

Philip Michael Pennington School

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



Parent Handbook 2011-2012

9305 Stonewall Road
Manassas, Virginia 20110
Phone: 703-369-6644 / Fax: 703-369-4206
www.pennington.schoolfusion.us

Philip Michael Pennington
HOME OF THE BLUE JAYS



School Colors: BLUE, GREEN, AND GOLD
School Hours: 9:00 a.m. - 3:30 p.m.

Local Telephone: 703-369-6644
Fax Number: 703-369-4206
<http://www.pennington.schoolfusion.us>
Prince William County Public Schools Internet site (www.pwcs.edu)

Joyce Stockton, Principal, stocktjt@pwcs.edu
Jessica Parker, Assistant Principal, parkerjw@pwcs.edu
Kim Frerichs, Guidance Director, frerickr@pwcs.edu



WELCOME to Philip Michael PENNINGTON School . . .
We are honored to be your School of Choice!

It is indeed our pleasure to welcome you to a new school year at Pennington, Home of the Blue Jays. Parents, students, and staff have made an active choice to be a part of this school. Together, we believe in the mission and share the vision of Pennington.

Our goals for the school year are to empower your child to go beyond expectations, improve the effectiveness of our character education program, increase parental involvement in the educating process and Parent Teacher Organization activities, increase student involvement in grades 6 through 8, and most of all, lay the foundation for developing lifelong learners. We have come to think of the total Pennington experience not just as a "School of Choice" but also as a "Challenge by Choice". We hope that this year challenges each of us to strive for excellence while continually working together.

This Parent Handbook is a compilation of information that parents will receive and/or have requested. This Handbook is also a work in progress, so please let us know your thoughts and suggestions for future improvements. In the meantime, we hope this is a valuable resource for you throughout the school year.

*Naturalists have described Blue Jays as
self-confident, vocal, and clever.*

We wish you and your Pennington Blue Jay a very successful year!

Joyce Stockton and Pennington Staff

PENNINGTON SCHOOL STATEMENTS

Vision Statement

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

Mission Statement

Philip Michael Pennington School expects all students to perform academically at or above grade level and to exhibit positive behavior toward their peers and the staff. Students shall use proper English at all times. Students shall accept responsibility for learning, do their personal best, and develop respect for themselves and others with an appreciation for diversity. Teachers will support an instructional approach that emphasizes motivation and learning through differentiation of instructional practice. High expectations will be conveyed to students at all times. Parental involvement and the support of the staff, students, and community will be integral components at Pennington School.

Student Character Statement

Pennington focuses on citizenship and character education. Character education is a program that teaches students about self-discipline, respect, tolerance, honesty, responsibility, citizenship, trustworthiness, integrity, humility, fairness, compassion, and perseverance through monthly themes, special speakers and classroom activities. Pennington embraces individual student success through emphasis on character education in order to foster self-esteem and self-empowerment. This program helps to develop and reinforce some of the basic virtues needed for success in our school, community, and world. Staff and parents are asked to support, encourage, and get involved with our character education and self-empowerment program. For definitions of the above character traits and information on which traits are focused on during a specific month, reference the Character Education Program located in the Pennington Principles.

Admission Statement

Admission to Pennington is open to all students in the attendance areas from the western end of the county. This includes Alvey, Bennett, Bristow Run, Buckland Mills, Cedar Point, Coles, Ellis, Glenkirk, Gravely, Loch Lomond, Marshall, Mountain View, Mullen, Nokesville, Penn, Piney Branch, Signal Hill, Sinclair, Sudley, T. Clay Wood, Tyler, Victory, West Gate, and Yorkshire schools. Applications are accepted between December and February for the next school year. All components of the application must be completed and submitted by the due date, February 15. A commitment to support Pennington's educational philosophy is required.

Our Creed



This day has been given to
me fresh and clear.

I can either use it or throw it away, realizing
that it can never come back again.

I choose to be here to use this day to the
fullest.

I hold the key to success in my hands.

I will succeed because I can.

I am in charge of my future.

I was born to win!

COMMUNICATION LINES

A strong communication partnership between parents and staff is an integral component at Pennington School. Educational research indicates a strong correlation exists between open communication between school and home and academic achievement of students. To this end, Pennington has made a commitment to foster and maintain an open line of communication.

Administrators: Telephone: Pennington School 703-369-6644
Guidance: 703-369-6644
Fax: Pennington School 703-369-4206
E-mail: Joyce Stockton, Principal stocktjt@pwcs.edu
Jessica Parker, AP parkerjw@pwcs.edu
Transportation: Western PWC 703-753-6398 #224
Central PWC 703-791-0255 #225

Blackboard Connect is used to give absence notifications and general announcements to all families for important and upcoming events.

Parent Portal is available for parents to access grades, assignments and attendance. Please take advantage of the opportunity by registering on-line.

Individual Conferences with the Administration should be scheduled through Administrative Secretary

Child Interventions will be scheduled through Assistant Principal

Pennington Student Agenda - School Calendar & Information

Pennington Parent Handbook – School Information and Guidelines

The Bird’s Eye View - Pennington Monthly Newsletter
From the Nest – PTO Monthly Newsletter

Pennington School Family Directory

New Family/Student Orientation Nights

Pennington Web sites:

www.pennington.schoolfusion.us
www.v-volunteer.com

Teachers:

- Student Agenda Notes – two-way communication through written comments is both teacher and parent responsibility
- Weekly Team / Classroom Newsletters
- E-mail
- Grades 1 – 5: Weekly Friday Folders (Strongly encourage parents to discuss folder content with student(s).
Parent Portal
- Grades 6 – 8: Progress Report (bimonthly)
4 1/2 Week Interim Progress Reports
9-Week Report Cards
Personal Notes
Individual Conferences
Telephone
Open House
Back To School Night in the fall
SOL Family Nights
Parent Conference Days: November and February
Parent Portal

Parent Teacher Organization (PTO):

Robyn Weber, President soetmom@verizon.net
Dena Stansbury, VP dena.stansbury@verizon.net
Beth Lynam, Secretary beth.lynam@comcast.net
Joanne Zillic, Treasurer joann1jayz703@gmail.com
From the Nest - Monthly newsletter
PTO Meeting (Second Monday of each month)
Pennington PTO Web site accessed through School Fusion
PTO activities throughout the year

Advisory Council:

Mr. Patrick Melbourne, Chairperson
Mr Curt Seagroves, Vice-Chairperson
Advisory Council Meetings (4th Monday -6:00 p.m.)
Focus - School Improvement
Parent/Admin Round Table– Held throughout school year

Inclement Weather

Announcements of school closings, because of inclement weather conditions, are broadcast on radio stations and television. Early closing of school may occur on short notice. We would make every effort to contact you through ParentPortal, school fusion and/or through the website. Please make necessary arrangements for your child in any early dismissal situation. Heating and air-conditioning problems may also warrant early closing of the school. Room parents may use a “telephone tree” calling system to give emergency school closing information. Student information should be current and on file at all times.

Website: <http://www.pwcs.edu>

Pennington Website: www.pennington.schoolfusion.us

- **AM Radio Stations:** WMAL 630, WWRC 980, WWDC 1260, WFLS 1350, WMZQ 1390, WFVA 1230, WKCW 1420, WPWC 1480, WTOP 1500, and PWCG 1580.
- **FM Radio Stations:** WAMU 88.5, WFLS 93.3, WQRA 94.3, WLTT 94.7, WPCG 95.5, WASH 97.1, WMZQ 98.7, WHFS 99.1, WWDC 101.1, WXTR 104.1, WCXR 105.9, WJFK 106.7, and WTOP 107.7.
- **Television Stations:** WRC-TV Channel 4, WTTG-TV Channel 5, WJLA-TV Channel 7, WUSA – TV Channel 9, and WTVR Channel 6.

PENNINGTON SCHOOL SCHEDULE

8:40 a.m. Earliest drop off time for all students

9:00 a.m. to 3:30 p.m. Regular school day Grades 1 – 8, Monday – Friday

After 3:40 p.m. parents will need to come to the office and sign out their student(s).

Attendance

- School attendance is required for your child's academic success. Your child needs to be in school on time and have good attendance to continue enrollment.
- Each student is required to attend school and classes regularly. Any student who is absent the day of any evening activity cannot participate in that event. On the day of an event, a student must attend school for at least one-half of the day. In the case of extenuating circumstances, the school administration may waive this rule.
- Students are expected to be in their assigned seats at the scheduled time.
- Students eating breakfast will walk directly from the bus to the dining hall. Breakfast begins as 8:45 a.m. After eating breakfast, the students will walk directly to their classroom.
- Students entering the building in the morning will walk directly to their classrooms. If necessary, they should use the restroom before entering the classroom (grades 3-8).

Absence

- All absent students must return to school with a signed parent note including: (1) student's name, (2) date of absence, and (3) reason for absence.
- All student absences are recorded as unexcused until a note is received (after three days without a note, an unexcused absence will result).
- If you know in advance that your child will be absent, please send a note ahead. Computerized calls are made home daily to all students on the absentee list.
- In order to maintain our high expectations, transfers back to the base school may be considered if absences become excessive.
- If your child is absent more than three days due to vacation, family emergencies, etc., please complete a prearranged absence form with approval from the Administration prior to the absence.
- Student make-up work may be obtained upon the student's return to school.

Absence/Grading Policy

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

If the absence is excused, **it is the responsibility of the student to obtain and complete all assignments missed during the period of absence.** Students will have 2 days for each day they are absent to make up the work and submit to the teacher. (i.e. if a student was absent 2 days the student has a total of 4 days to make-up the work).

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

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

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

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

Students' grades may be raised or lowered based on completion of the make up assignments.

Please allow teachers enough time to gather make-up assignments. School Fusion is available as a back-up for missed assignments.

Tardiness

- Students not in school by 9:00 a.m. are marked tardy.
- Students arriving after 9:00 a.m. need to be escorted by parent into the building and signed in.
- Students who are tardy must bring a note with the following information: (1) the date, (2) student's name, (3) reason for tardiness and (4) parent signature.

Early Dismissal

- Students who need to leave school early should bring a note from home stating the time of departure, reason for leaving, and a phone number to reach the parent.

- The note may be taken directly to the office or given to the homeroom teacher upon the student's arrival to school.
- Parents must come to the office to sign students out for early dismissal prior to the student(s) leaving. The student(s) will be called from class at that time and not before.
- Regular late arrivals and early dismissals are strongly discouraged.
- Early dismissals **MUST** occur before 3:10pm.

Make-up Work

- All students with excused absences shall have the opportunity and responsibility to make-up class and/or lifework missed due to absence. Students are given one (1) day to schedule make-up tests and assignments for every day of absence. The time limit to complete make-up work shall be one (2) days for each day of absence. However, the teacher will not be responsible for providing this work prior to the absence.
- Students with unexcused absences are not given additional time for make-up tests and assignments.

Attendance Agreement

Both teachers and parents want students in school every day so that our students achieve their maximum potential. Because student attendance is a top priority, the Pennington staff carefully monitors attendance and holds students and parents accountable for good attendance.

While it is recognized that absence from school is necessary under certain conditions, every effort should be made by students, parents, teachers, and principals to keep absences and tardiness to a minimum. All prearranged absences need to be approved by the principal.

The classroom experience is a critical part of our students' education. While make-up work can be done, it does not equal classroom discussions and activities. Every effort should be made to avoid removing your child from school during the school year.

All students shall have the opportunity and responsibility to make-up class and / or lifework missed due to an absence; however, the teacher will not be responsible for providing this work prior to the absence. The time limit for submitting make-up work shall be one (2) days for each day of absence.

It is the parent's responsibility to notify the teacher if a child will be away from school due to a pre-arranged absence of more than 3 days, i.e. vacation, surgery. The parent should fill out a Pre-Arranged Absence Form 3 days prior to the absence so that the teacher can make a separate folder for make-up work.

The PreArranged Absence Form is available online or can be requested from the school office.

PENNINGTON PRINCIPLES

Statement from the Administration

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

The Pennington Principles are directly related to the character education program that is emphasized throughout our curricula. Pennington School is based on developing behavioral standards that will encourage our students to be successful both in school, but in the community at large.

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

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

If students choose to continuously violate the Pennington Principles and/or the Prince William County School Code of Behavior, the parents may be asked to meet with the administration, teacher, and student to be considered for reassignment to their base school.

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

CHARACTER EDUCATION

Character Traits

Pennington will focus on citizenship and character education. Character education is a program that teaches students about self-discipline, respect, honesty, responsibility, citizenship, trustworthiness, integrity, fairness, compassion, and perseverance through monthly themes, special speakers and classroom activities. Pennington embraces individual student success through emphasis on character education in order to foster self-esteem and self-empowerment. This program helps to develop and reinforce some of the basic virtues needed for success in our school, community, and world. Staff and parents are asked to support, encourage, and get involved with our character education and self-empowerment program. Monthly themes are:

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

Character Trait Definitions

SELF-DISCIPLINE

September

Training and control of one's self and one's conduct, usually for self-improvement

"Discipline is doing what you really don't want to do so that you can do what you really want to do."
-Anonymous

"People have two choices when it comes to their emotions: they can master their emotions or be mastered by them." -Anonymous

<u>Character Trait</u>	<u>Definition</u>
Diligence	Consistent attention to quality work; remaining focused on your goal
Self-reliance	Relying on one's own abilities, efforts or judgments
Motivation	The desire to move toward a goal
Courage	To meet a challenge without giving into fear
Attitude	A state of mind or feeling

RESPECT

October

Showing regard for the worth of someone or something

“Never look down on anybody unless you’re helping him up.” –Jesse Jackson

“Do unto others as you would have them do unto you.” –Golden Rule

<u>Character Trait</u>	<u>Definition</u>
Self-Respect	Pride and belief in one’s self and in achievement of one’s potential
Authority	Respect for those individuals who are in positions of responsibility, using proper etiquette in relation to them
Respect for Others	Concern for and motivation to act for the welfare of others

TOLERANCE

October

Respecting the individual differences, views and beliefs of other people

“All people smile in the same language.” –Anonymous

“There’s no I in teamwork.” -Anonymous

<u>Character Trait</u>	<u>Definition</u>
Acceptance	Recognition of the diversity of to others, their opinions, practices and culture
Forgiveness	Benefiting yourself and others by ceasing to feel resentment toward others
Cooperation	Working together for a common purpose; teamwork

HONESTY

November

Truthfulness and Sincerity

“Tell all and only the truth. Mean what you say. If you find something, return it to its owner.” - Josephson Institute

“A lie has speed, but truth has endurance.” -Edgar J. Mohn

<u>Character Trait</u>	<u>Definition</u>
Sincerity	Not false; heartfelt
Straight-forwardness	Direct; to the point

RESPONSIBILITY

December

Taking care of one's self and others; to carry out a duty or task carefully and thoroughly

“Hold yourself responsible for a higher standard than anyone else expects of you. Never excuse yourself.” -Henry Ward Beecher

“Whatever is worth doing at all is worth doing well.” -Phillip Stanhope

<u>Character Trait</u>	<u>Definition</u>
Punctuality	Promptness
Accountability	Being responsible for your decisions and actions
Courtesy/civility	Polite and courteous behavior toward others in words and action. Politeness.

CITIZENSHIP

January

Respectful devotion to ones' country and/or school

"It takes a whole village to raise a child." –African Proverb

"A community is like a ship; everyone ought to be prepared to take the helm." –John Marks Templeton

<u>Character Trait</u>	<u>Definition</u>
School Pride/ Cleanliness	Care and satisfaction in your school's environment; achievement and success
Respect for the environment	The conservation and care of your surroundings
Democracy	Respect for the rule of the majority
Patriotism	Respectful devotion to one's country
Community Service	Giving back to the community

TRUSTWORTHINESS

February

Being worthy of confidence; reliable

"Undertake not what you cannot perform but be careful to keep your promises." -George Washington

"Dependability is more than ability alone." –John C. Maxwell

<u>Character Trait</u>	<u>Definition</u>
Loyalty	Faithful to a person, an organization of your country
Dependability	The ability to be counted on and trusted
Truthfulness	Consistently telling the truth; honest

INTEGRITY

March

Steadfast adherence to a strict code of moral, ethical or artistic values to consistently be truthful and fair.

“Doing the right thing even when nobody is looking.” –Anonymous

“The difference between ordinary and extraordinary is that little extra.” –Jimmy Johnson

<u>Character Trait</u>	<u>Definition</u>
Honor	A sense of what is right, just and true
Conduct	The way a person acts; behavior
Self-Control	Control of one’s emotions and behavior by one’s own will

HUMILITY

March

Recognizing that any given person is one’s intellectual superior in some way and can be learned from. Recognizing the part others have played in one’s achievements.

“Humility is not thinking less of yourself, it’s thinking of yourself less.” - Anonymous

“The most important measure of how good a game I played was how much better I made my teammates play.” Bill Russell

<u>Character Trait</u>	<u>Definition</u>
Gratitude	A feeling of thankful appreciation for benefits received
Patience	The power to wait calmly without complaining

FAIRNESS

April

Equal treatment of behavior and viewpoints of others

“It’s not whether you win or lose, its how you play the game.” –Anonymous

“Truth never damages a cause that is just.” –Mahat Ghandi

<u>Character Trait</u>	<u>Definition</u>
Sportsmanship	The ability to take winning and losing without gloating or complaining.
Acceptance	To receive without reservation
Kindness	Showing friendliness, generosity, and understanding; warm-hearted in nature

COMPASSION

May

Showing concern or sympathy for others

“It’s nice to be important, but it’s more important to be nice.” –John Marks Templeton

“Life’s most persistent and urgent question is what are you doing for others.” –Martin Luther King, Jr.

<u>Character Trait</u>	<u>Definition</u>
Generosity/ Service	Unselfish willingness to give and share your time and talents in your community
Kindness	Being gentle, willing to help, friendly, and considerate
Empathy	Understanding, sensing, and sharing in the feelings and emotions of others

PERSEVERANCE

June

Working hard without giving up; consistent attention to quality work

“To finish first, you must first finish.” -Rick Mears

“To see far is one thing; going there is another.” –Constantin Brancusi

<u>Character Trait</u>	<u>Definition</u>
Determination/ Dedication	Remaining focused on your goal. Sense of commitment and duty. The inner strength to pursue a goal or task.
Learning	Appreciation for the importance of and effort involved in acquiring knowledge
Self-confidence	Positive attitude about, and trust in one’s self; sense of security and self assurance
Resilience	The ability to bounce back from failure or discouragements
Creativity/ Flexibility	Clever, imaginative and inventive; adaptability and versatility

EXPECTATIONS

Students/Parents/Teachers/Administrators

Student Expectations

- *Students are expected to participate in a minimum number of community service hours through the course of the school year depending on grade level. The minimum hours are:*
 - Grades 1-3: 10 hours*
 - Grades 4-5: 15 hours*
 - Grades 6-8: 20 hours*
- Each student is expected to perform at his/her best every day in varied learning situations.
- Each student is expected to perform at or above grade level.
- Each student is expected to develop, maintain, and promote respect, honesty, responsibility, self-esteem and self.
- Each student is expected to complete all assignments on time, and meet (fulfill) the expectation of the teacher.
- Students are engaged in continuous, active, and uninterrupted academic instruction.
- Students are expected to be on task at all times, thereby maximizing their learning opportunities.
- Students will experience a structured learning environment with integrated periods of fun, exploration, and personal development.
- Each student is expected to adhere to the Pennington Principles and Parent/Student Contract.
- Each student is expected to evaluate the consequences of their choices and assume full responsibilities.

Parent Expectations

- *Parents are expected to participate in a minimum of 10 hours of school related activities (parent workshops, volunteer programs, mentoring, PTO, and/or advisory council). An example of the minimum hours is as follows:*

<i>One Child:</i>	<i>10 hours</i>
<i>Two Children:</i>	<i>20 hours</i>
<i>Three Children:</i>	<i>30 hours</i>

- Parents are expected to support the Prince William County Public School Code of Behavior.
- Parents are expected to support the Pennington Principles, uniform policy, and academic standards.
- Parents are expected to reinforce appropriate study habits and behavior standards.
- Parents are expected to promote self-esteem, self-respect and self-empowerment.
- Parents are expected to promote daily attendance.
- Parents are expected to promote school-wide reading at home: listen and/or read to/with your child daily.
- Parents are expected to review, sign, and return interim progress reports (mid-nine weeks), and student report cards (every nine weeks).
- Parents are expected to encourage and reinforce grade-level lifework (homework) policies.

School Administrator/Teacher Expectations

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

RIGHTS AND RESPONSIBILITIES

Students/Parents/Teachers/Administrators

Students

Rights

To be provided a quality education compatible with individual needs to include curriculum modifications as required so the student can achieve his fullest potential.

To have an elected student government.

To learn in a safe, orderly, and clean environment free from threats.

To be treated fairly by teachers, students, and staff.

To learn in an atmosphere of mutual respect.

To receive papers and projects back in a timely manner.

To be informed of assignments and school activities.

Responsibilities

To attend school daily for the purpose of learning.

To follow the Prince William County Code of Behavior, Pennington Principles, and all classroom rules.

To accept responsibility for their actions at all times.

To support decisions made by the school administration, faculty, and student government.

To report any weapons, dangerous materials, safety concerns, or threats.

To allow others to learn.

To respect students, teachers, staff, substitutes, bus drivers, parent volunteers, and school property.

To arrive at class on time with all assignments and learning materials.

To be responsible for showing parents home-school communications and returning appropriate response.

To take responsibility for writing assignments in a student planner.

Parents/Guardians

Rights

To have a safe and orderly environment in school and on the school bus.

To have student receive quality instruction.

To be informed of student's progress at appropriate intervals, and to receive communication if a problem arises.

To air concerns and/or grievances without fear of repercussions against one's child.

To expect that school personnel and students will behave with respect toward students and parents in both actions and language.

To expect a positive, creative, learning environment without over emphasis on negative behavior and its consequences.

To have a clearly defined, consistently enforced set of rules (bus, conduct, etc.) and penalties.

To expect the published uniformed dress code to be enforced.

To expect that the primary focus in the classroom should be on instruction.

To have access to school and support personnel.

To expect confidentiality on the part of school personnel.

To have student considered as an individual.

Responsibilities

To promote and support the learning environment of the school.

To be accountable for their child's behavior, both in and out of the class.

To monitor the student's academic and behavioral progress.

To understand that the teacher's primary responsibility is to teach.

To respond promptly to all communications from the school.

To create the expectation that schoolwork comes first for their child.

To listen and keep an open mind when discipline is implemented in school.

To treat school personnel with respect.

To be responsible for what their child(ren) wear to school.

To supply students with basic school supplies (pen, pencil, paper, folders, etc.)

To inform the school of pertinent family, home, medical and learning problems.

To be responsible for making arrangements outside of school for an ill child during school.

To support the Prince William County Code of Behavior and the Pennington Principles.

Teachers

Rights

To have instructional time protected from interruption.

To have sufficient instructional supplies and materials to maintain our high standards of learning.

To have a safe, clean, and secure school environment.

To have administrative support under circumstances concerning problems with student achievement and/or behavior.

To have cooperation of parents/guardians in matters affecting student achievement and behavior.

To be respected as an academic professional by parents, students, other teachers, administrators, and staff.

To have available a means of communications with parents/guardians.

To have timely and complete evaluations with detailed conferencing.

To receive information (due dates) in a timely manner.

To have a clearly defined, consistently enforced set of rules and penalties.

To have an available process for right of address for grievances.

Responsibilities

To efficiently use instructional time and supplies.

To teach the curriculum as directed by the County and make modifications as necessary for the success of the students.

To be observance and proactive in safety and security issues.

To enforce school policies and rules.

To hold students accountable for compliance with school rules and regulations.

To understand the school community and be sensitive to their needs.

To develop a rapport with parents/guardians through regular communication.

To supervise students.

To treat school personnel, colleagues, parents, and students respectfully.

To improve instructional curriculum by keeping informed of current educational research and policies.

To support decisions made through the school decision-making processes.

To maintain a professional manner.

To deal with preliminary discipline problems in the classroom.

To maintain accurate records of student progress and communicate these to parents.

Administrators

Rights

To expect assistance from the central office.

To be respected as an administrative leader.

To expect support and assistance from the faculty, community, and students.

To institute change for the betterment of the school based on qualified research.

To expect teachers to deal with minor discipline problems in the classroom.

To observe meaningful instruction going on at all times.

To have the final say in the school policy-making decision process in accordance with site-based management policy while insuring due process.

Responsibilities

To address needs/problems of students, parents/guardians, and staff members.

To understand the community and be sensitive to its needs.

To supervise and monitor the instructional process.

To emphasize that teachers teach and students learn.

To hold teachers and students accountable for compliance with rules and regulations.

To treat students, parents, and school personnel respectfully.

To improve instructional curriculum by disseminating appropriate information.

To analyze surveys, tests, and other data to be able to plan for the needs of the faculty, community and students as they affect learning and in order to implement changes in the instructional program.

To listen and to evaluate suggested policies put forth by the entire staff.

To ensure a safe appropriate instructional climate in the classroom.

To provide adequate instructional supplies and materials for educational uses.

POLICIES

Incentives/Awards Program

The incentive/award program is a positive reinforcement program for outstanding academic achievement and exemplary conduct. Pennington offers various awards and recognition opportunities throughout the academic school year. Students can earn incentives and award such as Caught with Character, Caught Being Cool, Tags, the Philip Michael Pennington Award, Citizenship, Extraordinary Effort, Most Improved, Principal's Honor Roll, and Honor Roll. Teachers use their discretion in recognizing and awarding their students. Teachers also provide additional incentives and individual recognition throughout the school year.

- **Caught with Character:** An incentive for first through fourth grade students who are “caught” showing good character. The student’s name is read during the morning announcements, and a Blue Jay is hung in the hall for everyone to see. A smaller Blue Jay is given to the student.

- **Caught Being Cool:** An incentive for fifth through eighth grade students who show good character. A student who shows one of the six pillars of character receives half of a green coupon. The other half of the coupon is entered into a drawing. Every Friday 2 names are drawn. A student who’s name is drawn will receive a “caught being cool” t-shirt, which the student can wear on Fridays.

Trustworthiness	Citizenship	Fairness
Caring	Respect	Responsibility

- **Tags:** An incentive for first through eighth grade students who consistently show great (over and above) character. There are 20 different character tags that a student can earn.

Honesty	Self-control	Respect
Responsibility	Cooperation	Caring
Service	Compassion	Kindness
Leadership	Perseverance	Self-Discipline
Diligence	Fairness	Teamwork
Trustworthiness	Courage	Citizenship
Integrity		

- **Philip Michael Pennington Award:** An award given to students who consistently demonstrate exemplary character and conduct throughout the entire school year. This award illustrates and represents our hero Philip Michael Pennington. The Philip Michael Pennington award is presented at the end of the school year.

- **Citizenship:** An award given each marking period to students who have respect for oneself and others, show respect for teachers and bus drivers, help others, participate in school activities, cooperate in all classroom activities, share happiness with others, and show school pride.
- **Extraordinary Effort:** An award given each marking period to students who work conscientiously on assignments and projects, cooperate in all classroom activities, go the extra mile (110%), have a positive attitude, and complete class and lifework assignments.
- **Most Improved:** An award given each marking period to students who go the extra mile, complete all class and lifework assignments, have a positive attitude regarding school, and make changes in attitude/grades/effort.
- **Principal's Honor Roll:** An award given each marking period to students in third through eighth grade who have earned all "A's" in a quarter, or for the entire year and have excellent standards in conduct.
- **Honor Roll:** An award given each marking period to students in third through eighth grade who have earned all "A's" and "B's" in a quarter or for the entire year and have excellent standards in conduct.
- **Patrols:** Fifth through eighth grade students serve as safety patrols. They assist with student safety in the halls and outside the building, in the morning before school starts and in the afternoon at the end of the school day. Patrols are selected for their exemplary behavior and high scholastic efforts.
- **Summer Reading Incentive:** Given to every student who completed the required summer reading program. This incentive is given at the beginning of the school year.

Attendance

This policy is essential for the safe and speedy arrival of students into their classrooms to ensure adequate instructional time.

Arrival procedures

- Students are expected to be in their assigned seats at the scheduled time. Students eating breakfast will walk directly from the bus to the dining hall. Upon completion of eating breakfast, the students will walk directly to their classrooms. All students must be in their classrooms by 9:00 A.M.
- Students not eating breakfast will walk directly to their classrooms. If you need to use the restroom, do so before entering the classroom.
- Students who arrive after 9:00 A.M. should be escorted by their parent into the building and receive a tardy slip.
- All students who are absent from school must return with a signed note from the parent with the following: (1) student's name, (2) date of absence, and (3) reason for absence. Student absences are recorded as unexcused until a note is received (after three days without a note, an unexcused absence will result).

Tardy procedures

Students not in school by 9:00 A.M. are marked tardy.

- Students who are tardy must bring a note with the following information: (1) the date, (2) student's name, (3) reason for tardiness, and (4) parent signature.

Bringing Unnecessary Items

Students may not bring toys, games, electronic equipment, sports equipment, etc., to school unless they have been asked to do so by their teacher for show and tell or assigned projects. If a cell phone is necessary for the safety and subsequent communication of the parent/student before or after school, a student may bring a cell phone, but must immediately turn the phone "off" and place it in his/her locker upon arrival to school. The student will assume responsibility for any item brought to school. If the above mentioned items are brought to school and interfere with the daily learning process and/or concentration on subject matter, a teacher or administrator will confiscate the item until the end of day. **The parent will be required to pick up the item from the office.** There may also be communication sent home regarding the infraction.

Bullying/Harassment

In an ongoing effort to provide a safe and nurturing learning environment for all, Pennington implements the Olweus Bullying Prevention Program. The goals are to reduce existing bully/victim problems among school children, prevent the development of new bully/victim problems, improve peer relations and improve the school climate.

Definitions

A person is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

Bullying (PWCS Code of Behavior): Any words or actions that harm or threaten another person's body, property, self-esteem, or group acceptance; includes all oral, written, electronic or nonverbal forms of ridicule or intimidation e.g. taunts, threats, gestures, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered to be bullying behaviors.

Harassment (PWCS Code of Behavior): Words, gestures, symbols, or physical contact that offend, intimidate, threaten, or persecute others. This includes such behavior as non-physical intimidation, posturing or "stare downs."

Procedures

Pennington's policy includes procedures for students, parents, teachers, and administrators.

Student

- Notify a teacher or any staff member immediately if possible or in a timely manner. Any child can report bullying to any adult or staff member at Pennington.
- Notify the parent/guardian.
- Complete a Complaint of Bullying form or Guidance form and give to guidance counselor.
- Implement avoidance strategies.

Teacher

- Inform parent/guardian of the alleged bullying situation. Maintain confidentiality and protect the privacy of all parties to the greatest extent possible.
- Investigate the situation.
- Document and monitor the situation.
- Notify the guidance counselor.
- Complete a referral form and send it to administration.

Guidance

- Speak with all parties involved.
- Contact the parent/guardian.
- Document, monitor and collaborate with teacher regarding situation.

Parents

- Talk with child to discuss corrective actions to take regarding bullying.
- Monitor situation
- Talk with teacher and/or guidance counselor.

Administration

- Review documentation and investigate the situation.
- Meet with all parties involved.
- Contact the parent/guardian.
- Implement the Pennington Principles and take appropriate corrective/disciplinary action.

Prince William County Regulation 733.01-1 can be read on the website – www.pwcs.edu. The website also has links for tips on recognizing and dealing with bullying and harassment.

Bullying will not be tolerated.

Breakfast

This policy is essential to allow students the opportunity to have breakfast in a timely, efficient manner.

- The dining hall opens at 8:45 A.M. to begin serving breakfast.
- Those students who desire to purchase a breakfast will report **immediately** to the dining hall to purchase breakfast.
- **No breakfast food will be allowed out of the dining hall.**
- Students will have fifteen minutes from the time they receive their breakfast until they are expected to be in their classrooms. This includes, eating, restroom, and going to class.
- Students who eat breakfast are responsible for making up any missed work. Teachers will begin teaching without regard to students who use the Breakfast Policy.
- In the event there are **extenuating** circumstances (i.e., extremely long lines, late bus, etc.) students will be granted time to finish breakfast and given an excused tardy.
- Student who cut in line, engage in horseplay, bring in gum, and/or refuse to comply with a reasonable request by a teacher will be subject to disciplinary action.

Dining Hall

This policy is essential for the smooth functioning of the lunchroom. The purpose of the lunchroom is to provide an area where the Pennington students may eat their lunches. The basic expectation is that ALL students will conduct themselves in an appropriate manner from the time they enter the lunchroom until their departure. It is expected that the student will arrive with their lunch from home or money to purchase lunch.

- Teachers will accompany students and pick them up at the scheduled times.
- Once students enter the dining hall, they will **NOT** be allowed to leave unless they secure permission from the lunchroom monitor.
- If the student is leaving for the RESTROOM, he/she will have three (3) minutes to use the restroom.
- Students leaving the dining hall for EARLY DISMISSAL must inform the lunchroom monitor.

Students will be expected to exhibit the following behaviors:

- Walk quietly to and from the dining hall.
- Do not cut in the dining hall line.
- Sit at the dining hall tables with their legs under the table facing the students at that table. There will be no more than 16 students (eight on each side) per table.
- Be responsible for keeping their area clean regardless of whether a particular garbage item is theirs or someone else's.
- Use good manners and obey all adults.
- Speak softly (conversational tone) and stay seated until dismissed.
- Raise their hands if they need help from an adult.
- Follow the directions of the lunchroom monitor.
- Use the restroom only with permission from the lunchroom monitor.
- Pick up all necessary lunch items as they move through the dining hall line.
- Eat only the food they brought or purchased -- no trading food or borrowing money from another student.
- Every person is responsible for cleaning his or her table and floor area before lining up for dismissal.
- Line up quietly as the lunchroom monitor dismisses them.

Hallway

The goal of this policy is to have the fewest distractions in the hall to provide a quiet academic setting for those students in class.

The following behaviors are expected in the halls:

- Walk quietly in line through the halls.
- Walk in line on the right side of the hall.

- Keep your feet on the floor and your hands at your sides.
- Walk on the stairs one step at a time.
- Show respect to all school property while in the hall.
- Follow your classroom rules for use of the water fountains.
- Respect hallway displays/banners.

Restroom

The goal of this policy is to provide an opportunity for students to use the restroom at the discretion of each classroom teacher.

Students are expected to follow the following rules in the bathroom:

- Restroom pass used when students leave the room.
- Respect for the privacy of others.
- Quiet behavior is expected.
- Use commodes, urinals and sinks properly.
- Place all trash in the trashcans.
- Take pride and respect restroom property.

PLEASE REMEMBER THAT THE RESTROOM IS NOT A PLAY AREA AND IS NOT TO BE USED FOR SOCIAL GATHERING.

Library

The mission of the media center is to ensure that students and staff are effective users of ideas and information.

The following rules are expected when using the Pennington Media Center:

- Be respectful
- Be responsible
- Be productive
- The library is open from 9:00 A.M. to 4:00 P.M. for reading, browsing, checking out and returning books. Students may check out a maximum of two books at a time for a period of two weeks. If the student desires, the books may be renewed.
- Books which students have borrowed or are in their possession are expected to be returned by the due date.
- If a student loses a book, it must be paid for before another book can be checked out. If a student pays for a lost book, but finds it before the end of year accounting, the student's money will be refunded upon the return of the book to the library. However, if the end of year accounting of books has already past, the lost book will now be the property of the student.
- Students with overdue books may not borrow more books until the overdue books are returned.

- Book exchanges can be done at the following times:
 - First thing in the morning
 - During the student's lunch
 - At the end of the day
 - With the student's class library time
- Book Fairs are opportunities for students to purchase books, games, materials, etc.
- Items must be paid for before leaving the library. Noncompliance will be considered stealing and will result in an out-of-school suspension.

Computer Lab

The computer lab policy is set up to secure the protection of the computers and the safety of the children.

The following behaviors are expected in the computer lab:

- Students will use the computer equipment appropriately.
- Students will use the Internet only for research or assigned tasks. Independent surfing will remain within appropriate guidelines.
- Students will closely follow initial instruction so that they understand the working of the program and the steps needed to complete the assignment.
- Students will work on the activity assigned by the teacher for that session until permitted to change activity.
- Students will remain at their workstations and raise their hands to ask for help when needed.
- On task behavior is expected. Social discussions are not appropriate.

Field Trip

A field trip is defined as any trip taken by students under teacher supervision, which leaves the school grounds. Such trips are designed to afford students an opportunity to enrich their educational experiences.

Students will exhibit the following behaviors on a field trip:

- All bus regulations will be enforced if bus transportation is being used.
- Students are to wear the school uniform unless deemed differently by the administration.
- Students must stay with their assigned groups.
- All school regulations will apply on field trips.
- Lunches are the only source of food permitted on the bus.
- Students will be allowed to attend the trip only if they return a Field Trip Permission Form.
- Students will exhibit exemplary behavior.
- Parents accompanying the field trip as chaperones will ride in the bus with the students.

- Parent chaperones should park in the side parking lot adjacent to the playground or on Stonewall Road. Do not park in the back of the school or along the service road leading to the back of the school.

Playground

Common sense safety procedures should be followed in all playground areas. The following guidelines are noted for obvious and anticipated safety concerns. Please note that there may be other problems encountered as the playground and equipment are used.

- Students will follow the directions of any adult on duty.
- Students will use all equipment properly.
- Students will keep mulch on the ground and inside the playground area.
- Students are not permitted around the large pine trees in the back of the playground.
- Students will stop the swings before getting off.
- Students are prohibited from jumping off equipment.
- Students may not leave the playground without teacher supervision or knowledge.
- Students must stay within sight and sound of the teacher on duty at all times.
- Only one person at a time is allowed on the slide deck.
- Slide **DOWN** the slides (do not run up the slide).
- Slide in a seated position only.
- Flipping or hanging from bars on the slides is prohibited.
- One person at a time on bars and beam equipment.
- Climbing on top of structures, tunnels, railings, or slide covers is prohibited.
- Students will not push, kick, hit, or name call.
- Students will not throw objects that are not sports equipment (i.e., rocks, wood chips, etc.)
- Students will be given the opportunity to use the restroom and prepare themselves for outdoor play **before** going outside.

Fire Drills/Evacuation Drills

Orderly fire drills are a necessity if we are to assure a quick and safe evacuation. All drills are to be conducted as if they were real emergencies. When the alarm sounds, all students will follow the guidelines below that apply to **ALL** students:

- There is to be **NO TALKING**
- Walk rapidly in an orderly manner toward the exit.
- Walk in a single file, with no pushing and/or shoving.
- Exit quickly.
- Do not attempt to close windows, but **DO** close the door.
- The first student in line will hold open the exit door.
- Students will walk at least fifty feet from the exit and face away from the building.
- Student will not walk between cars if crossing the parking lot.
- Students will wait for further instructions concerning when to reenter the building.

Students who are not in their class at the time of a fire drill (i.e., in Guidance, bathroom, clinic, etc.) will:

- Already have a pass from the teacher.
- Report to the nearest exit and be accounted for by the teacher at the nearest exit. The students should obtain a signature/time from that teacher to return to their class or to go to their previous location.... the pass should then be signed again when the students leave for their next destination.

After the fire drill/evacuation is completed, a signal will be given and students will re-enter the building in the same manner as they exited.

Uniforms

All students attending Pennington School are required to wear a full school uniform during the school day and to designated school functions. All students must comply with the Pennington School Uniform Policy as well as the Prince William County School Dress Code. The School Administration will determine if there is a violation of the uniform policy. A note from the teacher will notify parents if the student is not dressed properly. Students not complying with the uniform policy will be required to change into something more appropriate or the Administration may send the student home to be properly prepared for school. **PLEASE REFER TO PENNINGTON WEBSITE LINK FOR DETAILS AND PICTURES.**

Uniform Purchase Through Lands End

Uniforms may be purchased from Lands End at 1-800-469-2222 or via the Internet at www.landsend.com/school. You must give the customer service representative Pennington School's preferred vendor number, 9000-5668-0, when you place your order. To order an item with the school logo you must provide the customer service representative with our logo #0047565k.

Uniform Purchase Through Other Sources

Uniforms may also be purchased from other sources as long as they meet the uniform criteria. **Any items purchased from an outside source must match in color and style to those provided by Lands End. Please use your Lands End catalog to serve as your style guideline.** Lands End will also provide color swatches, per request, to use as your color guideline.

Guidelines

Students should dress in such a way as to be modest in appearance to demonstrate their respect for the school and for themselves. Therefore, all students shall comply with the following:

- All shirts are to be tucked in.
- All shoelaces are to be tied.

- Belts must be worn if the clothing has belt loops.
- No holes/tears in clothing or shoes.
- Clothing must be appropriately sized for the wearer; pants must be worn at the waistline.
- Uniform pants only – no “baggies” or cargo pants.
- All pants, shorts, skorts, skirts, and jumpers are to be worn at vendor length not to exceed more than 5 inches above the knee.
- Only the Pennington School logo is permitted on any piece of clothing.

PE Uniform Grades 6-8

Grades 6 – 8 must wear the appropriate PE Uniform on the specified PE days. The PE uniform consists of navy shorts and a light gray t-shirt. Navy sweat pants and sweatshirt will be optional, but these are only to be worn on PE days and are not considered part of the PE uniform. You will be able to purchase these items through Pennington School.

Accessories Guidelines for All Grades

Backpacks: Students may carry backpacks of their own choosing. Backpacks are not permitted to have wheels.

Coats: There are no set guidelines for coats, although students are not permitted to wear long trench coats or bulky over-sized coats within the school building. This is in accordance with the Prince William County Code of Behavior Policy.

Jewelry and Hair Accessories/Style and Color: Earrings are to be worn in ears only. All jewelry should be moderate in size and amount for both boys and girls. Ties are optional. Hair accessories are to be of the student’s choice. Hair styles/color should be consistent with natural colors of hair and uphold the integrity of a traditional school.

Shoes/Sneakers: All students must wear an enclosed shoe/sneaker (both heel and toe). Socks and/or tights are to be worn at all times and are to be of solid color found in the school uniform to coordinate with their clothing.

Uniform Swap Days

Pennington School will arrange and advertise dates for parents to exchange uniforms with other parents.

Financial Assistance

Pennington School administration will provide the necessary information to qualifying families concerning financial assistance in purchasing uniforms. Forms are available through the Guidance office.

LEVELS OF CONDUCT

The consequences for violating a rule are listed and numbered by steps. These consequences are applied after the classroom teacher has exhausted his/her classroom management techniques. All infractions will require parent notification (i.e. phone call, note in agenda, written letter, email, etc...) as part of the initial step in the discipline process.

For each rule, a number consequence for breaking that rule is listed. This number reflects the consequence for the first violation of that particular rule. REPEAT VIOLATIONS WILL RESULT IN THE NEXT NUMBER-ORDERED CONSEQUENCE STEP IN THE PLAN. If more than one infraction occurs simultaneously, and is observed by the same faculty member, the student will serve the consequence of the more serious offense. Failure to comply with the consequences will result in the imposition of the next level.

At any time, for serious and specific actions, a Due Process hearing may be recommended, legal action may be taken, and/or students may be considered for reassignment to their base schools. After the third offense, administration will decide what action to take.

CONDUCT

Statement from the Administration

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

The Pennington Principles are directly related to the character education program that is emphasized throughout our curricula. Pennington School is based on developing behavioral standards that will encourage our students to be successful both in school, but in the community at large.

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

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

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

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

ELEMENTARY LEVEL I INFRACTIONS
No referrals written on Level I Infractions

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

ELEMENTARY LEVEL II INFRACTIONS
Referrals will be written for all Level II Infractions

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

ELEMENTARY LEVEL III INFRACTIONS

Referrals will be written for all Level III Infractions

For additional infractions (i.e. weapon violation, substance abuse, etc...) please refer to the PWCS Code of Behavior

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

MIDDLE SCHOOL LEVEL I INFRACTIONS

No referrals written on Level I Infractions

INFRACTION	CHARACTER TRAIT	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Class Tardy	Self-Discipline	Warning	Written Assignment	Detention
Computer misconduct	Responsibility	Warning	Parent Notification	Privileges revoked
Dining Hall misconduct	Trustworthiness Self-Discipline	Warning	Parent Notification Lunch detentions with written assignment	3 days detention
Dress Code violation	Responsibility Integrity	Warning Removal and change into appropriate attire Letter home	Phone call home parent needs to bring proper attire	1-2 days detention
Gum/Candy/ Food	Citizenship	Warning Confiscate items	Parent Notification Written assignment (i.e., history of gum)	Detention
Hallway misconduct	Self-Discipline	Warning	Parent Notification Detention with written assignment	3 days detention
Lifework Assignment (homework) not completed, incomplete class work	Trustworthiness Perseverance	Zero for the assignment	Zero Parent Notification Detention	3 days detention
Restroom misconduct	Citizenship	Warning	Lunch detentions with written assignment	Written Referral Extended detention
Unprepared for Class (supplies)	Responsibility Self-Discipline	Written Assignment	Zero for that lesson Parent Notification	Detention Parent Notification
Possession of inappropriate materials	Integrity Honesty	Confiscation of item Parent Notification	Confiscation of the item (parent may pick up the item at the end of the day)	Confiscation of the item (parent may pick up the item in June)

MIDDLE SCHOOL LEVEL II INFRACTIONS
Referrals will be written for all Level II Infractions

INFRACTION	CHARACTER TRAIT	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
After School Misconduct	Self-Control	Warning	Probation	Permanent Dismissal
Bullying (Harassment)	Compassion	Warning Parent Notification Mediation, Detention	3 days detention	Out of School Suspension
Bus Misconduct	Self-Control	Warning	1 day bus suspension	3 days bus suspension
Disobedience	Respect	1 day detention	3 days detention	Out of School Suspension
Disruption of instructional time	Responsibility Respect	Warning	1-2 days detention/Saturday School Suspension	Out of School Suspension
Field Trip Misconduct	Citizenship	No participation on the next field trip, consequence for the offense		
Fire Drill Misconduct	Citizenship	Warning	1 day detention	3 days detention
Inappropriate Behavior Horseplay, Not telling the truth, Consistently uncooperative	Respect Responsibility	Warning Parent Notification Detention	3 days detention	Out of School Suspension
Missed Class (Skipping)	Responsibility	1 day detention	2-3 days detention	Saturday School Suspension
Misconduct during Substitute coverage	Trustworthiness	Removal from class/detention Parent Notification	1 day Out of School Suspension	2-3 days Out of School Suspension
Usage of electronic devices (videoing, texting, etc.)	Integrity Responsibility	Confiscation of the item Parent Notification	Confiscation of the item (parent may pick up the item in 3 months)	Confiscation of the item (parent may pick up the item in June)
Vandalism	Citizenship	School service/ Restitution (remove offense) Written Assignment	Increase school service time Restitution Parent Conference	Out of School suspension Restitution Parent Conference
Verbal disrespect	Respect	1day detention	3 days detention	Out of School Suspension
Vulgar language	Respect Self-Discipline	1 day detention	3 days detention	Out of School Suspension

MIDDLE SCHOOL LEVEL III INFRACTIONS

Referrals will be written for all Level III Infractions

For additional infractions (i.e. weapon violation, substance abuse, etc...) please refer to the PWCS Code of Behavior

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

PENNINGTON SCHOOL'S RESPECT & PROTECT

Student's Name		Grade	Date
Referring Teacher			
Home Room Teacher			
Target Student*:			

Bullying Behavior is not accepted at Pennington School

BEHAVIOR	LOCATION (Please Specify)
Name Calling	Classroom_____
Physical Aggression	Hallway_____
Teasing / Making Fun Of	Rest Room_____
Gestures / Threats	Staircase_____
Gossip / Rumors	Lunch Room_____
Exclusion	Playground_____
Verbal / Abusive	Morning Line-Up_____
Other_____	Other_____

Comments: _____

ALL BOXES MUST BE COMPLETED

	Incident Date	Offending Student Conference Date	Target Student Conference Date	Parent Contact Date	Target's Parent Contact Date
1st Offense					
2nd Offense					

OFFICE COPY MUST BE FILED IN OLWEUS NOTEBOOK

*Target is the student who was bullied

STUDENT COMMUNITY SERVICE AND PARENT VOLUNTEER GUIDELINES

The Student Community Service Program is an important aspect of the Pennington experience. This is the program that allows and encourages students to be an active part of their community, both at Pennington and in the community at large. Through the Student Community Service Program, students are taught the value of serving their community. Student community service points are not a reward for service, but rather a means for Pennington to encourage such service in each student. Students are welcomed and encouraged to exceed the minimum requirements. As with all aspects of Pennington, the Student Community Service program is focused on the benefit of our students. This is why participation in the community service program is **mandatory** for all Pennington students. Through their service, we hope students will learn the value of their efforts in helping others.

Community Service Guidelines

- Each student will volunteer a minimum number of hours through the course of the school year, depending on grade level. The minimums are:
 - 1 - 3 grade: 10 hours
 - 4 - 5 grade: 15 hours
 - 6 - 8 grade: 20 hours
- Non-compliance by the end of May will result in non-participation in ES Field Day/end of year MS picnics and/or return to the base school.
- Community service hours may be worked at Pennington, or for other organizations in the community at large. For example, a student may assist a teacher at school, or may volunteer in a school, community, or religious community service program.
- Adult family members are responsible for recording all of the student community service hours in the student agenda. Teachers are responsible for checking and initialing the service hour log. Teachers may designate an individual to enter the student hours into the database.
- A student must participate in at least **THREE** different service areas. This encourages students to explore a variety of service opportunities.
- Community service is defined as:
 - Work not done for pay
 - Work that is not typically expected of children as members of their family (example: credit is not granted for cleaning one's room)
 - In benefit of someone else, as opposed to the benefit of the student.
- Acts of common courtesy and good citizenship at school will not be recognized with community service hours. These types of behavior are expected of all Pennington students.
- Community Service Progress Reports will be sent home each quarter. Parents are encouraged to help their children complete minimum requirements as early in the school year as possible.

Students are encouraged to participate in community service projects that coincide with their interests. Potential areas of service include the following suggestions by the Presidential Student Service Award program found at www.student-service-awards.org.

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

Community Service Projects

Students may submit a school-wide community service project request in writing to the Assistant Principal for approval. Students may submit a grade level / classroom community service project to their classroom teacher for approval.

Animals and Environment

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

Poverty, Hunger, and Homelessness

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

Health and Well-Being

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

Intergenerational Projects

- Rake leaves/mow grass for an elderly neighbor
- Take a meal to shut-in senior citizen
- Visit a nursing home, read to or talk with resident(s)
- Make decorations for nursing home. Help a senior citizen put up holiday decorations
- Do a living history report--interviewing senior citizens and reporting back to class

School Service

- Help clean up grounds, halls, playground
- Do errands for teachers
- Participate in collecting soup labels, box tops, and other fund raisers
- Read to or tutor younger children at school

School Donations

- Hours may be awarded for donation of items to programs at Pennington or in the community at large.
- If a student works on behalf of a donation drive, such as helping to count and deliver donated goods or organizing a neighborhood-wide effort, their actual time worked should be reported.
- Hours will be awarded according to the following equivalents:
 - Food Drives:** One hour will be awarded for each 4 items donated, with a maximum of one hour awarded per drive. For example: two cans of food equates to one half hour.
 - Book Drives:** One hour will be awarded for every 4 books donated, with a maximum of one hour awarded per drive.
 - Newspaper Drives:** One hour will be awarded for each paper grocery sack of newspapers with a maximum of two hours awarded per drive.
 - Toy Drives:** One half-hour will be awarded for every item donated, with a maximum of one hour per toy drive.
 - Clothing Drives:** One hour will be awarded for every two clothing items donated, with a maximum of two hours awarded per drive. A pair of shoes, for example, constitutes one item.
 - Monetary Donations:** Monetary donations will not be considered as credit toward community service hours.
 - Labels and Box Tops:** One- quarter hour of credit will be awarded for every 10 labels, box tops, or Tyson proofs sent in i.e., 40 proofs required for 1 full hour. These proofs should be sent in a sealed envelope or Ziploc-type bag. **Both the student and teacher names will need to be legibly included either inside the envelope or bag, or written on the outside of the envelope or bag.**

A representative of the School Rewards committee will be responsible for recording the eligible proofs into the school volunteer database and a receipt will be sent home with the student. Parents are to record and initial the donation in the Student Community Service Log located in the student's agenda. Students are encouraged to drop the donations in the collection box located in the office themselves, so as to eliminate as much work for the teachers as possible.

The Parent Volunteer Program

This program is an important aspect of the Pennington experience. This is a program (not to be confused with the Student Community Service Program) that allows and encourages parents to be an active part of their students' education. Through the program, the adult members of the family become an extension of the school's faculty and staff, and an integral part of daily life at Pennington. **Parents are welcomed and encouraged to exceed the minimum volunteer hour requirements.**

As with all aspects of Pennington, the Parent Volunteers Program is focused on the benefit for our students. This is why participation in the program is **mandatory** for all Pennington families. By committing ourselves to the success of the school, we are demonstrating to our students the value and importance of their education.

The volunteer requirement for each Pennington family is 10 hours per student. There are numerous volunteer opportunities available throughout the school year. Adult family members are required to meet their volunteer hours by the deadline, but are encouraged not to wait until the last moment.

Guidelines for Volunteering

- The school year, for volunteering purposes, is from **June 1 through May 31**. No more than half of the total required hours may be credited before school starts.
- Volunteer hours must be performed in at least **TWO** different work areas. Examples of work areas are: Advisory Council, Bake/Cook, Cafeteria Monitor, Library Assistant, Field Trip Chaperone, Parents Night, Room Parent, or PTO subcommittees.
- Parent volunteer hours will be performed mainly on the Pennington School campus. Occasionally an event or work opportunity directed by Pennington Staff or a PTO Chairperson on behalf of the school-sponsored program will provide off-site hour availability, for example, a parent may assist a teacher by doing work at home. Hours spent volunteering for non-Pennington programs will not be counted.
- Attendance and participation at workshops and meetings for school or PTO will be acceptable hours; attendance at social events will not. For example, attending a Family Fun Night is not volunteer service, while assisting in Family Night preparation (planning, set-up, clean-up, etc) is.
- Volunteers at school must sign in and out at the main counter located in the office.
- Volunteers may **not** bring other children/siblings with them while working in the building.
- Information based on contact with students, staff or others is considered confidential and may not be used in conversation at/outside school.
- It is the parents' responsibility to record their own volunteer hours served as chaperones on field trips, work performed at home for staff or committee functions, etc. on the school website. (www.v-volunteer.com) If you volunteer on the school campus, the system will log your hours for you.
- Unlike the Student Community Service Program, parent volunteer hours will NOT be awarded for donation of items to Pennington programs unless otherwise specified.

- Note that time spent making items for Pennington may be credited as volunteer hours. For example, preparing food for a Pennington program is valid as parent volunteer service, whereas purchasing food for a program is not, because the time spent was only to purchase and deliver the food.

Each volunteer MUST present and have a valid (unexpired) government issued photo identification scanned in order to begin the registration as a volunteer, and also adhere to PWCS Volunteer Guidelines (Notice 950-0-39). Each volunteer must also have their own email address. No two volunteers may use the same email address, and must monitor their own progress throughout the year. (Note: free Internet access is available at all Prince William County public libraries.)

- It is each family’s responsibility to ensure their hours are properly recorded. Adult family members (grandparents, aunts, uncles, adult siblings) may perform volunteer service.
- If a family does not meet their commitment by the published deadline (May 31st), their students may not be invited to return to Pennington the following academic year.
- A three-member review committee comprised of one member of the Advisory Council, one member from the PTO and one staff member will be appointed to review volunteer appeals. A family that has not met its volunteer requirement may submit an appeal to the committee. The review committee will examine the appeal to determine continuing the student(s) eligibility for the following academic year. A recommendation will be presented to the Principal.

SUGGESTED VOLUNTEER OPPORTUNITIES

- | | |
|-----------------------|-----------------------|
| Cafeteria Monitor | On-Site Field Trips |
| Summer/Fall Festivals | Back-to-School Nights |
| Family Fun Night | Career Day |
| Room Parent(s) | School Dance |
| Advisory Council | Class Field Trips |
| PTO | Specified donations |
| Office/Library Aide | |
| Club Co-sponsor | |
| Field Day | |

GUIDANCE

The counselor(s) in Pennington’s guidance department are here to help make the school years smooth and productive. Through classroom guidance lessons, individual and group counseling sessions, students are assisted in making good choices. The program is based on the American School Counselor Association or ASCA Model in order to support the career, personal/social, and academic development of all students. Below are some of the programs available to the students through the guidance department.

Be Aware Program

The **B**asic **E**lementary **A**ddiction, **W**ellness, and **A**buse **R**esource **E**ducation or Be Aware Program is taught to all Pennington students by the resource officer assigned to the school. It is a preventative program with focus on such topics such as bullying, personal safety, conflict management, and personal decision-making skills for all grades. The 6th, 7th, and 8th grade curriculum will also include Drugs and Alcohol Awareness, Gang Awareness, Curfew and Runaway Behavior, and Theft/Property Loss.

Bullying Prevention (Olweus Program)

The Bullying Program is a county based school-wide program. A student who is exposed repeatedly and over time to negative actions, on the part of one or more persons, is being bullied. The procedures for addressing a bullying issue involve the students, teacher, guidance counselor, and the parents. Students should report all incidents to the appropriate authority (teacher, guidance counselor, and/or administration).

Groups

Each teacher, with help of the guidance counselor, will assess the needs of the students at Pennington. Groups will be established based on the particular needs of the students whether it be academic, personal/social, or behavioral.

Peer Mediation

Peer mediation is a great way for students to work out their differences and learn productive ways to handle problems. Peer mediators are available daily. Teachers or students may initiate mediation.

Lunch Bunch

Students can meet with the counselor in groups of 3 or 4 during their lunchtime. The groups are informal and available to all students. Students can request Lunch Bunch through their guidance request forms.

INSTRUCTIONAL FOCUS

Pennington's instructional focus places an emphasis on teaching the whole child. Our academic goal is to have every child performing at or above grade level. To this end, Pennington's instructional focus areas are as follows:

- **Reading Instruction** focuses on challenging literature, including the classics, to enhance students' literacy, problem-solving, and critical thinking skills.
- **Achievement** levels are assessed in a variety of ways throughout the year.

- **Personalized** educational plans
- **Differentiated** instruction aimed at students' individual learning styles.
- **Daily drills** in phonics, vocabulary, and math facts.
- **Uninterrupted time** during academic instruction.
- **Lifework** assigned at all grade levels each night.
- **Daily character education** to build self-esteem and self-empowerment through poetry, quotes, fables, and literature.
- **All students** wear Pennington School Uniforms.
- **Unique setting** of grades 1 through 8 in a single building with an educational program continuum to reduce stress in transition from elementary grades to middle school.

GRADING

Report Cards and Interim Reports

The nine-week report card is designed to provide information to you concerning your child's progress in school. Interim reports are sent home halfway through the nine-week grading period. The interim report is designed to give parents an indication of how their child is progressing. Every student will receive an interim.

Elementary Grading

The elementary and middle schools do not share the same grading criteria. The school system has regulations governing grades. The criteria presented below are specific to the elementary school.

First and Second Grades

- S+** An "S+" is given for consistently meeting the objectives. The student demonstrates outstanding achievement and mastery of the subject matter. Performance is at the superior level. Student thinking, expression, and work products exhibit originality.
- S** An "S" is an indication of steady consistent growth in meeting the objectives. The student willingly participates in lessons and demonstrates effort in class activities. The student assumes responsibility for his/her behavior, assignments, and self-direction. The student is achieving sufficient subject mastery. The student occasionally requires individual attention.

- N An “N” is an indication that the student *needs support* and can meet the objectives with more time and assistance. The student frequently falls below the average level of achievements. He/She seldom completes an undertaking without the teacher’s direction and encouragement. The student may demonstrate little effort, little interest, and rarely contributes in class activities.
- X An “X” in specific area indicates that the student is having difficulty.
- * An “*” on the Interim or Report Card indicates that the grade level curriculum has been modified to meet the needs of the child.
- NG “NG” is recorded when a child has not been enrolled for 50% of the grading period.

Grades Three – Five

Students begin to receive letter grades in third grade. The student’s participation in lessons and activities is included with the letter grades when the grades are averaged at the end of each quarter. The following criteria will help you understand how your child’s grades were determined.

- | | | |
|----|----------|---|
| A | 90%-100% | The student demonstrates outstanding achievement and mastery of the subject area. He/She achieves maximum growth in relationship to the established objectives. Independent work is consistently contributed in addition to the required assignments. The student is self-directed. Superior ability in problem solving and in arriving at logical conclusions is demonstrated. Originality in the preparation of assignments is evident. Both written and oral expressions are clear. The student’s work is neat, legible, and accurate. |
| B+ | 87%-89% | The student displays many of the same characteristics of the “A” student. He/She accurately completes assignments on time. Independent work is frequently contributed in addition to required assignments. |
| B | 80%-86% | The student demonstrates above average scholarship and achievement in addition to contributing independent work beyond the assigned work. He/She willingly participates in class activities. The student frequently serves as a class leader, supporting and directing peers. |
| C+ | 77%-79% | The student displays many of the same characteristics of the “B” student. He/She assumes the responsibility for his/her behavior, assignments, and self-direction. Sufficient objectives are mastered. |
| C | 70%-76% | The student achieves the majority of the grade level objectives. He/She is responsible and participates in class activities. The teacher may occasionally have to provide this student with individual direction. He/She achieves sufficient subject mastery to proceed to the next level. Most of his/her projects or assignments are completed within the time allotted. |

Middle School Grading

Sixth and Seventh Grade Classes

Grades 6 and 7 share the same grading scale and criteria as the elementary school (percentages/letter grades). The grades can be recorded, as percentages or letters but all percentages must be converted to letter grades when averaged as the end of the each quarter except in Carnegie unit classes.

An “I” is recorded on the interim or report card to indicate that the student has failed to complete the course work due to *excused* absences. An N/G is used to indicate that the student has not been enrolled for 50% of the grading period. In addition to the averaging of test scores, the grading process is to include evaluation of lifework, class work, class participation/activities, and neatness of assignments.

Conduct grades take into account the student’s dependability, courtesy, personal habits, and cooperation. An “O” is for outstanding conduct, and “S” is for satisfactory conduct, and a “U” is for unsatisfactory conduct. Students receiving two “U’s” in conduct will be ineligible to participate in any extracurricular activities as defined by the local school.

Effort grades consider the student’s demonstration of responsibility. Students’ effort is indicated with an “O” for Outstanding, and “S” for Satisfactory, or a “U” for Unsatisfactory.

Since there are not semester exams in sixth and seventh grade, there will be no semester grade. The four, nine-week letter grades will average for the final yearly grade.

Carnegie Unit Foreign Language Classes

Some sixth graders have the opportunity to take a Carnegie unit foreign language course over a two-year period. These students will be graded using the high school grading scale. The 1A grade (at the end of the sixth grade) is treated as the first semester grade. The 1B (at the end of the seventh grade) is treated as the second semester grade. These two grades are combined to determine the yearly grade.

Credit is withheld until the entire course, 1A and 1B, has been completed. The final grade and associated credit is documented on the transcript.

Eighth Grade Classes

The high school numerical grading scale will be used for all eighth grade students. Teachers of non-Carnegie classes will average numerically the two nine-week grades for a semester grade. The final yearly grade will be a numerical average of the two semester grades.

TESTING SCHEDULE BY GRADE LEVEL

Grade	Fall	Spring
1 st	PALS/DRA Reading	
2 nd	PALS/DRA Reading	
3 rd	CogAT	Standards of Learning (SOL) May-June - Reading, Math, Science, & Soc. Studies
4 th	PALS/DRA Reading	SOL - Remediation Recovery Writing Predictor SOL – May-June- Reading, Math, & Social Studies
5 th		SOL – March - English Writing Multiple Choice and Direct Writing SOL – May-June –Reading, Math, Science, & Social Studies
6 th		SOL – Remediation Recovery SOL - May-June - Reading, Math, & Social Studies
7 th		SOL – May-June – Reading, Math & Social Studies
8 th		SOL – March -English Writing Multiple Choice and Direct Writing SOL – May-June – Reading, Math & Science Exams (8 th grade)

All grade levels administer County-wide CFA tests throughout the year. GATES reading, writing, and math assessments are done three (3) times a year.

LIFEWORK

Lifework is designed to provide out-of-class experience that will enrich, enhance and/or extend the instructional program. Lifework is assigned daily at Pennington School. Students record lifework assignments in their daily agenda. Parents are expected to check agendas daily for assignments and notes. A recommended schedule for lifework is as follows.

Grade 1	not to exceed 20 minutes
Grade 2	not to exceed 35 minutes
Grade 3	not to exceed 50 minutes
Grade 4-5	not to exceed 65 minutes
Grade 6	not to exceed 80 minutes
Grade 7	not to exceed 95 minutes
Grade 8	not to exceed 95 minutes

Please understand that each student works at his/her own pace. The assignments are given so that a child working at an “average” pace can complete the work in the above time frame. Any class work not completed by the end of the day also becomes lifework. The class work that your child adds to his/her workload is not included in the times listed above. If you suspect that this is happening, contact the teacher.

Making Lifework Easier

- Completing lifework is sometimes stressful for the parent and the child. Following these suggestions may help.
- Provide your child with a desk in a quiet room.
- Turn off the television or stereo during lifework and study time.
- Do not permit other people in the room during work time.
- Help your child only when help is requested. He/She should learn to take on the responsibility without constant assistance. You may need to leave the room in order to encourage responsibility.
- Check over all of the completed assignments and have your child make corrections.
- Help your child study for tests.

We expect all lifework assignments to be completed and handed in on time. If your child is unable to complete the assignments due to an emergency, please write a note to the teacher. Your child’s teacher will also be able to give you other suggestions that will help ease the work session at home.

TEXTBOOKS/LIBRARY BOOKS/ RESOURCE MATERIAL

Students are responsible to Pennington for the proper care of textbooks, library books, and other resource materials. Students may have two library books checked out at any one time. Please encourage your child to read the books and return them on time. Each student is responsible for returning books upon withdrawal from Pennington or at the end of the school year. The cost of any lost or damaged books must be paid by the parent.

STUDENT SCHOOL SUPPLIES

A supply list for each grade level is available on Pennington's website. Some supplies need to be replenished during the year. Students need to have an adequate supply of paper and pencils. Please check with your student often. Wheeled backpacks are not permitted. All students may bring in supplies on the first day of school. Teachers will not accept supplies before this date.

SUMMER READING/MATH PROGRAM

The purpose of the Prince William County Public Schools Summer Reading Program is to encourage students to enjoy quality literature and continues to develop their independent reading skills. Pennington students in Grades 1 and 2 are requested to complete a minimum of 5 books. Students in Grades 3-8 are requested to complete 3 books. Reading is to be documented in the manner listed with each grade's list.

Students who participate in the Prince William County Public Library summer reading program may use that documentation. Students are rewarded by building their vocabularies, developing their reading skills, enjoying new stories, learning new information, and receiving extra credit in the first marking period.

- Students in Grades 1 and 2 will receive a S+ for each book completed for a maximum of 5. The extra credit will count 10% of the student's grade for the marking period.
- Students in Grades 3-8 will receive an extra A (100) for each book completed for a maximum of 3. The extra credit will count 10% of the student's grade for the marking period.

For suggested grade level readings, check the Pennington web page and the PWCPS Internet site. Students can get the books from the PWC Public Library, bookstores, and friends. **SUMMER MATH BOOKLETS** are sent home with current students, and are offered to incoming students.

FIELD TRIPS (PARENT GUIDELINES)

A field trip is defined as any trip taken by students under teacher supervision, which leaves the school grounds. Such trips are designed to afford students an opportunity to enrich their educational experiences.

Field Trip expectations are:

- All bus regulations will be enforced if bus transportation is used.
- Pennington students are to wear school uniforms.
- Students must stay with their assigned group.
- All Pennington school regulations apply on field trips.
- Lunches are the only source of food permitted on the bus.
- Students must return to school a signed Field Trip Permission Form in order to attend field trip.
- Pennington students will exhibit exemplary behavior on field trips.

Chaperones are utilized by the teacher not only for student supervision but to serve as facilitators in explaining trip activities or exhibits. Therefore, it is important that chaperones are focused on the objectives for the trip. Chaperones may not bring anyone on the trip with them (other children, grandparents, aunts, uncles, etc.) The Prince William County School Board supports this policy. Chaperones may not transport students by private vehicle. Chaperones are expected to ride the bus. Cell phone use is to be limited to emergencies.

Pennington Schools is fortunate to have many parents volunteer to chaperone trips. We, however, can only take a limited number of adults. It sometimes becomes necessary for us to “draw names from a hat”. We also understand that it may be difficult for you to send your child on a trip without you going along. If your name is not “drawn”, you will have to decide whether your child will participate without you. If a child cannot attend a field trip, arrangements will be made to continue the child’s daily instruction.

SCHOOL LUNCH/BREAKFAST PROGRAM (PARENT GUIDELINES)

Your child may purchase a well-balanced breakfast in Pennington’s Dining Hall daily. The Dining Hall opens at 8:45 a.m. to begin serving breakfast. A well-balanced lunch with milk will be served daily. Students bringing their lunch from home can buy milk.

Lunches or milk may be purchased either by the day or with pre-paid cards good for 20 days. If you pay by check, please have your child's name, teacher/grade on the check made out to PWC Food Service. The school lunch menu and current prices is printed and sent home each month and is also available on the county website.

Students will be allowed to charge lunch twice. If they exceed this limit, milk and a sandwich will be provided. Any lunch charges are due the next school day.

SCHOOL CLINIC/MEDICATIONS

School personnel are responsible for handling all in-school medical emergencies and daily medical concerns. The school clinic serves as a temporary resting place for sick children and to administer first aid for minor injuries. Parents will be called to pick up their child if they are unable to return to class. Emergency card information supplied by parents each year provides important health and contact information; therefore, care should be taken in completing the requested information. Emergency cards may be updated online by the parent/guardian using the new *ParentPortal* program. It is critical that the school retain the most current information on the emergency cards. **BE SURE THE INFORMATION ON THE EMERGENCY CARD IS ACCURATE AND UP-TO-DATE.**

Medication Policy

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

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

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

Medical Conditions

If your child has been diagnosed with a medical condition (asthma, life-threatening allergy, diabetes, etc.) that may require care during the school day, a written care plan from their health care provider is necessary before treatment can be administered. There are approved medical forms available on the School Fusion Health Page for download or a printed copy may be provided upon request. It is **STRONGLY** advised that students with asthma have an inhaler kept in the clinic for use as needed. If use of an inhaler is required before recess/PE, it must be indicated on the plan of care.

Illness/Exclusion Policy

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

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

- Legal Reference: Code of Virginia, Section 22.1-274.3. Policies regarding medication recommendations by school personnel.

CLASSROOM VISITATION

Parents of Pennington students are welcome and encouraged to visit school. Visitors need to enter the school through the main lobby doors; other exterior doors will be locked for security reasons. Visitation to your child's classroom must be pre-arranged with the teacher. Please do not bring younger siblings when visiting a classroom.

Parents **must** sign-in at the office and secure a Visitor's Badge. For security reasons this badge must be worn at all times while on school property.

Meeting with Teacher(s) Informally

Pennington focus is "time on task" and protection of instructional time. We are requesting that you show consideration for all children by not taking instructional times to talk with teachers. Pennington's instructional time is from 9:00 a.m.–3:30 p.m. During this time, teachers are working with children and any interruptions interfere with the learning of the children and their safety.

Please do not try to conference with a teacher while the students are entering the classroom in the morning or leaving in the afternoon. This time is vital for the teachers to greet the students and assure that the students depart from school well prepared. If you need to talk or meet with a teacher, please contact the school and we will put you in touch with the teacher at their earliest convenience. You may also e-mail the teacher. E-mail addresses will be available on the Pennington website.

STUDENT TELEPHONE USE

Students may use the telephone for emergency calls only. Forgotten lifework, books, lunches, and lunch money do not constitute an emergency but rather an opportunity for student growth in responsibility.

PETS/ANIMALS

Bringing dogs, cats, or other animals in the school or on school grounds is **NOT ALLOWED**.

LOST AND FOUND

Lost and Found is located in designated areas of the building. If an item is lost, have your child check and claim his/her belongings. It is a good idea to label student clothing for easy identification and return. Many pieces of clothing are left unclaimed. At the end of the year, all unclaimed items are given to a charitable organization.

PARENT TEACHER ORGANIZATION

The PTO organization provides the “helping hands” and resources needed to support Pennington and its non-budgeted activities. On the second Monday night of each month, the PTO Executive Committee hosts a “General PTO Meeting” that is open to all Pennington families. We welcome and encourage all adult family members at these meetings, as they are a great way to be involved with your child’s school and earn volunteer hours. General meetings start at 7:00 p.m.

PTO Mission Statement

The mission of the Parent Teacher Organization is to strengthen the relationship between home and school. One of our primary goals is to raise funds, services, and support in maintaining a safe, stimulating, and encouraging environment for our children’s academic careers.

PENNINGTON ADVISORY COUNCIL

The Pennington Advisory Council collaborates with the administration to design, assess and monitor Pennington’s School Plan in support of our vision and mission. The Advisory Council meets on the fourth Monday of each month at 6:00 p.m. Anyone wishing to address the council during Open Chair may sign-in before the meeting.

STUDENT CLUBS AND AFTER SCHOOL ACTIVITIES

Opportunities are provided for students to participate in after-school activities. Grade level participation may vary from club to club. You and your child are expected to follow all the guidelines and procedures for participating in individual clubs; this includes picking up children on time. Those individuals not adhering to the policies will jeopardize their child's participation in the club. Other modes of afternoon transportation must be planned for siblings of club attendees. They will not be allowed to "just wait".

The following school guidelines must be followed:

- Students must adhere to all guidelines set forth by the club.
- Permission slips must be completed and given to the sponsor on time.
- Students must be picked up on time.
- Students must be present on a consistent basis. If three practices/meetings are missed students may be dismissed from participation in that club.

Effective with the 2011-12 school year, it is a state mandate that all middle school student athletes and their parents or guardians will be required to attend a concussion education seminar.

A physical examination and the concussion education seminar are required.
Parental Consent form, and Emergency Information are also required.

Parents and their student(s) must attend a concussion education seminar in order to participate in any sport whether intermurals or intramurals, or athletic related club (Cheerleaders, Dance Team, Running Club, Step Team, flag football, soccer, basketball, etc.)

SACC PROGRAM

Pennington School offers a School Aged Childcare (SACC) Program which is administered by Minnieland under the auspices of PWCS. The program is structured to serve children five days a week for the entire school year. The before - school program is held from 6:00 a.m. until school starts at 9:00 a.m. The children may play quiet games, work on art projects, read or finish their lifework before they eat breakfast in the Dining Hall and report to class. The after - school program starts after school and closes at 6:30 p.m. Time is set aside every afternoon for lifework. SAC is closed on school holidays. If the Superintendent of schools closes schools early due to inclement weather or other emergencies the SAC program will not open. All children must leave the school at the dismissal time.

TRANSPORTATION

The Code of Virginia, Section 22.1-176, permits school boards to provide transportation for pupils, but does not require them to do so. Express bus service will be provided for students enrolled in all Specialty Programs. This service will be to and from express bus stops only. Wireless communication devices may be used on school buses provided that the device does not distract the driver, compromise safety, or violate other school bus rules and regulations.

Meeting the Bus

State law requires that buses operate on the same routes, as per their schedules, on a daily basis. Parents/Guardians or their designees are requested to accompany their young child(ren) to and from their assigned bus stop. At Pennington, students walking to and from a bus stop must have on file in the office and on the bus a signed **HOLD HARMLESS AGREEMENT**. A **SCHOOL BUS CONTRACT** will be signed by parents and student(s) and kept on file.

Students should:

- Be on time
- Arrive at their **assigned** bus stop at least 5-10 minutes before the regular pickup time
- Stand away from the road. Do NOT stand on the traveled portion of the roadway while waiting for a bus
- Maintain proper conduct
- Respect the property of others
- Wait until the bus has stopped; then walk to the front door. Do NOT run alongside a moving bus
- Board the bus in an orderly fashion

Students Riding the Bus should:

- Obey instructions of the bus driver and/or bus attendant
- Be seated immediately
- Remain seated, facing forward
- Share seats equally
- Be courteous and respect property
- Keep all body parts inside bus
- Keep aisles clear; and maintain good conduct

Violations of the “Code of Behavior” and other infractions will not be tolerated:

- Fire
- Having glass objects
- Transporting large object
- Tampering with equipment
- Weapons
- Drug and Substance Abuse
- Littering
- Threats
- Endangering others
- Fighting
- Smoking
- Profanity
- Horseplay
- Eating/Drinking
- Spitting
- Obscene gestures
- Vandalism
- Throwing objects from the bus

Leaving the Bus

Students must:

- Remain seated until bus comes to a full stop
- Leave the bus in an orderly manner, students in the front seats first
- Leave the bus stop area when safety permits as soon as discharged from the bus
- Not loiter around the bus
- Cross the street, if necessary to do so, at the front of the bus and at a distance of at least ten feet in front of the bus
- Not cross until the driver has signaled that it is safe to do so. Crossing four or more traffic lanes or a divided roadway is prohibited

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

Changing Buses & Parent/Responsible Person(s)

- Students must have a written request from the parent to proceed to another scheduled stop on their regular scheduled bus. This written request is subject to approval of the school principal or designee. Bus drivers must receive notification by the school office when approval is given to a student to change to an alternate stop or bus.
- No change will be made in the location of bus stops or bus routing without approval of the Office of Transportation Services.
- No change in the bus assigned may be made without the permission of the school principal and the Office of Transportation Services.
- A parent/guardian or other person who is not previously noted on the emergency card as having custody or permission to receive the student(s) at the end of the day at school/bus stop will be denied unless adequate proof or permission is presented. If the necessary requirements are not met, the student will remain or be returned to Pennington.
- If the parent or responsible person is frequently not at the afternoon bus stop to receive their student(s), the student(s) may be suspended from bus privileges.

School Bus Trespassing

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

School Bus Use is a Privilege

Should a student be reported to the Principal, the principal will be responsible for disciplinary action, which may include the loss of bus transportation privileges until the parent, the bus driver, the principal, (and in some instances), a representative from the Office of Transportation Services can arrive at an understanding which will correct the problem. The parent will be responsible for the transportation of students who have lost school bus transportation privileges.

Oral or written threats to harm others or PWCS property, which are planned or made on a school bus or which are intended to be carried out on a school bus, at a school bus stop, or

while traveling to and from school, may result in the loss of transportation for a specific period of time or for the remainder of the school year in addition to other disciplinary action. A School Bus Video Observation System records activities aboard some buses.

Transportation- Automobile

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

- Students are to be dropped off no earlier than 8:40 a.m.
- Pull forward to the end of the parking lot when unloading or loading children
- Load and unload from the right side of the car only
- The center lane is for thru traffic
- Children should walk on the sidewalk beside the bus lane and cross only at the crosswalk
- In the afternoon, students will meet their cars after their number has been called
- Please refrain from cell phone use during student arrival/dismissal
- If you wish to park, please do so in the back lot
- Please park when unloading projects/items.
- At no time should unattended cars block vehicles that are parked in either lot
- NEVER leave your unattended car in the Parent Pick-Up Lane

At no time should cars enter the bus lane between
8:00-9:30 a.m. or between 2:45-4:15 p.m.

Uniform Policy/PWCS Dress Code & Guidelines

All students attending Pennington School are required to wear a full school uniform during the school day and to designated school functions. All students must comply with the Pennington School Uniform Policy as well as the Prince William County School Dress Code. Students shall be appropriately dressed for school every day. Student dress and overall appearance must meet basic standards of health, safety, cleanliness, and decency. Hair color and styles should be consistent with the natural shades of hair, and should uphold the integrity of the traditional school environment. Students are not permitted to wear or display items which represent drugs, alcohol products, gang membership, or which promote violence or interfere with, or disturb the orderly operation of the school by disrupting the learning environment. Students who do not adhere to the Prince William County Dress Code and Pennington School Uniform Policy will be requested to remove the offensive item(s), change into something appropriate, or the administration may send the student home to be properly prepared for school.

The School Administration and/or teacher will determine if there is a violation of the uniform policy. A note from the teacher will notify parents if the student is not dressed properly. (see Level One infractions).

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

Uniform Financial Assistance

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

Uniform Swap Days

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

Volunteer Guidelines

- The school year, for volunteering purposes, is from **June 1 through May 31**. No more than half of the total required hours may be credited before school starts.
- Volunteer hours must be performed in at least **TWO** different work areas. Examples of work areas are: Advisory Council, Bake/Cook, Cafeteria Monitor, Library Assistant, Field Trip Chaperone, Parents Night, Room Parent, or PTO subcommittees.
- Parent volunteer hours will be performed mainly on the Pennington School campus. Occasionally an event or work opportunity directed by Pennington Staff or a PTO Chairperson on behalf of the school-sponsored program will provide off-site hour availability, for example, a parent may assist a teacher by doing work at home. Hours spent volunteering for non-Pennington programs will not be counted.
- Attendance and participation at workshops and meetings for school or PTO will be acceptable hours; attendance at social events will not. For example, attending a Family Fun Night is not volunteer service, while assisting in Family Night preparation (planning, set-up, clean-up, etc) is.
- Volunteers at school must sign in and out at the main counter located in the office.
- Volunteers may **not** bring other children/siblings with them while working in the building.
- Information based on contact with students, staff or others is considered confidential and may not be used in conversation at/outside school.
- It is the parents' responsibility to record their own volunteer hours served as chaperones on field trips, work performed at home for staff or committee functions, etc. on the school website. (www.v-volunteer.com) If you volunteer on the school campus, the system will log your hours for you.
- Unlike the Student Community Service Program, parent volunteer hours will not be awarded for donation of items to Pennington programs unless otherwise specified.
- Note that time spent making items for Pennington may be credited as volunteer hours. For example, preparing food for a Pennington program is valid as a parent volunteer service, whereas purchasing food for a program is not, because the time spent was only to purchase and deliver the food.

Each volunteer MUST present and have a valid (unexpired) government issued photo identification scanned in order to begin the registration as a volunteer, and also adhere to PWCS Guidelines for Volunteering (Notice 950-0-39). Each volunteer must also have their own email address. No two volunteers may use the same email address, and must monitor their own progress throughout the year. (Note: free Internet access is available at all Prince William County public libraries.)

- It is each family’s responsibility to ensure their hours are properly recorded. Adult family members (grandparents, aunts, uncles, adult siblings) may perform volunteer service.
- If a family does not meet their commitment by the published deadline (May 31st), their students may not be invited to return to Pennington the following academic year.
- A three-member review committee comprised of one member of the Advisory Council, one member from

the PTO and one staff member will be appointed to review volunteer appeals. A family that has not met its volunteer requirement may submit an appeal to the committee. The review committee will examine the appeal to determine continuing the student(s) eligibility for the following academic year. A recommendation will be presented to the Principal.

SUGGESTED VOLUNTEER OPPORTUNITIES

- | | |
|-----------------------|-----------------------|
| Cafeteria Monitor | On-Site Field Trips |
| Summer/Fall Festivals | Back-to-School Nights |
| Family Fun Night | Career Day |
| Room Parent(s) | School Dance |
| Advisory Council | Class Field Trips |
| PTO | Specified donations |
| Office/Library Aide | |
| Club Co-sponsor | |
| Field Day | |