



# John L. Hurt Elementary



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A LEGACY OF SUCCESS

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Parent/Student Handbook  
2024 - 2025

Jordan Parker, Principal

The John L. Hurt, Jr. Elementary School Student Handbook provides information about rules, policies, privileges, and responsibilities specific to our school. The handbook serves as an addendum to the *PCS Student/Parent Information Booklet*. We encourage each student and parent to read the information in the handbook as it may answer many questions concerning the operation of the school. **Everything that is in bolded or underlined text is of particular importance.**

### **Daily Schedule**

8:00-4:00.....Office Hours  
7:55.....Buses Begin Unloading  
7:55.....Car Riders Begin Unloading  
8:15.....Tardy Bell Rings  
7:55-8:15.....Homeroom/Breakfast  
8:15.....Instructional Day Begins  
3:00.....Car Riders Dismissed  
3:00 .....Buses Begin Loading  
3:15.....Teachers Leave

### **Attendance: Absences & Tardies**

- ☐ Parents or guardians must inform the school that the student is going to be absent by calling the school at 630-1812. If the school does not receive such communication, the parent or guardian will receive an automated call from School Messenger notifying them of their student's absence. **A signed note from the parent, guardian or doctor must be received for each day a child is absent within two days of returning to school. When a child has three unexcused absences, a letter will be sent to the parent. At five unexcused absences the School/Home coordinator will be notified and a letter will be sent to parents. When a child reaches a total of ten absences (excused or unexcused) a doctor's note is required for all absences from that point until the end of the year or they will be unexcused.**
- ☐ Reasons that will normally be excused will include the following:
  - Illness (parent must initiate contact with school administration each day of an absence. A doctor's note may be required when absences have become excessive.
  - Quarantine
  - Death in family
  - Medical appointments (must be confirmed with note from doctor)
  - Court proceedings (statement from court required)
  - Religious observances
  - Educational opportunities (**must be approved in advance**)
  - Emergencies (as determined by the principal on a case by case basis)
- ☐ Students are considered tardy if they enter the building after 8:15 a.m.
- ☐ **ANY STUDENT ARRIVING AFTER 8:15 MUST HAVE AN ADULT ACCOMPANY THEM TO THE OFFICE AND SIGN THEM IN.**

### **Bus Transportation**

- ☐ Please review the Student Regulations for School Bus Students found in the *PCS Student/Parent Information Booklet* with your child.
- ☐ Please be reminded that riding a bus is a privilege. Students must adhere to bus expectations to ride.
- ☐ **Parents should accompany their child to the bus stop in the morning and be present at the bus stop in the afternoon.** Students will not be let off the bus unless someone is visible to get them off the bus, or the office has a written note giving permission for the student to be let off without supervision. A form is

available in the office for parents to sign if they would like for students to get off the bus without adult supervision.

- ☐ Parents should not attempt to board a school bus. If you would like to conference with the driver, please contact the school.
- ☐ **WE CANNOT ACCEPT ANY TRANSPORTATION CHANGES OVER THE PHONE.**
- ☐ **ANY CHANGES IN TRANSPORTATION MUST BE DONE BY SIGNED NOTE. THE NOTE MUST STATE CHILD'S NAME, CHANGE, BUS NUMBER (OR IF CAR RIDER), WHERE THE CHILD IS GOING (ADDRESS), WHO WILL RECEIVE THE CHILD FROM THE BUS, AND PARENTS' PHONE NUMBER.**
- ☐ Parents that desire their child to ride a bus other than the bus that normally goes by their house (due to a babysitting issue) may fill out a form to ask for consideration. This permission may be granted based on the occupancy of the bus that goes to the babysitter's house.
- ☐ There continues to be a shortage of bus drivers nationwide. There may be times when transportation schedules are changed or delayed. Thank you for your patience and understanding as we work to serve all students.

### **Cafeteria-Breakfast and Lunch**

- ☐ The USDA and the Virginia Department of Education regulation states that no one is allowed to sell, give away, or make available to students, foods that compete with breakfast or lunch programs such as McDonalds, Wendy's, etc. Therefore, students are not allowed to have commercially prepared fast food in the cafeteria. Guests coming to eat with students may NOT bring in fast food, in the original containers (that say "McDonalds", etc.) Thank you for helping us follow this USDA and VDE regulation.

HURT ELEMENTARY will be participating in the USDA's Community Eligibility Provision program. This program allows for **ALL** HES students to have **FREE breakfast** and **FREE lunch daily**.

- ☐ Breakfast will be served when school opens on a ONE HOUR and TWO HOUR delayed schedules.
- ☐ A calendar with the menu for the month (and all HES activities on the back) will be provided.
- ☐ Breakfast is "Grab and Go" (eat in the classroom) and is available from 7:55 – 8:15.

### **Car Transportation**

- ☐ All students will be dropped off and picked up in front of the school. Parents will enter the front parking lot from School Road and line up along the street side of the parking lot. Students are not to exit cars **until a teacher** is present. The same procedure will be followed in the afternoons. If cars are lined up out of the parking lot, parents are to pull as far over to the right curb as possible and wait until you can pull into the parking lot as cars begin to move. Students will be brought out and loaded into cars as they pull forward.
- ☐ Car riders may unload between 7:55 and 8:15. Parents are asked to remain in their car while students are loaded and unloaded. If a parent needs to come into the school they will need to park on School Road and enter the front door near the office.
- ☐ **ANY STUDENT ARRIVING AFTER 8:15 MUST HAVE AN ADULT ACCOMPANY THEM TO THE SCHOOL AND SIGN THEM IN.**
- ☐ All car riders must be picked up by 3:10 as there is no supervision for students after this time.
- ☐ The pickup card with student's name and QR code must be displayed on the dashboard. If the card is not displayed, the driver will be asked to park and report to the school door to complete the verification process. The office staff will escort the student to the office upon verification. This procedure ensures the safety of all students. **PLEASE NOTE: IF YOU DO NOT HAVE A CAR RIDER QR CODE, YOU WILL BE DIRECTED TO PARK AND COME IN THE OFFICE TO GET YOUR CHILD.**
- ☐ Parents must send a signed and dated note if someone not listed on the emergency card is to pick up the student.

### **Day Care Transportation**

Parents of students attending the YMCA after school daycare are required to complete a Parental Consent to Release Child to Alternative After-School Transportation Form.

### **Cell Phones**

Parents are encouraged to refrain from allowing their child to have access to cell phones. Recent studies continue to show the negative impact cell phones and social media have on social development in children. Cell phone use is not permitted on school grounds or on the school bus. If a cell phone is used, it will be confiscated by faculty and turned into the principal. Students will have the cell phone returned at the end of the day. Multiple offenses will result in the parent having to come to school to retrieve the cell phone and conference with the principal.

### **Child Abuse/Neglect**

School officials are required by law to report suspected child abuse or neglect to the proper authorities.

### **Classroom Parties**

- ❑ Students may have treats on various occasions at the teacher's discretion. **Due to food allergies, homemade goodies are not allowed.**
- ❑ **Cupcakes from a store/bakery are allowed on a child's birthday. Please contact your child's teacher in advance.** Goody bags of pencils, erasers, etc. are acceptable. Parents are also welcome to buy the class ice cream or popcorn.
- ❑ **Please do not send birthday party invitations to school unless you are inviting the entire class or all the boys/girls in the class.**

### **Communication**

- ❑ Schoolwide communication is provided weekly to parent(s) email via the school messenger system. A text message will be sent to parents to notify them that an email has been sent.
- ❑ Teachers utilize Class Dojo and class newsletters to communicate with parents.
- ❑ Schools are only allowed to communicate with legal guardians regarding information pertaining to a student's record (i.e. grades, discipline, etc.).

### **Custody Issues**

- ❑ The school is obligated to follow the most recent court documents on file at the school.
- ❑ It is the responsibility of parents to provide the school with the most current court documents.
- ❑ If no custody paperwork is on file, schools are required to assume both biological parents have custody of the child.

### **Early Dismissal**

- ❑ When a student must leave school early, please send a signed note of explanation.
- ❑ **Students may not be checked out after 2:45 p.m. All early dismissals after 2:45 p.m. must utilize the car rider line or sidewalk pickup with your QR code.**
- ❑ The office staff will not call ahead to have a child waiting for a parent to arrive.
- ❑ The school will not release a child to anyone other than parents, legal guardians, or persons whose names appear on the Emergency Information Card.

### **Emergency Card**

An emergency card will be sent home with each student at the beginning of school. It is important to complete the information and return to school. This will be used to contact parents in an emergency. **Be certain the school knows of any changes in address, phone number and other information.**

### **Emergency Notification**

School Messenger is an automated phone system which notifies parents of announcements and school closings.

### **Field Trips**

- ☐ Students must abide by the rules and regulations of Pittsylvania County Code of Conduct.
- ☐ Siblings are not allowed to participate in field trips. **Field trip chaperones (group supervision) must have Level I and II Clearance. (See section on Visitors/Volunteers)**
- ☐ All students attending the field trip must ride a PCS bus to the event. Transportation and parent chaperones are grade level decisions made with Mr. Parker and the grade level teachers.

### **Fund Raising Activities**

- ☐ The school participates in several fundraisers that assist the school and PTO in raising funds for our students. We ask that each family participate in these fundraisers. Additional information regarding other fundraising activities will be provided at the beginning of the school year.

### **Grading**

- ☐ For information on specific grading policies please refer to Policy (IKH-PC) in Pittsylvania County Schools Student/Parent Information Booklet for 2024-2025.

### **Health Issues**

- ☐ Allergies-Under certain circumstances, it may be necessary for schools to restrict various products such as food items and /or fragrances. To help ensure the safety of all students it is requested that all food be commercially prepared for any classroom activity. **Home baked items are not allowed.**
- ☐ Immunization-Students will be excluded from school if immunizations are not complete.

#### **Administering Medicines to Students**

##### **PRESCRIPTION MEDICATIONS**

- ☐ Pittsylvania County Public School personnel may give prescription medication to students only pursuant to the written order of a physician or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

##### **NON-PRESCRIPTION MEDICATIONS**

- ☐ Pittsylvania County Public School personnel may give non-prescription medication to students only with the written permission from the student's parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.
- ☐ Medications-We would prefer not to administer medicine at school. Please try to arrange for your child to take medicine at home before he comes to school and when he comes home in the afternoon. If we must administer medicine during school hours, you must complete a medication permission form and you must bring the medication to the school in the original container. **Students may not bring medicine of any kind to school.** The school will not administer any medication without the signed permission form. **(Medication forms can be obtained in the school office)**

### **Homework**

- ☐ Homework is a part of the school program and every student is held accountable. Homework is used to reinforce concepts taught during the day.
- ☐ Students in grades 3-5 utilize a school planner or homework book to record homework, and tests, as well as notes from teachers. Please check the planner daily.

### **Ice Cream and Popcorn**

Students may purchase ice cream for \$.60, Monday through Thursdays (not early dismissal days). We will sell popcorn for \$.50 most every Friday (not early dismissal days).

### **Lost and Found**

Items lost by students are placed in the Lost and Found box in the gym. Parents/students can check this area for missing items. Please label all coats, jackets, lunch boxes etc.

### **Moment of Silence and Pledge of Allegiance**

The school recognizes a moment of silence and participates in reciting the Pledge of Allegiance at the beginning of each school day. It is requested that students, faculty and staff respectfully observe this time. Visitors are also asked to respectfully observe this time.

### **Parent Visitation**

- ❑ Conference Night will be held on **October 3, 2024 and March 6, 2025 from 3:30 - 6:30.** However, a teacher or parent may request a conference at any time.
- ❑ School lunch visits will be permitted beginning **October 15, 2024.** Lunch visits will be on Tuesdays and Thursdays. Lunch visits will end for the year on **March 27, 2025.**

### **Classroom / School Activities**

- ❑ Special classroom activities may be held with your child's classroom with the direction of his/her teacher. Appropriate volunteer clearance is required to participate in these events, please contact the teacher or sponsor for details.
- ❑ **If an activity involves food items, we ask that parents only send commercially-prepared items with clearly-marked labels indicating ingredients. This is due to increasing occurrences of food allergies with our student population. If you are coming to the room to assist with a party or event, you must be a LEVEL 1 AND LEVEL 2. All parents that go to the classrooms for parties or activities with the children are viewed group supervision assistants and/or tutors and must be a Level 1 and Level 2. The classroom teacher will notify you if you would be classified as a "visitor" only. An example of when a parent may be a "visitor" is attendance at PTO functions. Level 1 and Level 2 status is not required to attend PTO functions or awards assemblies.**

### **PTO**

- ❑ The PTO is an important part of the school. You can keep abreast of PTO activities by attending the meetings. We encourage you to become a working member with our PTO.

### **Report Card/Progress Report Schedule**

- ❑ Report cards are issued every nine weeks. Interim progress reports are available halfway through each grading period. Both the progress report and the report card will be sent to the parent's email address on file. Your child's unique student ID number must be used to access this information.
- ❑ If your email address changes, it is your responsibility to notify the school of the change.
- ❑ Weekly envelopes are sent home containing student work samples and teacher comments regarding student conduct and academic progress. Important notes and school information are also sent in the weekly envelope. Parents should check the envelope weekly. Envelopes should be signed and returned. If you do not receive weekly correspondence, contact your child's teacher or the principal. Parents are also encouraged to check the Parent Portal frequently to view grades as they are posted by the teachers. (check with the office for login and password information)

### **Promotion/Retention Guidelines (IKJ-PC)**

- ❑ The decision to promote or retain shall be the result of a carefully considered process of evaluation. The teacher and the principal shall consistently keep the parent of the student informed, in writing, of the student's progress and the reasons for possible retention. The parents or guardians shall be advised of the

final decision. **In all cases, the teacher and principal have the final responsibility for making a decision regarding promotion and should use the student's best interest as a criterion.**

### **Student Conduct**

- ☐ Students are expected to come to school ready to learn. Good behavior is expected at all times. Students are expected to follow school rules. Students violating school rules may receive consequences such as a conference with the principal, parent contact, detention (lunch, recess, etc.) or suspension from school. Please review, with your child, **Student Conduct** in the *PCS Student/Parent Information Booklet* which details specific misconduct and consequences.
- ☐ PBIS (Positive Behavioral Interventions and Support) is being implemented in our schools this year. This involves using positive behavioral guidelines and expectations throughout the school. Students will be given a matrix with expected behaviors throughout the school.
- ☐ Each teacher has a classroom discipline policy and rules that have been approved by the administration. Parents are to review the classroom policy as well as the contents of this handbook with their children.
- ☐ Listed below is an excerpt of school board policy JFC-PC (Student Conduct). This includes misconducts and acceptable disciplinary options that the school administration can impose. The complete policy is located in the **Student/Parent Information Booklet: School Board Policies**.

### **Student Dress**

- ☐ Students are to dress appropriately for school. Students should refrain from wearing clothing with printed messages about alcohol, drugs, tobacco, sex, or vulgarity. Items should not make fun of race or gender. Hats and hoods should be removed when entering the building. Belts should be worn with pants. **Shorts, skirts, and skorts should be no shorter than the fingertips when standing with the arms falling naturally at the side.** All sleeveless clothing should fit under the arms and not hang loosely. No halters, spaghetti straps, or fish net type clothing should be worn.
- ☐ **Girls may wear leggings (or yoga pants) as long as their shirt/dress is long enough to cover their behind area. Girls wearing shorter shirts will have to call home to get a longer shirt.**
- ☐ **Girls may wear leggings (or yoga pants) under shorts, but the shorts must still be fingertip length or longer.**
- ☐ Sneakers will be needed to participate in gym and recess
- ☐ Flip flops, strapless sandals, or shoes without a back strap are strongly discouraged.
- ☐ When a student's dress is in question, the principal or designee will contact the parent/guardian.
- ☐ Students are encouraged to NOT wear jeans with holes. Any holes above the "fingertip length" must have fabric backing or shorts worn under the jeans.
- ☐ **The administration requests all visitors follow the dress policy while on school property.**

### **Valuables at School**

- ☐ Valuable items should not be brought to school. These items can disappear during the school day. Money should be kept in a pocket, book bag, or wallet, not left lying on a table or desk. The school is not responsible for lost or stolen items.

### **Volunteers**

- ☐ We encourage parents and other interested persons who have a particular interest in working with children to become active volunteers in the school. We prefer that you not volunteer in your child's classroom as this is a distraction to your child.
- ☐ All volunteers are required to complete a **Level I and/or Level II Volunteer Certification Form** and have it notarized. Notary service is available in the office on most school days.
- ☐ Volunteers are expected to adhere to all PCS policies, including the dress code policy.
- ☐ Level I includes resource speakers, PTO volunteers, volunteers not in supervisory positions. Level I forms can be completed in the school office.

- ☐ Level II includes PTO officers, tutors, mentors, field trip chaperones, and volunteers in supervisory positions. Level II forms must be completed at the school board office in Chatham and require fingerprinting.
- ☐ Due to liability reasons, no children are permitted on the field trip other than those enrolled in the class. Siblings not enrolled in the same class may not attend.
- ☐ **All parents that accompany a class on a field trip are considered “group supervision” and must have Level 1 and Level 2 Clearance. As this takes several weeks to complete, it is suggested that you get this process done early in the school year if you may be interested in going on a trip or helping in the classroom.**

### **Weather Closings/Delays**

- ☐ Announcements concerning school closings or delays will be made via local radio and television stations, Pittsylvania County Schools website postings ([www.pcs.k12.va.us](http://www.pcs.k12.va.us)) and the School Messenger system.
- ☐ Early closing is sometimes necessary if weather conditions warrant.
- ☐ We request that you have a plan in place for your child in the event of early dismissal.

### **Student Recognition**

#### **Principal's List**

- ☐ Each nine weeks students in grades 1-5 will be named to the Principal's List if they meet the following criteria: All A's and S's in all core subjects, excluding conduct.
- ☐ Students who are on the Principal's List every 9 weeks will be recognized at the end of the year.

#### **Academic List**

- ☐ Each nine weeks, students in Grades 1-5 will be named to the Academic List if they meet the following criteria: All A's, B's and S's in all core subjects, excluding conduct.
- ☐ Students who are on the Academic List every 9 weeks will be recognized at the end of the year.

#### **Citizenship**

- ☐ Students receiving Citizenship all four grading periods will receive recognition at the end of the year. To qualify for this award, students need to have no “N's” on report card, no office referrals, no bus referrals for the entire year.

#### **Perfect Attendance**

- ☐ Students who have Perfect Attendance for the year will receive recognition at the awards program.

#### **Birthdays**

- ☐ Students are recognized on their birthdays with their name announced on the intercom during morning announcements. Please do not send balloons and/or flowers to the school for your child's birthday. Students may not take those items on buses. These items will stay in the office until the end of the day and the child may take them home (not on a bus). Invitations to private parties are to be provided for all students (or all girls or all boys, etc.) in the homeroom.





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## **Handbook Acknowledgement Statement**

I hereby acknowledge that I have received and read the **Hurt Elementary School and Pittsylvania County Student Handbooks**.

PARENT'S  
SIGNATURE \_\_\_\_\_

STUDENT'S  
SIGNATURE \_\_\_\_\_

TEACHER'S  
NAME \_\_\_\_\_

DATE \_\_\_\_\_

**PLEASE RETURN THIS FORM TO SCHOOL WITHIN FIVE DAYS OF RECEIPT.**