed by their teacher.

Reminders about community service hours:

- No more than 30% of the minimum requirement may be completed through donations.
- 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 donation.

**SEE EXAMPLE SERVICE PROJECTS AT BOTTOM OF THIS DOCUMENT*

Dress Code:

https://pennington.pwcs.edu/our_school/our_school_files/pnsc_uniform_policy.pdf

Pennington School uniform expectations are detailed in the attachment above.

- Uniforms shirts must be tucked in
- School spirit wear shirts are not permitted for daily dress code.
- Sweatshirts and Jackets are not permitted to be worn throughout the school day
- Hat/caps/headwear will not be worn inside the building, unless for religious purposes.
- Rubber-sole sports shoes are recommended due to the daily recess period and increased PE classes. Loose fitting sandals, flip-flops, and Crocs are not safe for school wear and will not be permitted.

Encore:

Elementary students follow a 6-day Encore rotation which includes (Physical Education (2x), Music, Art, Library, STEM, and Advisory). Middle school students follow the alternating blue/green day schedule. Your classroom / homeroom teacher will provide you with your individual classroom schedule.

Expectations

Failure to meet these expectations may result in disciplinary consequences, up to and including removal from our specialty program.

Parents are expected to:

- Participate in 10 hours of school related volunteer activities per child (such as volunteer programs, clubs, mentoring, PTO or Advisory Council, cafeteria monitor, classroom helper, etc.)
- Support the PWCS Code of Behavior and Dress Code.
- Support the Pennington Behavior Matrix, Uniform Policy, and Academic Standards.
- Reinforce appropriate study habits and behavior standards
- Promote self-esteem/ respect/control.
- Secure daily, on-time attendance (saving doctor appointments for before/after school times)
- Promote reading at home
- Reinforce grade level lifework policies
- Treat school staff and other students with respect and courtesy

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 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
- Adhere to the PWCS Code of Behavior and Dress Code.
- Reflect on and evaluate the consequences of their choices and assume full responsibility for their actions.

Fire & Emergency Drills

Orderly emergency drills are a necessity if we are to ensure a quick and safe evacuation. These drills will be practiced monthly – some will be announced, and some will not. When the alert sounds, follow the guidelines which apply to all staff, visitors, and students. Drills include; fire, bus evacuation, tornado, lockdown and earthquake.

Food and Water Options

Students should bring a reusable (no glass or metal) water bottle daily to school. Water stations are provided throughout the building. Water is only allowed in classrooms and hallways; no other beverage is allowed. If a student forgets their lunch from home, they are allowed to contact their parents BEFORE their designated lunch time.

All elementary classes have designated snack time, although snacks are not provided by the school. Please keep in mind, snacks should be easily accessible for students and students should be able to open bags or containers by themselves. Middle school students must check with their teacher about snack permissions.

Food and Gifts delivered to Students –

No food delivery services delivering food to students will be permitted (example, Doordash / Uber is NOT allowed to drop off food for a student)

Guidance and Counseling

The counselors at Pennington are here to help make the school year as smooth and productive as possible. Students may see the school counselors by requesting through Canvas, or by emailing their counselor.

Director of Counseling – Cindy Hancock- hancoccl@pwcs.edu

Elementary Counselor: Tiara Neal- NealTJ@pwcs.edu

Middle School Counselor: Candra Blackman BlackmCB@pwcs.edu

Grading Scale

Quarterly report cards are designed to provide information to you concerning the students' progress in school. At times these report cards will only be available online. Grades are also updated regularly throughout the school year online in ParentVUE.

The grading scale for **Grades 1-2**

- 1 S+= Consistently meets objectives.
- 2 S = Adequately meets objectives.

- 3 S- = Inconsistently meets objectives.
- 4 N = Has difficulty meeting objectives at this time.

The grading scale for **Grades 3-8**

1	90-100 A
2	80-89 B
3	70-79 C
4	60-69 D
5	59 and below F

The grading scale for Grade 8 will follow Regulation 661-2. It is the student's responsibility to do their part to ensure that all grades are up to date, including on-time completion of all classwork, lifework, and projects.

Incentives/Recognitions/Awards

Recognition and Award programs are positive reinforcement for outstanding academic achievement and exemplary conduct. Pennington offers various awards and recognition opportunities throughout the academic school year. Students can earn the following incentives and awards:

- Citizenship
- Extraordinary Effort
- Most Improved (elementary only)
- Be Like MIKE (middle school only)
- Community Service
- PWCS Principal's Honor Roll - All A's
- PWCS Honor Roll - A's & B's
- National Junior Honor Society

Incentives – Awards

Philip Michael Pennington Award: presented yearly to one student at each grade consistently demonstrating exemplary character and conduct, consistently practicing Be Like MIKE and encouraging others to do the same.

Power of One: presented yearly to one student in each homeroom/grade level who demonstrates that one student can stand up for what is right and make a difference.

Joyce Stockton Award: presented yearly to one student at each grade (3rd – 8th) demonstrating outstanding achievement in performing arts

Amanda Johnson Award: presented yearly to one student at each grade (3rd – 8th) demonstrating outstanding achievement in performing arts

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 and no referrals.

Doris Pennington Writing Award: presented yearly to one student (grades 3-5 and 6-8) demonstrating outstanding writing abilities on a selected prompt.

DAR Award: presented yearly for grade 5, for demonstrating outstanding character and support of the outside community.

Quarterly Assemblies are held for students to include fun, games and comradery, in celebration of their efforts. An end of the year Awards Assembly will be held for students and parents for each grade level. Siblings may attend the 8th grade promotion

Inclement Weather

Announcements of school closings, because of inclement weather conditions, are broadcast on radio stations and television. Early closing of school may occur on short notice. We will make every effort to contact you through School Status (text/email). Please make necessary arrangements for your child in any early dismissal situation. Heating and air-conditioning problems may also warrant early closing of the school.

Library Books

Reading is encouraged by all students at school and at home. Students are permitted to have **two** books checked out at a time. Exceptions are made for school breaks and lifework, and always at the librarian's discretion. Families must pay replacement costs for damaged or lost books.

Lifework

Lifework will be assigned as it relates to the current SOL standards, and is designed to help students maintain 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 1-5 will record lifework in their daily agenda.

Middle School lifework can be viewed in Canva.

A recommended schedule for lifework is as follows and **should NOT exceed these times:**

- Grade **1** 10 minutes Grade **5** 50 minutes
- Grade **2** 20 minutes Grade **6** 60 minutes
- Grade **3** 30 minutes Grade **7** 70 minutes
- Grade **4** 40 minutes Grade **8** 80 minutes

All lifework is expected by the due date.

Lost and Found Items

(In front of Library & Activity Room)

The lost and found area is accessible to students at all times. All clothing items should have the students' name written somewhere on the item. All items not claimed at the end of each quarter will be given to a charitable organization. It is the student's responsibility to keep track of all belongings.

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 attended the school for 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 Process

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. Including the following:

- Service Pillar Short Essay: highlighting community service involvement.
- Students will give the NJHS Rating Forms to 3 adults who have known them since at least sixth grade.

Office Hours

Monday – Friday 8:00 am-4:30pm

Office Phone

The office telephone may be used by students for **emergency calls only** with permission from office staff. Forgotten lifework, books, instruments, lunches, etc. **do not** constitute an emergency. Replacement lunch may be purchased in the dining hall for when a student forgets their lunch at home. Cell phones may not be used for any reason without permission.

Parent Pick Up Tags (PPU)

New tags will only be given to any **new** families in Pennington. This number will be associated with your student and/or family throughout their time at Pennington. Families that will have a new student begin but have other students currently at the school will keep the same tag number.

Please hang this tag in your car to pick up your student in the Kiss-n-Ride line. If you would like to pick up your student in the breezeway (Parent Pick Up), you must have this tag with you to show at the window. If you do not have this tag on you in person, you must come into the front office and show an ID. Pictures of your tag WILL NOT be allowed for pick up.

If you lose this tag, you need an extra one; you can request one for \$5 at the front office.

Parent VUE

Parent VUE is a tool that will give you access to your child's bus and class schedules, grades, attendance information, and more.

https://www.pwcs.edu/about_us/the_hub/parent_vue_information

If you need assistance logging into ParentVue, please contact the main office or email Jonathan Case at casejw@pwcs.edu

PE Uniforms

PE Uniform (**middle school only**) order forms will be available at SummerFest and shared with students during the first week of school. Please reach out to Britton Hoover (Health and PE Teacher) hooverbr@pwcs.edu for uniform ordering questions.

Pictures

School pictures are taken twice a year. Individual and class pictures taken in the fall. Students are expected to be in their uniforms for the fall pictures. These set of pictures will be used in the yearbook. Spring pictures are not required. Only students whose family have pre-paid are able to take pictures in the spring. Students may choose to wear either dress clothes or their uniform for the spring pictures.

PTO

We have an amazing and supportive PTO that runs community events, volunteers, fundraises, and supports the school and its students in any way possible. If you would like to get involved, please contact our PTO info@ptopenningtonschool.org President: Emily Hunold Treasurer: Jamilah Dalton

Recess:

All elementary students at Pennington Traditional School receive recess daily. Teachers also incorporate numerous brain breaks and physical movement opportunities throughout the regular instructional day.

Safety

Providing a safe and positive learning environment for all is our number one priority! Numerous preventative safety measures are set in place within our facilities, practices, procedures, daily routines, and expectations to ensure a safe learning environment. Mr. Charlie Wolfert is Pennington's fulltime Security Assistant and is a former FCPS Police Officer.

Pick-up and Drop-off Safety –

No traffic should enter the driveway (bus lane) in the front of the school between the hours of 8:15 – 9:15 am and 3:15 – 4:15 pm.

Safety Patrols

5th – 8th grade students may serve as safety patrols. These students 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 through an application process for their exemplary behavior and high scholastic efforts.

School Song

(To the tune of Ode' to Joy)

*Philip Michael Pennington,
a School of Service, School of Choice.
Blue Jay Pride. High Expectations.
Learning how to find our VOICE.
Mindful, Inquisitive, Kind, and Engaged;
We strive to 'Be Like MIKE' each day.
Joyful learning guides us as we THRIVE living the 'Pennington Way.'*

Supply Lists

Please check our website for the school supply list. If you are in need of support in purchasing supplies, please contact our main office. [25/26 School Supply List](#)

Technology

Hardware Support: Zachary Siner-- sinerzw@pwcs.edu

Software Support / Canvas: Jonathan Case – casejw@pwcs.edu

Every student at Pennington receives an iPad, for the 2025-2026 school year on the first day of school. Parents/guardians must acknowledge the Digital Device Student Loan Agreement in The Hub at the start of each school year as part of the “Back to School Packet” in the online records section.

Transportation

PWCS transportation uses [EZ A2B app](#) for tracking the bus during the 2025-2026 SY. Any changes to your students’ bus stop should be made through notifying the transportation office. The school does not have access to changing buses or locations.

Transportation: 571-402-3940

Walker’s Pass

Only available for middle school students (grades 6-8). This pass is for middle school students who live within a mile of their bus stop and allows them to walk themselves and their siblings home without having a parent pick them up from the bus stop. Parents can obtain this form at the front office. Please allow 48-72 hours for approval from the administration.

Visitors and Volunteers

10 volunteer hours are required **per child** with a max cut of 40 hours. Volunteer opportunities are available through the PTO and school-wide and grade-level opportunities.

[Tracking Volunteer Hours in Raptor](#)

Student Community Service Examples	
<p><u>Animals and Environment</u></p> <ul style="list-style-type: none"> • 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 	<p><u>Health and Well-Being</u></p> <ul style="list-style-type: none"> • 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)

- 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
- 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

- Provide babysitting services free of charge during school-sponsored events (middle school students only, 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 Acceptable School Projects

- 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.