

2026-2027

Staff Handbook



Buena Vista City Public Schools
Wilford P Ramsey Educational Center
2040 Magnolia Ave
Buena Vista VA 24416

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Notice: This handbook changes as policies are revised. Please visit www.bvcps.net for the most up to date version.

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Mission

Empowering all through lifelong excellence in education to be creators of the future.

Vision

To educate, inspire, and develop future Blues who will make a positive impact in our community.

School Board:

The Buena Vista City School Board is committed to providing equal opportunity for every student to achieve maximum intellectual, social, emotional and physical growth and to ensure that each student is equipped to communicate effectively with other people, to be competent both in the workplace and in higher education and to feel confident of the ability to make creative and constructive decisions in his/her life.

- provides the necessary trained and dedicated leadership, qualified personnel, equipment and materials to assure an appropriate education for every student;
- treats all members of the school community equitably with the highest degree of respect;
- allocates and uses assets fairly and efficiently

Meetings

When: 6:00 p.m. on the fourth Thursday of the month

Where: The Ramsey Center 2040 Magnolia.

All school board meetings are open to the public, except where specified by law, and interested citizens are invited to attend.

Professional Expectations

Certain activities are necessary to the regular school program. All employees are expected to participate in these activities as assigned by the principal. These activities include, but are not limited to, the following:

- Parent and student conferences to report and evaluate pupil progress. If you are unable to attend a meeting, please send a written summary of the student's academic, as well as behavioral, progress in your class;
- Communicate with parents regarding any behavior or academic concerns in their class;
- Returning parent calls and emails within 24 business-hours;
- Participating in curriculum planning and professional development;
- Committee assignments to improve the educational program;
- Chaperoning after school events as assigned by administration;
- Back to School Events;
- All employees are expected to attend IEP, 504, child study, and evaluation meetings to which they are invited.
- Attend all faculty and staff meetings.

School Hours

Instructional Day

Kling: 7:50 AM-2:50 PM

Enderly: 8:00 AM-3:00 PM

PMMS: 8:00 AM-3:00 PM

PMMS: 8:00 AM-3:00 PM

Arrival and Dismissal Times

Kling- 7:30 AM- 2:50 PM

Enderly- 7:30 AM- 3:00 PM

PMMS- 7:30 AM- 3:00 PM

PMHS- 7:30 AM- 3:00 PM

BVCPS staff members may drop off their children beginning at 7:20 AM to allow sufficient travel time to their assigned work locations and ensure they are available to provide student supervision at their respective schools.

Teacher Evaluations

Please see the [Teacher Evaluation Handbook PDF](http://www.bvcps.net/Teacher%20Evaluation%20Handbook.pdf) on the webpage at www.bvcps.net.

Faculty Attire

As faculty members, we represent powerful role models for our students and our appearance is a vital part of the unspoken messages we send. Our appearance at school should signify the importance we place on our profession. It should say to students that we care about looking our best - and doing our best!

Faculty will follow a business casual dress code. This less formal style balances professional attire with a more relaxed, comfortable style. It still gives a professional and businesslike yet approachable environment. Jeans are not permitted except as noted below.

Ladies should wear:

- business casual attire-not to include jeans
- khaki's (any shade)
- dress pants
- skirts (no shorter than one inch above the knee)
- professional blouses/shirts/sweaters (tank tops should at least follow the guidelines for our female students)
- dresses
- no spandex, lycra or tight fitting pants (unless fully covered by a tunic).

Gentlemen should wear:

- business casual attire-not to include jeans
- khakis or dress pants
- collared shirts

*Appropriate attire is permitted per job description (administrator discretion). Jeans are allowed on Fridays (school attire required) and for special fundraisers. Administration has the final word on the dress code.

Cell Phone Expectations

Teachers and other school personnel are expected to model expectations and are prohibited from using cell phones and other electronic devices during scheduled class time or other times when personnel are responsible for the instruction and/or direct supervision of students. Teachers and other school personnel may use cell phones when on break, during planning time, and to communicate with staff on school-related issues or when an emergency occurs.

School Ceremonies and Observances

Each classroom in each school of the division will begin each day with the Pledge of Allegiance to the flag of the United States of America. The School Board of the City of Buena Vista as authorized by section [Virginia Code 22.1-203 regarding Daily Observance of Silence](#) of the Code of Virginia directs that a daily observance of a **one-minute period of silence (must be a full 60 seconds)** be instituted in each classroom in each school. The teacher responsible for each classroom will take care that all students remain seated and silent, and make no distracting display, to the end that each student may, in

the exercise of his or her individual choice, meditate, pray or engage in any other silent activity which does not interfere with, distract, or impede other students in the like exercise of individual choice.

Personal Leave

The Buena Vista City School Board desires that the continuity of its educational services to the students of the city not be unnecessarily interrupted by extended leaves of its employees. Personal leave for eligible employees may not exceed the number of days specified in the policy.

For employees who are not given vacation days or holidays, personal leave will be granted according to the following provisions, contingent upon the timely availability of a substitute:

- All 10-month full time employees under contract or salary agreement may be permitted the use of up to five(5) days per fiscal year. A statement of reason is not required for the use of personal leave.
- Each request should be submitted through Frontline, to the principal or the employee's immediate supervisor, at least 24 hours in advance, and must have the principal's or supervisor's approval.
- All 10-month full-time employees under contract or salary are permitted to carry over up to two(2) personal days. All unused personal leave days over two(2) will be converted to sick leave days at the rate of one sick leave for each unused personal leave day.
- Personal leave may not be approved in the following situations:
 - Before the employee reports for work on the first contract day each year
 - When essential school division tasks must be performed
 - Teacher workdays/parent teacher conference days
 - The day prior to or following a school holiday
 - The first or last day of school
 - School Administration has the final approval of personnel leave
- The school principal may restrict the number of personal leave requests approved in the event of an excessive number for any given day. Fifteen percent or more staff members absent in a school would be considered excessive.
- If an employee takes leave days before they are earned, and then leaves the division, the employee's salary will be reduced by the daily rate for each day taken.

Bereavement

Buena Vista City Schools provides three(3) bereavement days each contract year for employees to use when they experience a death in their immediate family. "Immediate Family" is defined in policy [BVCPS Policy GCBD-R on Bereavement Leave](#) as, the "immediate family" and near relative of an employee shall be regarded to include natural parents, foster parents, step-parents, parents-in-law, grandparents, husband, wife, children, grandchildren, brother, sister, brother-in-law, son-in-law, sister-in-law, daughter-in-law, foster children, step-children and/or any relative who actually lives in the household of the employee.

Leaving School Premises: Staff

Teachers and staff are not to leave the school premises without notifying an administrator and signing out. There is a sign out sheet in the office. Never leave your area unsupervised while students are present. You can be held liable for any accident or incident which occurs during your absence.

Mandated Reporter

All school employees are required to report any suspected cases of child abuse or neglect. Suspected abuse will be reported as quickly as possible to the Department of Social Services. The school administrator will contact the Assistant Superintendent if a school-based report is made.

Artificial Intelligence

Generative AI refers to a class of artificial intelligence technologies designed to create new content based on the input it receives. This content can include text, images, music, and other types of media. Students are advised that there are limitations to Generative AI in regard to the BVCPS Code of Student Conduct and Acceptable Use Policy. Students must consult with teachers about the use of Generative AI and when such Generative AI tools are permitted for class assignments before submitting for grading. Failure to do so, could result in a Code of Conduct violation such as plagiarism, cheating, or other violations. Such violations may result in a grade of zero.

Student Evaluations

The evaluation of students' work is a vital part of the educational process. Students and parents should be aware of their progress as they proceed with their studies.

The division-wide scale for Grades 2-12 is as follows:

Standard Grading Scale and College/AP Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

The following is the interpretation of the grading system:

A = Indicates that the pupil has done excellent work and has mastered the course objectives, consistently does excellent work with skill and thoroughness; and consistently has applied knowledge gained to new situations.

B = Indicates that the pupil has done above average work, mastered almost all of the course objectives; and has applied knowledge gained to new situations.

C = Indicates that the pupil has done average work and has mastered many of the objectives of the course.

D = Indicates that the pupil has done below average work and has mastered few of the objectives of the course.

F = Indicates that the pupil's work fell below a level acceptable for the course and was unsatisfactory.

I = Indicates incomplete work.

The Pre K scale is as follows:

M=Mastery Demonstrated

P=Progressing Toward Mastery

I=Improvement Needed

The K-1 scale is as follows:

M=Mastery

S=Satisfactory

P=Progressing

N=Needs Improvement

Students are evaluated on academic progress. Report cards are issued every marking period and will be supplemented by interim reports at the midpoint of each marking period. All report cards and interims will be published online, through Powerschool. Parents may request a hard copy by contacting the school office. In evaluating the performance of students in a given subject area, teachers take into account both oral and written work. In addition, a student evaluation includes unit and/or activity tests, daily written/oral work, homework, projects and/or outside assignments, and final semester examinations in specified courses.

Based on a system of specified evaluation and reporting segments, the final semester grade is to be averaged according to the following criteria:

- For courses requiring an examination, the final grade will be based on a 45-45-10, weighted average (first 9 weeks grade, 2nd 9 weeks grade, final exam).
- For courses in which no semester examination is required, the final grade will be based on a 50-50 weight.
- All exams must be kept on file for at least one semester.

Teachers must have confirmed communication with parents during the interim/report card periods when students are earning D's or F's.

Tutoring for Pay

Professional personnel may not receive compensation for private tutoring a student in a course in which they serve as the student's teacher.

Staff Conduct with Students

The relationship between the staff and the student should be one of cooperation, understanding, and mutual respect. The staff has a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity. Although it is desired that staff members have a sincere interest in students as individuals, partiality must be avoided. Excessive informal and social involvement with individual students gives rise to charges of partiality. Such friendships are not compatible with professional ethics. Staff members are expected to regard each student as an individual and to accord each the rights and respect due any individual.

Staff Use of Social Media

Employees may use electronic communications with students for legitimate purposes connected to school programs or services, including participation in athletics and extracurricular activities; however, employees should communicate with students for such purposes only using official BVCPS email accounts, official BVCPS texting groups, and official BVCPS social media accounts, except in emergency or unusual circumstances. Any employee initiated communications must be directly related to a school program or activity, and shall, when feasible, be group communications with parents/guardians included in the same. Except as provided herein, employees shall not communicate with students using cell phones and other personal electronic forms of communication, including, but not limited to, private social media or messaging accounts (e.g., Facebook, Instagram, Twitter, Snapchat, and texting). Employees should not provide students with access or invitations to their own personal non-official social media accounts. Nor should employees access the private social media sites of students.

Student Success Team, Child Study, Eligibilities, **504** and IEP Meetings

Professional personnel are required to attend student success team and special education meetings as requested. To enhance what is presented at these meetings, the following information should be available:

- A description of the student's learning strengths and needs in your classes.
- A description of the various techniques and strategies that you have already explored in the regular classroom and note the student's response to those interventions.
- Work samples and a comparison with accepted grade standards may be appropriate.
- The student's level in reading and math, if applicable
- Any SOL data
- A description of conversations, etc., with the student's family about behavior at home or at school. (This may be helpful if the family is not present).

Teachers will consider these questions and be prepared to discuss at the meetings:

- How far behind is the student?
- What does the student do well?
- Does the student seem to understand more than they can explain?
- Does the student seem to be a visual or auditory learner?
- Has there been a change in the student's behavior or school work?
- How does the student get along with other children?
- How does the student get along with other teachers, librarians, principals, etc.?

The student success team, child study and eligibility processes are vital to student success; and who is better to provide pertinent information than the teachers who work daily with the students?

Communication with Families

We will establish positive communication as our initial contact with the family. This can be accomplished by:

- a phone call before school begins
- a phone call during the first week of school
- postcard or letter of welcome to the families
- weekly "good news" calls to families
- meetings during open houses and back to school nights

It is expected that teachers **call** home immediately if there are concerns regarding academics, attendance or behavior.

Instructional Expectations

Pledge of Allegiance and Moment of Silence

Virginia code [Virginia Code 22.1-202 regarding Pledge of Allegiance](#) states that “Each school board shall require the daily recitation of the Pledge of Allegiance in each classroom of the school division and shall ensure that the flag of the United States is in place in each such classroom. Each school board shall determine the appropriate time during the school day for the recitation of the Pledge. During such Pledge of Allegiance, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform; however, no student shall be compelled to recite the Pledge if he, his parent or legal guardian objects on religious, philosophical or other grounds to his participating in this exercise. Students who are thus exempt from reciting the Pledge shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others who are reciting the Pledge. School boards shall provide appropriate accommodations for students who are unable to comply with the procedures described herein due to disability.”

Senate Bill 209, passed by the 2000 General Assembly, requires the school board of each school division establish the daily observation of a moment of silence in each classroom for a full 60 seconds. The law became effective July 1, 2000. The statute states the following, “In order that the right of every pupil to the free exercise of religion be guaranteed within the school and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division. During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.”

Code of Virginia section [Virginia Code 22.1-203 regarding Daily Observance of Silence](#).

Presence of Teachers in the Classroom and in School

Teachers should supervise students assigned to them each class period. If an emergency requires a staff member to leave the building at any time during the day, they must notify an administrator and/or sign out in the main office, and make sure the students are not left unsupervised. Faculty meetings are a critical part of instructional services and teachers should not miss a faculty meeting unless prior arrangements have been made.

Attendance

It is required that teachers account for all students who are present in their class at the beginning of each period and mark in the attendance management system those who are not. Each school has a designated staff member to monitor attendance and truancy and they will monitor the attendance system records as well.

Grade Books

A teacher's grade book should be an accurate record of the students' grades and attendance. All teachers are expected to use the PowerSchool gradebook. An explanation of grading criteria and formulas should be included in your course syllabus. Grade books will be reviewed periodically by administrators and lead teachers. Grades should be entered weekly.

Lesson Plans

Written lesson plans are necessary each day, as they serve as the foundation for effective lesson delivery and effective teacher decisions for student success. As you make decisions when designing your lesson, consider the elements of effective lesson design and the variety of learning styles in your classroom. Each school administrator will provide you with the required lesson plan format

Substitutes

When a teacher is planning to be absent, the absence must be entered in the Frontline Absence Management System. The system will automatically call a substitute teacher and notify the administrator that a substitute has been secured. It is best to do this as far in advance as possible.

Students should be made aware that behavior expectations are the same with a substitute as with the classroom teacher.

Substitute lesson plans should be prepared ahead of time and sent to an administrator to share with the substitute teacher. If there are special events on the day of the teacher's absence, please let the substitute know, and have your team members assist the substitute with the events. Any concerns regarding substitute lesson plans or preparation will be reported to administration, and the teacher should report any concerns regarding the substitute teacher to the administrator.

Each teacher will complete a substitute folder with “emergency” plans which will be left in the classroom in a visible place. Lesson plan folders will include the following:

- Specific and detailed lesson plans
- Substitute login information
- Copies of class rosters and seating charts
- A schedule with beginning and ending times for each class, planning period, and lunch
- The location of all needed materials
- Policy for dismissing a student from the classroom
- Safety drill procedures
- IEP, 504 accommodations.

Homework

Buena Vista City School administrators and teachers believe that homework plays a role in the educational progress of all students. Homework provides an avenue for parental involvement by affording parents an opportunity to see what their children are learning and to encourage their children in their studies.

Following are guidelines for homework assignments in the Buena Vista City Schools:

- **Primary (Pre K-1):** It is suggested that students read and respond (verbally or in written form) every night, Mondays-Thursdays.
- **Elementary (2-5):** Homework may be assigned Monday-Thursday and should take no more than 20 minutes per night
- **Middle School (6-7):** Homework may consist of three to five assignments per class per week as appropriate for the subject. Each assignment could last from 20-45 minutes. Assignments longer than forty-five minutes (long reading assignments, essays, research projects, etc.) should be assigned over more than one night.
- **High School (8-12):** Homework may consist of three to five assignments per class per week as appropriate for the subject. Each assignment could last from 20-45 minutes. Assignments longer than forty-five minutes (long reading assignments, essays, research projects, etc.) should be assigned over more than one night.

Homework will not be more than 10% of a student’s nine-week grade.

Students With Disabilities and Homework

Homework is an essential component of the educational process for students with disabilities. Students with disabilities should be assigned homework to support the goals and objectives stated in the Individual Education Plan (IEP). The frequency, duration and type of assignments will be determined by the IEP team.

Field Trips and Off Campus Travel

Field trips are an integral part of our instructional program. All field trips must be approved by the principal and the Assistant Superintendent at least two weeks in advance. All trips must serve as an extension to classroom learning. Teachers requesting field trips must first fill out the ["Request for Field Trip" Form](#) and the ["Field Trip Checklist"](#). The expected outcomes and curriculum connection will be recorded on the field trip request form found in the appendix of this handbook, and in the staff resources section of the website.

Teachers are responsible for parent notification as well as notification of the other teachers who work with the students, the school nurse, the main office, and the cafeteria. Teachers must secure parental permission forms for field trips. Students are NOT allowed to drive or transport other students on a field trip or to an off campus class. Teachers will ride on the bus with their students. Teachers must make sure all students are accounted for at all times during the field trip. The Buena Vista City Public Schools Transportation Department provides transportation for field trips. Transportation arrangements for approved field trips must be made at least 1 month in advance with the Director of Transportation. No fee may be collected from any pupil for the use of a school bus.

Extended Field Trips

Extended field trips exceed one day in duration and/or out of state. The approval process for extended field trips is as follows:

1. AP
2. Principal
3. Assistant Superintendent
4. Superintendent
5. School Board

Requests for all first semester trips (extended) must be submitted by October 15 and proposals for all second semester trips by February 28. (Trips scheduled early in the second semester must be submitted by the November 15 deadline so that arrangements can be completed.)

All overnight field trip requests should contain, but not be limited to, the following information:

- Objectives of the proposed trip and the anticipated learning outcomes
- Specific learning activities to be experienced during the trip
- Number and grade levels of students
- Cost per pupil (assurance of participation regardless of ability to pay)
- Name of sponsoring class; i.e., 10th grade English,
- Transportation to be used
- Itinerary
- Dates of trip
- Times of departure and return
- Arrangements for meals and lodging
- Names of proposed adult chaperones (one-to-ten ratio required)
- Plans for providing parents and chaperones with information
- Plans for emergencies
- Plans for inclement weather
- Plans for parental approval

Overnight trips must follow the above procedures and be approved in advance by the School Board.

Student Behavior

Assembly Behavior

Assemblies are planned to provide experiences that will enrich our students, while giving them practice in proper group behavior. In order to ensure enjoyment and appropriate behavior, teachers should accompany their class to every assembly and remain in the assembly with the students unless told otherwise by administration.

Disruptive Students in the Classroom

The code of Virginia, Section [Virginia Code 22.1-276.2 regarding Student Removal for Disruptive Behavior](#), provides the initial authority of a teacher to remove a student from class for disruptive behavior. The code defines disruptive behavior as a "violation of school board regulations governing student conduct that interrupts or obstructs the learning environment." Disruption of the learning process demands prompt intervention on the part of the teachers, parents, and administrators. Instructional time must focus on the attainment of educational goals and the mastering of content. Students who disrupt the classroom must learn to respect the efforts of all adults to guide and inform them in a setting free from disruption. Responsibility for student behavior rests with the parent; consequently, it is critical that parents become involved in seeking solutions to dispelling disruptive student behavior. Teachers must contact parents before leaving school at the end of the day.

Bullying and Bias-Based Behaviors

The Buena Vista City School Board believes that all students have a right to a safe and healthy school environment free from bullying and harassment and is committed to promoting mutual respect, tolerance and acceptance. The Buena Vista City School Board recognizes that a positive and productive educational environment is essential for students to achieve high academic standards.

[Virginia Code 22.1-291.4 regarding Anti-Bullying Policies](#), of the *Code of Virginia* requires that school boards implement policies and procedures to address bullying. The BVCPS Policy [BVCPS Student Conduct Policy JFC](#) defines the expectations of students and prohibits any form of bullying, cyberbullying, and harassment.

Buena Vista City Public Schools students, either acting alone or as part of a group, shall not harass or bully others or demonstrate behaviors that a reasonable person would know to have the effects of:

- Placing an individual in fear of harm to his or her physical or emotional well-being or damage to his or her property;
- Creating a hostile, threatening, or humiliating environment due to the repetition of action or due to an imbalance of power;
- Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, embarrass, or cause emotional, psychological or physical harm to another;
- Materially and substantially disrupting the educational process or the orderly operation of school.

Bullying is defined as 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 or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyberbullying. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict.” (Virginia Code Section [Virginia Code 22.1-276.01 Legal Definition of Bullying](#)).

Bullying may take many forms, including the following:

- **Physical Bullying** – physical acts of aggression including, but not limited to, hitting, kicking, tripping, blocking, or pushing and physical intimidation by gesture;
- **Verbal/Nonverbal Bullying** – threats or gestures of physical aggression, name-calling or insults, mocking behaviors, obscene gestures, or graffiti reflecting bullying behavior on school property;
- **Relational Bullying** – spreading rumors with intent to harm, intentional exclusion or isolation, or group actions unified toward threatening or humiliating another;
- **Cyberbullying** – bullying by use of information and communication technologies that may include, but not be limited to, spreading information or pictures that would be defined as bullying, impersonation of a virtual identity or forwarding information intending to be private. Cyber-bullying would fall under the investigation of school staff when it materially and substantially disrupts the educational process or the orderly operation of school; and
- **Sexual Bullying/Harassment** – unwanted touching of a sexual nature, obscene gestures or comments made about a person’s sexuality or sexual activity.

A culture of openness is considered the most effective means to counter bullying or harassing behavior. Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe these behaviors are taking place have a responsibility to report incidents to the principal or designee. School administration will investigate reports of bullying and communicate with all appropriate parties after the investigation. Should you have any questions or concerns, please feel free to contact your principal.

BVCPS Disciplinary Processes if A Digital Device is Out During Instructional Day

First Offense: A teacher, staff member, or administrator will ask for the digital device when out during the instructional day from 8:15-3:00. The incident will be documented and the digital device will be returned to the student at the end of the day. Parents/guardians will be notified of the warning given.

Second Offense: A teacher, staff member, or administrator will ask for the digital device when out during the instructional day from 8:15-3:00. The parent/guardian will be required to pick up the cell phone at the school at the end of the day or when they are available to come by the school.

Third Offense: The teacher/administrator will turn the digital device/phone into the front office and write a referral to the appropriate administrator. The digital device will be kept until the parent/guardians are able to pick up the phone. Disciplinary consequences include turning in the phone to the front office for a period of time to ensure a phone/digital device-free environment, in-school suspension, and alternative education placements as appropriate. A parent/guardian meeting by phone or in person will be required at this stage.

Fourth Offense: Upon the fourth occurrence, we are now seeing a continued issue with insubordination. As a result, the student's digital device will be required to be turned in each day for an extended period at the administration's discretion.

- A teacher or administrator may ask for a student's phone if out at an inappropriate time.
- A student's refusal to comply with cell phone/digital device expectations may and can result in disciplinary action immediately due to insubordination.
- Parents will be asked to come and pick up their child's phone and this will only be delivered to the parents at this stage in the disciplinary process.
- If a student's phone is taken on the Friday before the weekend, the phone will be returned to the student or parent at the end of the day regardless of the offense level. Upon returning and arriving on Monday, the student will be required to turn the phone to administration and appropriate consequences will be followed based on the severity level offense.
- All digital devices, when turned in, must be labeled with the student's name and the time of retrieval. Devices will be kept locked in the front office during the day.
- The offenses will not distinguish between devices, therefore whether it be earbuds/headphones, cellphones, smart watches, or any other form of personal digital device; the rules apply.

Students and Parents are encouraged to leave student digital devices at home if possible. Buena Vista City Public Schools shall not be responsible for theft, damage, or loss of cell phones or other electronic devices. BVCPS reserves the right to ban individual cell phones or electronic devices for major infractions or repeated violations of this policy.

Safety

Fire Drills

[Virginia Code Section 22.1-137 regarding school fire drills](#). Every public school shall hold fire drills during the school session in accordance with the requirements of the Statewide Fire Prevention Code (§ 27-94 et seq.).

The [Virginia Statewide Fire Prevention Code](#) (SFPC) (Sections 403.5.1, 404.2.1, 404.2.2, 405.1, and 405.2) requires that a school conduct a fire drill within the first 10 days of school, and at least one fire drill per month.

Tornado Drills

[Virginia Code Section 22.1-137.1 regarding school tornado drills](#). Tornado drills. In every public school there shall be at least one tornado drill every school year, in order that students may be thoroughly practiced in such drills.

Lock-Down Drills

[Virginia Code Section 22.1-137.2 regarding school lock-down drills](#). Lock-down drills.

A. In every public school there shall be a lock-down drill at least once during the first 20 school days of each school session, in order that students and teachers may be thoroughly practiced in such drills. Every public school shall hold at least one additional lock-down drill after the first 60 days of the school session. Every public school shall provide the parents of enrolled students with at least 24 hours' notice before the school conducts any lock-down drill, provided, however, that nothing in this section shall be construed to require such notice to include the exact date and time of the lock-down drill.

B. Pre-kindergarten and kindergarten students shall be exempt from mandatory participation in lock-down drills during the first 60 days of the school session. Local school boards shall develop policies to implement such exemption. Notwithstanding the foregoing provisions of this subsection, each pre-kindergarten and kindergarten student shall participate in each lock-down drill after the first 60 days of each school session.

In every public school there shall be a lock-down drill at least twice during the first 20 school days of each school session, in order that students may be thoroughly practiced in such drills. Every public school shall hold at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills shall be in compliance with the Statewide Fire Prevention Code (§ 27-94 et seq.).

[Section 8VAC20-131-260](#) of the Standards of Accreditation requires that every public school administration shall conduct a lockdown drill at least twice during the first 20 days of school and conduct at least two additional lock-down drills during the remainder of the school term.

Bus Drills

[Virginia Code Section 22.1-184 regarding school bus emergency drills](#). School bus emergency drills. At every public school having public school buses there shall be held, at least once during the first ninety calendar days of each school session and more frequently if necessary, a drill in leaving school buses under emergency circumstances.

[Section 8VAC20-70-110](#) of the Board of Education's Regulations on Pupil Transportation Safety Instruction requires the following:

At the Pre-K-1 grade levels, initial safety training shall occur during the first week of school with additional training on a periodic basis during the year. Emergency exit drills shall be practiced by all pupil riders at least twice a year, the first occurring during the first 30 instructional days and the second in the second semester and shall include the school bus driver. Summer session evacuation drills should be performed as needed.

Drill Schedule

August/September

- Fire/Evacuation Drill
 - 2 drills during the first 20 days
- Intruder/Lockdown Drill
 - At least 2 drills during the first 20 days (one must occur in September)
- Reverse Evacuation (from outside to inside)
 - 1 drill (may correspond with fire drill)
- School Bus Evacuation
 - 1 drill during the first 30 days

October

- Earthquake Drill
 - 1 drill annually
- Fire/Evacuation Drill
 - 1 drill

November

- Fire/Evacuation Drill
 - 1 drill

December

- Fire/Evacuation Drill
 - 1 drill

January

- Fire/Evacuation Drill
 - 2 drills during the first 20 days
- Intruder/Lockdown Drill
 - At least 2 drills during the first 20 days (one must occur in September)
- School Bus Evacuation
 - 1 drill during the first 30 days

February

- Fire/Evacuation Drill
 - 1 drill
- Shelter in Place
 - 1 drill

March

- Fire/Evacuation Drill
 - 1 drill
- Tornado Drill
 - 1 drill

April

- Fire/Evacuation Drill
 - 1 drill

May

- Fire/Evacuation Drill
 - 1 drill
- Intruder/Lockdown Drill
 - 1 drill (recommended to meet mandate)

Building and Room Maintenance Request Policy

Building and classroom maintenance service requests should be entered into the [BVCPS Support Ticket System](#). Teachers are responsible for keeping their classrooms clean, organized and presentable at all times.

Building and Security

During the day, all doors will remain locked. Evidence of break-in, broken or lost items, and abuse of equipment or facilities should be reported immediately to school administration.

Student and Staff Injuries

For faculty and staff injured on the job, you must call the Company Nurse Injury Hotline at 1-888-770-0925. Buena Vista City Schools search code is V265B. After making the phone call, please see the school board administrative assistant for paperwork that will need to be completed.

Medications

Medications (both over the counter and prescription) must have a written order signed by a physician (prescription) or the parent (over the counter), that will allow the nurse or designee to dispense the medication at the correct time. Medication must be brought to the school office and accounted for by school personnel. If family members bring in medication without the order, school personnel are not allowed to dispense the medication. There are special forms that must be completed for any medication including inhalers. These forms are available on the division website.

Visitors

All visitors, including school business officials, and family members are to check in at the main office and obtain a visitor's pass before going to classrooms. The visitor pass must be worn at all times. Visitors must check out through the main office when leaving.

Accounting

Teachers' Instructions For Activities' Funds Receipts

The school office, through the bookkeeper, will supply teachers with as many pre-numbered receipt books as needed. The bookkeeper should record the numbers of these receipt books and the name of the person to whom assigned. Any changes, such as reassigning the unused portion of a book, should also be noted. The receipt book is a record of all money collected by a particular teacher, not collected from a particular class. The teacher will be held responsible for the money shown on each of these receipts. Please use care and accuracy in writing the receipts and reporting the collections. All used, partly used, and unused books must be returned to the bookkeeper at the close of the school year.

When To Issue Receipts

All teachers must issue a receipt for funds which he/she receives to be deposited in the school account (Exception - See Group Receipts on the next page.) For the receipt, he/she must use only the official receipt form provided in the teacher's receipt book. This includes money for school purposes, collections for advertisements in the yearbook, yearbook sales, and any other type of collection that may occur. Each teacher's receipt book should be a complete record of the collections for the entire school year. Do not cut pages from the book or use receipts to record paid out items. Do not alter the printed receipt numbers.

Type of Receipts

Individual Receipts to a Student

The term "individual" means a receipt to each individual student for certain fees collected, not a separate receipt for each type of fee collected from the same person. If a student is paying for more than one fee at the same time, only one receipt is necessary with the various fees itemized as to activity and amount. An individual receipt should be issued to each pupil to cover money paid for yearbooks, band fees, lost books, fundraisers, and all other various types of fees, dues and expenses. Do not write yourself a receipt for the total of these individual receipts. Do not write a receipt to a student who makes a payment directly to the bookkeeper.

Group Receipts

Whenever collections are made for group activities such as athletic events, school dances, field trips, and various drives, the total amount collected during the day may be shown on one receipt rather than issuing separate receipts to the pupils. However, when more than one cashier is employed at such events, each cashier should be given a receipt for the total amount that was collected and turned over to the supervisor of the event. For all other collections, such as school pictures, yearbooks, and field trips, individual receipts should be written to each student.

How To Write A Receipt

Start writing receipts from the top of each page in the book and use receipts consecutively. DO NOT DIVIDE THE BOOK into sections or skip around to various receipts. Date and sign each receipt, but do not date or sign in advance. Fill in the name of the party from whom the money is received and the amount. Write the name of the activity on the face of the receipt. All copies of the receipt must be legible.

How To Void A Receipt

The original white copy and yellow copy should be marked VOID across the face of the receipt. The white copy must be obtained and put with the yellow copy if it has been given out; otherwise, it should not be torn out of the book at all. A note of explanation should be attached to the yellow copy if the white copy is lost.

Disposition of Collections By Teachers

Each day's collections from all sources should be deposited with the bookkeeper intact on the days collected; however, in those instances where the individual teacher's daily collections will total less than \$5.00, a weekly deposit may be made with the bookkeeper. Whenever the cumulative total of two or more days' collection amounts to \$5.00, a deposit should be made on the day such total is reached. A weekly deposit should be made with the bookkeeper regardless of the total amount of collections being held. In those instances, especially at the beginning of the school year, where the daily collections will total a large amount, mid-day deposits to the bookkeeper may be desired. Cash refunds must not be made from daily collections except in those instances where the refund is contained in that day's receipts which have not been deposited with the bookkeeper and a receipt is to be voided. All other refunds will be accomplished by the school bookkeeper. Collection should be deposited with the bookkeeper only, and in person, not by a student or another teacher. This should also apply to those high school activities for which a student treasurer is appropriate. In such cases, that student must follow the same procedures as outlined for teachers. Partial payment should be deposited on the day collected. Do not hold until the full amount is collected. The bookkeeper will issue a receipt to each teacher for the total amount of money turned in each day. Do not accept checks made payable to anyone other than the school; such checks should be returned to the parent for a check made payable to the school.

Deposit slips

The teacher must prepare a deposit slip for the total of each day's collections and present it to the bookkeeper with the money attached. This gives the bookkeeper written detail from the teacher on a prepared form.

Professional Information

Inclement Weather Guidelines

When school is dismissed early, each school will dismiss two hours before normal dismissal time. In case of school delay or closure during inclement weather or other emergency conditions, the following guidelines will apply:

Code 1- School Closed For Everyone

Code 2- ONLY Essential Staff (custodial/maintenance-prepare school to reopen)

Code 3- ONLY Essential Staff (arrive at regular time) and 11-12 month employees (arrive by 10:00 a.m.)

Fax Services

Fax machines are only for school division use. Fax machines are not to be used for sending or receiving personal correspondence. If special circumstances arise, you may request use from the assistant principal or principal.

Copyright Compliance

Employees are prohibited from the illegal reproduction of copyrighted material. Examples of material which may have a copyright include, but are not necessarily limited to the following: print, sheet music, audiovisual works, pre recorded video cassette programs, television programs, and computer software.

US Mail

Incoming Mail- All incoming mail will be placed in the teacher's mailbox.

Outgoing Mail - All outgoing mail will be placed in the School Board mailbox. Only mail pertaining to school business will be stamped by BVCPS.

Student Transportation in Private Vehicles

Staff members who choose to transport students in private vehicles are not covered by the School Board insurance.

Food Services

All students will receive free breakfasts and lunch thanks to the CEP Program. Every student that wants lunch must go through the lunch line but only enter the lunch number.

Corporal Punishment

No teacher, principal or other person employed by the School Board or working in a volunteer capacity will subject a student or knowingly permit a student to be subjected to corporal punishment.

Tobacco-free Schools

The use of tobacco and tobacco products, including smokeless tobacco and vapes, is prohibited on all School Board property including board-owned vehicles. Division employees and students enrolled in the division's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any activity sponsored by the school division. Please refer to Policy [Buena Vista City Public Schools Policy JFCH on Tobacco-Free Schools](#) for additional details.

Free Admission to Athletic Events

In addition to the passes provided by the Pioneer District of the VHSL, the School Board authorizes free or reduced admission to Buena Vista City Public School athletic events for the following groups:

- BVCPS employees will receive a pass for free admission to athletic games on Buena Vista City Public School property involving the individual school; however, other family members such as spouses and children must pay entrance fees. It is our hope that this encourages you to attend games as a way to support our students.
- On duty city volunteers (Police, Fire, Rescue Squad);
- School Board Members

Appendix A:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent



Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

Field Trip Request Form

In accordance with regulation IICA-R: Check each step as completed before submitting.

- ☐ Signature of the principal certifies that all documentation and funding sources have been verified at the school level.
- ☐ Complete this form for all student trips (regardless of method of transportation).
- ☐ Form is submitted at least two weeks prior to the field trip date.
- ☐ Cost of the trip is paid for by (**CHECK ONE-Principal is responsible for confirming payment source has adequate funds**).
 - ☐ Students
 - ☐ School Funding Source (if so, please list which account _____)
- ☐ Available Transportation funding has been confirmed with the Director of Transportation

INFORMATION ABOVE THIS LINE MUST BE COMPLETED BY THE SCHOOL PRINCIPAL

Teacher Name: _____ Grade/Group: _____ School: _____

Date of Request: _____ Destination: _____

Date of Trip: _____ Departure Time: _____ Return Time: _____

Number of Students: _____

Number and Names of Chaperones: _____

Cost Per Student: _____ Cost Per Chaperone: _____ Total Cost of Trip: _____

Total Mileage (round trip): _____

Bus Transportation Needed?

☐ Yes

☐ No

Handicap Bus Needed?

☐ Yes

☐ No

Lunch Requested (*A list of students needing a packed lunch should be submitted to the cafeteria at least 3 school days prior to the trip.)

☐ Yes

☐ No

Indicate the instructional purpose of this field trip and list the relative VA Standards of Learning.

Identify the follow up activity upon return to school.

Signatures:

1. Teacher Signature: _____
Date: _____

2. I, as the School Principal, certify that all the above information is correct and approve the student cost (if any).
Principal Signature: _____
Date: _____

3. I, as the Director of Transportation, calculate the bus cost for this field trip is _____ amount.
The school will use _____ School Board Allotted Transportation Funds _____ In house school funds for bus transportation.

4. Assistant Superintendent Signature: _____ Date: _____
☐ Authorized
☐ Not Authorized

Appendix B:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent

Brenda Walton ED.D
Assistant Superintendent



Teresa Ellison
School Board Chairman

Sandra Mohler
Clerk of the School Board

Professional Development Approval Form

Must be approved before registering for events or ordering materials.

Today's Date: _____ Employee Name: _____ School Name: _____

Conference Date(s): _____ Location: _____

Conference Name / Resource Title: _____

Conference Costs: _____

Targeted Area: _____ Needs Justification (attach data relevant data): _____

Substitute Needed: ☐ Yes ☐ No

Measurable Objectives / Goals: _____

Implementation Plan and projected date of presentation to BVCPS personnel:

Principal Approval

Date: _____ Signature: _____

Grant Coordinator Approval

Date: _____ Signature: _____

Assistant Superintendent Approval

Date: _____ Signature: _____

Budget Line Item #: _____

School Board Office Use:

Lodging per diem: _____ Meals per diem: _____ Transportation Cost: _____

Total Cost For Conference: _____

Appendix C:

Buena Vista City Public Schools

Heather Ault ED.D
Division Superintendent



Teresa Ellison
School Board Chairman

Brenda Walton ED.D
Assistant Superintendent

Sandra Mohler
Clerk of the School Board

Bullying Reporting Form

Directions: The Buena Vista City School Board believes that all students have a right to a safe and healthy school environment free from bullying and harassment and is committed to promoting mutual respect, tolerance and acceptance. This is a form to report alleged bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and /from school in the current school year. If you are a student victim, parent/ guardian of a student victim, or a school staff member and wish to report an incident of alleged bullying, complete this form and return it to the administration.

Bullying is defined as “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 or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyberbullying. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict.

This intentional behavior includes any bullying based upon race, religion, ancestry, national origin, economic status, gender, sexual orientation (reported or perceived), gender identity, physical appearance, social interactions or disability. Bullying may take many forms, including the following:

Physical Bullying – physical acts of aggression including, but not limited to, hitting, kicking, tripping, blocking, or pushing and physical intimidation by gesture.

Verbal/Nonverbal Bullying – threats or gestures of physical aggression, name-calling or insults, mocking behaviors, obscene gestures, or graffiti reflecting bullying behavior on school property.

Relational Bullying – spreading rumors with intent to harm, intentional exclusion or isolation, or group actions unified toward threatening or humiliating another.

Cyberbullying – bullying by use of information and communication technologies that may include, but not be limited to, spreading information or pictures that would be defined as bullying, impersonation of a virtual identity or forwarding information intending to be private. Cyber-bullying would fall under the investigation of school staff when it materially and substantially disrupts the educational process or the orderly operation of school.

Sexual Bullying/Harassment – unwanted touching of a sexual nature, obscene gestures or comments made about a person’s sexuality or sexual activity.

Bullying Reporting Form (Please print all information)

Today's Date ____/____/____ School _____

Do you believe the behavior was intentional, repeated over time, intended to harm, involved a power differential, and created a hostile educational environment? ____ Yes ____ No

Person Reporting Incident:

Name _____

Telephone ____ - ____ - ____ Email _____

Check appropriate identification:

____ Student ____ Parent/Guardian of student ____ Staff ____ Bystander ____ Close adult relative

Name of alleged student victim: _____

Name of alleged witness(s) (if known): _____

Name of alleged offender(s) (if known): _____

On what date(s) did this happen? _____

Where did the incident happen (choose all that apply)?

____ On school property (Specifically where did the incident occur?)

____ At a school sponsored activity or event off school property (Please be specific.)

____ On a school bus. On the way to/from school (Please circle one.)

____ Via internet

Describe the incident(s), including what the alleged offender(s) said or did. Attach a separate sheet if necessary.

Signature of person submitting form. _____ Date _____

Employee Acknowledgement of Receipt of Handbook

(To be signed and returned to the employee's supervisor.)

I hereby acknowledge that the Buena Vista City School System Employee handbook has been provided to me, and that I have read the handbook. I have been advised that it can be accessed online at www.bvcps.net.

My signature below indicates that I agree to read the Handbook and abide by the standards, policies, and procedures defined or referenced in this document. It is also important to know that additional regulations, policies, and laws can be found in the online Buena Vista City School System's Board of Education Policy Manual. The Board Policies Manual can be found on the district's website under the School Board link.

The information in this Handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this Handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alteration of at-will relationships are intended by this Handbook. I understand that nothing in this Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract. I understand that I have an obligation to inform my supervisor and the Human Resources Department of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or need further explanation.

Printed Name

Signature

Date

Kling Handbook Addendum

Procedures

Assessments

- Writing: Assessed three times a year via a written prompt. Scored prompts are filed in each student's Writing Folder.
- Math: All PK–K students participate in the VKRP assessment.
- Reading: All PK–1 students participate in the VALLSS assessment. PK participates in the Pre-K Language and Literacy Screener. K–1 students are also assessed through CIP Benchmarks.
- Classroom teachers are responsible for assessing students and entering scores into the appropriate Google data sheets.

Attendance (Teacher & Student)

- All teachers must arrive by 7:30 am. Those assigned to morning duty arrive by 7:25 am.
- Pre-arranged absences: Input in Frontline in advance.
- Day-of absences: Input in Frontline and contact Mrs. Flint no later than 6:30 am.
- In the event that a staff member anticipates being late, Mrs. Flint must be notified by text or phone call prior to the scheduled arrival time to ensure the coverage and safety of all students.
- Classroom attendance and lunch counts must be taken each morning by 8:00 am.
- Students arriving after 7:55 will receive a tardy slip.
- Notes from parents regarding early dismissals, appointments, excuses, or transportation changes must be turned into the office.

Arrival & Dismissal

- Car riders begin entering the building at 7:30 am and report directly to the cafeteria. Bus riders also report to the cafeteria. At 7:40 am, students are released to classrooms.
- Parents are NOT allowed to walk their child to the classroom for safety reasons.
- The instructional day ends at 2:50 pm. Bus riders are escorted by a grade-level teacher; car riders proceed to the cafeteria and wait to be called outside for dismissal.

Breakfast & Lunch

- All students receive free breakfast and lunch.
- Breakfast is served between 7:30–7:50 am. Students arriving after the tardy bell who need breakfast should be sent to the office.
- An accurate daily lunch count must be sent to the cafeteria (include paraprofessionals, teachers, and parents).
- Each student is assigned a five-digit ID number for all meal transactions. Please help students learn their number.
- Teachers supervise students for the first three days of school to reinforce expected behaviors.
- Teachers must walk students to and from the cafeteria daily.

Bulletin Boards

- Keep bulletin boards relevant to current units of study.
- Limit wall coverage beyond bulletin boards to 20% of wall space (Fire Marshall requirement).
- All items must fit flat against the board.

Conference Room

- May be used for parent meetings, team meetings, etc.

Grading

- Report cards are issued each marking period and supplemented by interim reports at the midpoint.
- All report cards and interims are published online via PowerSchool and a paper copy sent home.
- In evaluating students, teachers take into account both oral and written work.

Homework

- K-1 students will read and complete a written response each night.
- All homework is for practice purposes only. Expectations will be reasonable and clearly communicated to parents and students.
- If there is a pattern of incomplete homework, contact parents immediately.
- Homework should never be a point of contention at home. If a student refuses, send a note, it will be completed at school during a non-instructional time.
- In addition to reading: up to 5–10 math practice problems, spelling practice, and test review homework are acceptable.

Maintenance

- At the end of each day, students should pick up excess paper, trash, and books from the floor. Place chairs on top of tables or desks.
- Keep computer equipment clean and dust free.
- Remove excess materials, furniture, and personal items from the classroom. Classrooms should be free of clutter.
- Submit work requests to the principal.

Meetings

- All teachers and paraprofessionals are expected to attend monthly Faculty Meetings. If unable to attend, communicate with the principal.
- Teachers are required to attend PTO events.
- Leadership and grade-level meetings are also pre-scheduled.

Parent Communication

- Teachers are responsible for communicating with parents regarding student success, progress, behavior, and academic status.
- Written communication must be sent to all parents at least once a week in the form of a newsletter.
- Send positive correspondence as often as possible.
- Discipline-related communications MUST be verbal, not via email or Class Dojo.

Parties & Invitations

- Students may not bring party invitations to school unless every student in the class receives one.
- Classes may celebrate Halloween, Winter Holidays, and Valentine's Day with a classroom party. Parties should begin at 2:00 pm.

Phone Use & Social Media

- Professional phones are located in the office, conference room, counseling office, and principal's office.
- Cell phones may be used during lunch and planning periods only. No texting, calls, or social media during instructional time.
- Work email is for work purposes only. Do not communicate with parents via social media.

Playground Rules & Procedures

- Teachers must supervise recess at all times. Substitute teachers may assist but must not be left alone.
- Recess supervisors must always be positioned to see all areas of the playground.
- Students may miss up to 10 minutes of recess for incomplete classwork but never the full recess period.

Purchases & Ordering

- No reimbursements — all purchases require pre-approval.
- See Angie for a Purchase Order form → complete with all necessary information → return to Angie for principal review and approval → Angie will ensure the item is ordered and delivered.

Reporting Suspected Abuse/Neglect

- All school employees are required to report any suspected cases of child abuse or neglect. Suspected abuse will be reported as quickly to the Department of Social Services. The school administrator will contact the Assistant Superintendent if a school-based report is made.

Teacher Observations & SMART Goals

- Teacher observations occur throughout the school year.
- SMART goals will be developed prior to the end of the first six weeks of school, with a review time set with the principal.

Weekly Communication

- Each Friday, all staff members will receive a weekly communication document. All staff are expected to review it.

Grading scales

Pre-K Scale

M= Mastery Demonstrated

P= Progressing Toward Mastery

I= Improvement Needed

K-1 Scale

M= Mastery

S= Satisfactory

P= Progressing

N= Needs Improvement

Enderly Handbook Addendum

Vision Statement:

The vision of the administration, faculty, and staff of Enderly Heights Elementary School is to provide a safe, nurturing environment where every child is respected and held to a high level of achievement through rigorous, standards-based curriculum that supports the development of high moral character and independent life-long learning.

Attendance:

- All teachers and paraprofessionals should arrive at school by 7:30, unless you have other arrangements with the principal.
 - Teacher tardiness is not acceptable. Teacher tardiness will be reflected under the professionalism section of the teacher evaluation.
- Pre-arranged absences: put into frontline with as advance notice as possible
- After hours / Day-of absences: put into Frontline and contact administration as soon as possible but no later than 6:30am. When sending a text message, please include your full name.
 - John Harris 540-820-3361
- In the event a staff member anticipates being late they must notify administration by text or phone call prior to their expected arrival time to ensure coverage and adequate supervision.
 - When texting, please include your full name.
- Classroom attendance and lunch count should be taken each morning and sent to the office by 8:10. Any student who arrives after 8:00am to your classroom should have a tardy slip.
- Notes from parents/guardians regarding dismissals, appointments, excuses, or transportation changes must be turned into the office.

Your role as the classroom teacher:

- **Create and maintain a safe, supportive, and inclusive learning environment** where all students feel valued, respected, and empowered to learn.
- **Deliver high-quality instruction** aligned with division curriculum, state standards, and the individual needs of students.
- **Build positive relationships** with students, families, and colleagues to support student growth, achievement, and well-being.
- **Uphold school and division expectations** by modeling professionalism, implementing policies and procedures consistently, and contributing to a positive school culture.

Arrival and Dismissal

- Car riders begin entering the building at 7:30am and report directly to the cafeteria. Bus Riders also report to the cafeteria. At 7:40 am students will be released to their classroom.
- Parents are not allowed to escort their child to the classroom for safety concerns.
- The instructional day ends at 3:00pm to pack and be ready for dismissal which will start at 3:00pm
- Bus riders will be escorted to the buses; car riders will report to the cafeteria and wait to be called.
- Car riders need to be packed up and ready to leave when they are called to their designated spot to expedite the dismissal procedure.

Parent Contact:

- Classroom teachers will contact every student's family within the first week of school to establish a positive home-school partnership.
- Teachers are expected to maintain regular communication with families regarding student progress, behavior, and classroom events.
- Document parent/guardian contacts that may be needed for future reference, including academic concerns, behavioral issues, interventions, conferences, or other significant communications.
- Communication logs should be maintained in accordance with school and division expectations and may be requested by administrators as part of student support or problem-solving processes.

Lunch:

- Teachers are expected to eat lunch with their students for the first week of school to help establish proper cafeteria etiquette and set expectations.
- An accurate daily lunch count must be sent to the cafeteria (Include Teachers, Paraprofessionals, and Parents if they are visiting for lunch)
- If the duty free lunchroom monitor is absent, teachers and staff may be asked to cover the lunchroom supervision or asked to eat in classrooms to ensure proper supervision.
- Teachers must walk their class to lunch daily and it is vital that you are on time for drop off and pick up.

Emergency Sub Plans:

- A complete set of plans that could cover at least one full day and could be used on any given day during the year in the event of an emergency should be prepared by September 1st and placed in binder in your room that can easily be found should you need to leave unexpectedly or have an emergency that prevents you from preparing plans for an unexpected absence.
- Please make sure that a co-worker and/or students know where they are located
- Emergency lesson plans should include the following: work for each subject area, location of material/supplies, students needing to go to the office for medication and their scheduled times, students with special resource schedules, dismissal procedures and information, number to reach the office, emergency procedure information (lockdown, hold, shelter in place, fire, earthquake, etc.)

Emergencies:

- Teach and review procedures with your students the first week of school.
- Fire alarm
 - Exit rapidly and silently in orderly lines.
 - Make sure all doors and windows are closed.
 - Make sure all lights are turned off.
 - Teachers must carry their roll books and crisis packs with them.
 - Account for all students.
 - Remain quiet during the entire drill.
 - Re Enter quietly and orderly when the bell rings.
- In the event of an emergency other than one that requires the immediate evacuation of the building, children and teachers are to remain in the classrooms. Teachers should gather any students that are in the bathrooms and lock the door. Instructions will be delivered over the intercom system or personally by a staff member.
- ** Cafeteria Emergency Exit Plan:
 - Leave through the doors facing the bus arrival/dismissal area or
 - Leave through the kitchen back door.
- Lock-down drill:

- Every public shall conduct two lockdown drills in the first 20 days of school and one additional drill after the first 60 which will take place in early January.
- Follow lock down procedures: shut and lock door, lights off, silent, shelter, act in best judgment
 - **Avoid** – Move away from the threat when it is safe to do so.
 - **Deny** – Prevent access by locking, barricading, and creating barriers.
 - **Defend** – As a last resort, take actions necessary to protect yourself and others

Clinic:

- Complete a Clinic Pass when sending students to the nurse.
 - Note the time of the injury in the event of an incident.
- Ensure there are passes available for substitutes in the event you are absent.
- Accident forms may be required following an incident.

Recess:

- **Supervision:** teachers need to be circulating the play area continually actively supervising recess (Not sitting or standing together and not paying attention)
- You are liable when students are using equipment incorrectly and you are not supervising.
- At least one teacher should have a walkie talkie with them when you are at recess.
- Cover safety expectations with your class early.
- Substitute teachers should never be left alone.
- **Up to 10 minutes of recess may be removed for incomplete work or disciplinary action but never the full time.**

Grading:

- Report cards will be issued each 9 week period and supplemented by interim reports at the midpoint.
- All report cards and interims are published online via PowerSchool and a paper copy sent home.
- In evaluating students, teachers take into account both oral and written work.

Homework:

- All homework assignments should be for the purpose of practice. Homework expectations should be reasonable, and teachers should clearly communicate expectations to parents and students.
- Homework assignments should not take more than 20 minutes to complete.
- If there is a pattern of homework being incomplete, teachers should communicate with the parents immediately.
- Limit homework to reading and math. Unless students are expected to study for a science or social studies quiz.
- There will be a read and response requirement each day.
- Homework is worth 10% of a student's grade.

Discipline:

- Teachers should handle classroom discipline whenever possible.
 - I plan to be out and about as much as possible to assist and handle incidents.
- Consistent expectations are the best way to make sure students understand and follow the rules.
- If the teacher is unable to correct the problem, the student should be sent to the office or call for administration.
- Teachers should make sure they contact parents and maintain communication over discipline issues early.
- Never send a child out of your room with no definite destination. There are times when a student needs the counselor rather than discipline action by the principal. The principal and counselor will work together to determine these instances.
- Principal Discipline: Any student sent to the office will need a referral form as soon as possible but before

the end of day. I will need to know background information before engaging (email, conversation, note, etc.)

Maintenance:

- At the end of each day, students should pick up excess paper, trash, and books from the floor. Place chairs on top of tables or desks.
- Keep computer equipment clean and dust free.
- Remove excess materials, furniture, and personal items from the classroom. Classrooms should be free of clutter.
- Submit work requests to the principal.

Phone Use & Social Media:

- Professional phones are located in the office, conference room, counseling office, and principal's office.
- Cell phones may be used during lunch and planning periods only. No texting, calls, or social media during instructional time.
- Work email is for work purposes only.
- Do not communicate with parents via social media (Class Dojo, Email or Phone).

Purchases & Ordering:

- No reimbursements — all purchases require pre-approval.
- See Robin for a Purchase Order form → complete with all necessary information → return to Robin for principal review and approval → Robin will ensure the item is ordered and delivered.

Reporting Suspected Abuse & Neglect:

- All school employees are required to report any suspected cases of child abuse or neglect. Suspected abuse will be reported as quickly to the Department of Social Services. The school administrator will contact the Assistant Superintendent if a school-based report is made.

Meetings:

- All teachers are expected to attend monthly Faculty Meetings. If unable to attend, communicate with the principal.
- Teachers are required to attend PTO events.
- Leadership and grade-level meetings are also pre-scheduled.

Weekly Communication:

- Each Friday morning, all staff members will receive a weekly communication document. All staff are expected to review it.

PMMS Handbook Addendum

Attendance:

- All teachers and paraprofessionals should arrive at school by 7:30, unless you have other arrangements with the principal.
 - Teacher tardiness is not acceptable. Teacher tardiness will be reflected under the professionalism section of the teacher evaluation.
- Pre-arranged absences: put into frontline with as advance notice as possible
- After hours / Day-of absences: put into Frontline and contact administration as soon as possible but no later than 6:30am. When sending a text message, please include your full name.
- In the event a staff member anticipates being late they must notify administration by text or phone call prior to their expected arrival time to ensure coverage and adequate supervision.
- Classroom attendance and lunch count should be taken each morning and sent to the office by 8:10. Any student who arrives after 8:00am to your classroom should have a tardy slip.
- Notes from parents/guardians regarding dismissals, appointments, excuses, or transportation changes must be turned into the office.

Parent Contact:

- Teachers are expected to maintain regular communication with families regarding student progress, behavior, and classroom events.
- Document parent/guardian contacts that may be needed for future reference, including academic concerns, behavioral issues, interventions, conferences, or other significant communications.
- Communication logs should be maintained in accordance with school and division expectations and may be requested by administrators as part of student support or problem-solving processes.
- The teacher should have contacted a parent with ongoing behavioral issues before a disciplinary referral has been submitted to the office.

Lunch:

- An accurate daily lunch count must be sent to the cafeteria (Include Teachers, Paraprofessionals, and Parents if they are visiting for lunch)
- If the duty free lunchroom monitor is absent, teachers and staff may be asked to cover the lunchroom supervision or asked to eat in classrooms to ensure proper supervision.

Emergency Sub Plans:

- A complete set of plans that could cover at least three full days and could be used on any given day during the year in the event of an emergency should be prepared by September 1st and placed in binder in your room that can easily be found should you need to leave unexpectedly or have an emergency that prevents you from preparing plans for an unexpected absence.
- Emergency lesson plans should include the following: work for each subject area, location of material/supplies, students needing to go to the office for medication and their scheduled times, students with special resource schedules, dismissal procedures and information, number to reach the office, emergency procedure information (lockdown, hold, shelter in place, fire, earthquake, etc.)

Emergencies:

- Teach and review procedures with your students the first week of school.
- Fire alarm
 - Exit rapidly and silently in orderly lines.
 - Make sure all doors and windows are closed.
 - Make sure all lights are turned off.
 - Teachers must carry their roll books and crisis packs with them.
 - Account for all students.
 - Remain quiet during the entire drill.
 - Re Enter quietly and orderly when the bell rings.
- In the event of an emergency other than one that requires the immediate evacuation of the building, children and teachers are to remain in the classrooms. Teachers should gather any students that are in the bathrooms and lock the door. Instructions will be delivered over the intercom system or personally by a staff member.
- Lock-down drill:
 - Every public shall conduct two lockdown drills in the first 20 days of school and one additional drill after the first 60 which will take place in early January.
 - Follow lock down procedures: shut and lock door, lights off, silent, shelter, act in best judgment
 - **Avoid** – Move away from the threat when it is safe to do so.
 - **Deny** – Prevent access by locking, barricading, and creating barriers.
 - **Defend** – As a last resort, take actions necessary to protect yourself and others

Grading:

- Report cards will be issued each 9 week period and supplemented by interim reports at the midpoint.
- All report cards and interims are published online via PowerSchool and a paper copy sent home.

Homework:

- All homework assignments should be for the purpose of practice. Homework expectations should be reasonable, and teachers should clearly communicate expectations to parents and students.
- Homework assignments should not take more than 20 minutes to complete.
- If there is a pattern of homework being incomplete, teachers should communicate with the parents immediately
- Homework is worth 10% of a student's grade.

Discipline:

- Teachers should handle classroom discipline whenever possible.
 - I plan to be out and about as much as possible to assist and handle incidents.
- Consistent expectations are the best way to make sure students understand and follow the rules.
- If the teacher is unable to correct the problem, the student should be sent to the office or call for administration.
- Teachers should make sure they contact parents and maintain communication over discipline issues early.
- Never send a child out of your room with no definite destination. There are times when a student needs the counselor rather than discipline action by the principal. The principal and counselor will work together to determine these instances.
- Principal Discipline: Any student sent to the office will need a referral form as soon as possible and should contact the office to let them know why the student is coming if a referral is going to take longer to arrive.

Maintenance:

- Keep computer equipment clean and dust free.
- Remove excess materials, furniture, and personal items from the classroom. Classrooms should be free of clutter.
- Submit work requests to the principal.

Phone Use & Social Media:

- Professional phones are located in the office, conference room, counseling office, and principal's office.
- Cell phones may be used during lunch and planning periods only. No texting, calls, or social media during instructional time.
- Work email is for work purposes only.
- Do not communicate with parents via social media.

Purchases & Ordering:

- No reimbursements — all purchases require pre-approval.

Reporting Suspected Abuse & Neglect:

- All school employees are required to report any suspected cases of child abuse or neglect. Suspected abuse will be reported as quickly to the Department of Social Services. The school administrator will contact the Assistant Superintendent if a school-based report is made.

Meetings:

- All teachers are expected to attend monthly Faculty Meetings. If unable to attend, communicate with the principal.
- Leadership and grade-level meetings are also pre-scheduled.

Weekly Communication:

- Every Sunday I will send out a BLUF detailing any special information for the week.
- We will do a special huddle meeting to last no more than 10 minutes twice a week to pass out any necessary information.

PMHS Handbook Addendum



Parry McCluer High School

100 Bradford Drive, Buena Vista, Virginia 24416 (540)261-2127 Fax (540)261-1828



Mission:

- Parry McCluer High School students and faculty will consistently achieve the highest level of performance possible in academics, the arts, and athletics.

Vision:

- Parry McCluer High School will provide students with the highest-quality, innovative, real-world, student-centered educational experiences to prepare students for post-secondary education, life, and the current workforce.

Values:

- We value and respect all students, employees, parents, partners, and community members.
- We demonstrate visionary leadership
- We practice ethical behavior and personal integrity
- We ensure that each person's well-being, social-emotional, and physical wellness is a priority.
- We promote personal and organizational learning to ensure every student receives the best educational experience possible.

Procedures

Assessments

- Writing: Assessed three times a year via a written prompt. Scored prompts are filed in each student's Writing Folder.
- English 8, Science 8, and Math 8 SOLs will be assessed each semester (fall and spring).
- Algebra I, Geometry, Biology, and English EOCs will be assessed each semester.
- Classroom teachers are responsible for assessing students and entering scores into the appropriate Google data sheets as well as providing CIP benchmarks for SOL/EOC based courses.
- Growth assessments, ASVAB, College Testing, AP Testing, and Integrated Reading and Writing assessments will also be delivered as needed.

Attendance (Teacher & Student)

- All teachers must arrive by 7:30 am. Those assigned to morning duty arrive by 7:25 am.
- Pre-arranged absences: Input in Frontline in advance.
- Day-of absences: Input in Frontline and contact Dr. Jones and Mr. Clark no later than 6:30 am.
- In the event that a staff member anticipates being late, Dr. Jones or Mr. Clark must be notified by text or phone call prior to the scheduled arrival time to ensure the coverage and safety of all students.
- Classroom attendance must be taken within the first 10 minutes of class and reported to Mrs. Perry.
- Students arriving after 8:00 will receive a tardy slip.
- Notes from parents regarding early dismissals, appointments, excuses, or transportation changes must be turned into Mrs. Perry in the front office.

Arrival & Dismissal

- Car riders begin entering the building at 7:30 am and report directly to the cafeteria. Bus riders also report to the cafeteria. At 7:50 am, students are released to classrooms.
- Parents are NOT allowed to walk their child to the classroom for safety reasons.
- The instructional day ends at 3:00 pm. Seniors are dismissed at 2:55pm. Students are not allowed to be lined up at the doors of classrooms before dismissal. This applies to classes at the end of the day as well as the end of classes for each block prior to passing period.

Breakfast & Lunch

- All students receive free breakfast and lunch.
- Breakfast is served between 7:30–7:50 am. Students arriving after the tardy bell who need breakfast should be sent to the office.
- Each student is assigned a five-digit ID number for all meal transactions. Please help students learn their number.
- Teachers may be assigned lunch and hall duty coverage as needed.

Bulletin Boards

- Keep bulletin boards relevant to current units of study. All postings must be approved by the principal and division if from outside the building.
- Limit wall coverage beyond bulletin boards to 20% of wall space (Fire Marshall requirement).
- All items must fit flat against the board.

Clinic

- Complete a nurses pass in e-hall pass when sending students to the nurse.
*If injury, note the time and event.
- Ensure that substitutes know how to use bathroom and nurse e-hall pass program for passes.
- Accident forms may be required following an accident.

Conference Room

- May be used for parent meetings, team meetings, etc. Mrs. Perry will schedule times for this room.

Classroom Teacher

- Create and maintain a safe, supportive, and inclusive learning environment where all students feel valued, respected, and empowered to learn.
- Deliver high-quality instruction aligned with division curriculum, state standards, and the individual needs of students.
- Build positive relationships with students, families, and colleagues to support student growth, achievement, and well-being.
- Uphold school and division expectations by modeling professionalism, implementing policies and procedures consistently, and contributing to a positive school culture.

Discipline

- Teachers should handle classroom discipline whenever possible and phone calls to parents should be made as the first step.
- Consistent expectations are the best way to help students understand how to follow the rules.
- If the teacher is unable to correct the problem, the student should be sent to the office or call for administration.
- Do not send a child out of the room with no definite destination. There are times when a student needs the counselor rather than discipline action by the principal. The principal and counselor will work together to determine this.
- Principal Discipline: Any student sent to the office will need a referral form sent in as soon as possible. This should be done by the end of the work day. We will need to know what occurred via text, e-mail, etc. to know how to handle the situation at the moment.

Emergency Sub Plans

- A complete set of plans should be kept in the front office for at least one full day and could be used on any given day during the year in the event of an emergency. These are due to the front office by September 1st, 2026 and placed both in the front office and in your room as needed.
- Please make sure a neighbor, co-worker knows where these are located in the classroom.
- Emergency lesson plans should include the following information: (1) Work for each content area (2) Emergency Plans (3) Special Education Plans (4) Medication Schedules (5) Number to reach the office, and (6) contact information for you in case of emergency.

Emergencies

- Teach and review procedures with students the first week of school.
- Follow expectations and information as listed in the emergency operations plan for the campus.
- For full lock downs: shut and lock door, lights off, be silent, shelter, and act in best judgment.
- Follow the following: (1) Avoid: Move away from the threat when able to do so; (2) Deny: Prevent access by locking, barricading, and creating barriers; (3) Defend: As a last resort, take actions necessary to protect yourself and others.

Grading

- Report cards are issued each marking period and supplemented by interim reports at the midpoint. These will be done digitally.
- All report cards and interims are published online via PowerSchool and a paper copy sent home.
- In evaluating students, teachers take into account a variety of ways to assess students. All grading procedures and policies must be followed as required.

Homework

- Homework is able to be provided, but the expectations for homework must be reasonable.
- Expectations will be reasonable and clearly communicated to parents and students.
- If there is a pattern of incomplete homework, teachers should contact parents immediately.

Maintenance

- At the end of each day, students should pick up excess paper, trash, and books from the floor. Place chairs on top of tables or desks.
- Keep computer equipment clean and dust free.
- Remove excess materials, furniture, and personal items from the classroom. Classrooms should be free of clutter.
- Submit work requests to the principal.

Meetings

- All teachers and paraprofessionals are expected to attend monthly Faculty Meetings. If unable to attend, communicate with the principal.
- All teachers are expected to attend all child study, 504, and IEP meetings as assigned.
- Teachers are required to attend booster events if related to their content or coaching area.
- Leadership, Instructional Leadership Team, and Threat Assessment Team meetings are also pre-scheduled and required for those involved.

Parent Communication

- Teachers are responsible for communicating with parents regarding student success, progress, behavior, and academic status.
- Written communication must be sent to all parents quarterly.
- Send positive correspondence as often as possible.
- Discipline-related communications MUST be verbal and on the phone. This is not an e-mail conversation.

Phone Use & Social Media

- Professional phones are located in the office, conference room, counseling office, and principal's office.
- Cell phones may be used during lunch and planning periods only. No texting, calls, or social media during instructional time.
- Work email is for work purposes only. Do not communicate with parents via social media.

Inside and Outside Classroom Expectations Rules & Procedures

- Teachers must supervise students at all times.
- Please make Mrs. Perry aware of your location if teaching in other classrooms, the library, cafeteria, the hallways, or the outdoors.

Purchases & Ordering

- No reimbursements — **all purchases require pre-approval.**
- See Mrs. Ferguson for a Purchase Order form → complete with all necessary information → return to Mrs. Ferguson for principal review and approval → Mrs. Ferguson will ensure the item is ordered and delivered.

Reporting Suspected Abuse/Neglect

- All school employees are required to report any suspected cases of child abuse or neglect. Suspected abuse will be reported as quickly to the Department of Social Services. The school administrator will contact the Assistant Superintendent if a school-based report is made.

Teacher Observations & SMART Goals

- Teacher observations occur throughout the school year. This may be unscheduled or scheduled.
- SMART goals will be developed prior to the end of the first six weeks of school, with a review time set with the principal.

Weekly Communication

- Each Sunday evening, all staff members will receive a weekly communication document. All staff are expected to review it.

Grading Scales

Cumulative Grade Point Average (GPA)

Alpha Grade	Credit Given	Numerical Grade	Levels of Performance
A	4.0	90-100	Mastery
B	3.0	80-89	Above Proficient
C	2.0	70-79	Proficient
D	1.0	60-69	Below Proficient
F	0.0	0-59	Not Proficient

Weighted Grades (Dual Enrollment, Governor's School)

Alpha Grade	Credit Given	Numerical Grade	Levels of Performance
A	5.0	90-100	Mastery
B	4.0	80-89	Above Proficient
C	3.0	70-79	Proficient
D	2.0	60-69	Below Proficient
F	0.0	0-59	Not Proficient

