



Twin Springs Student/Parent Handbook

2024-2025

TWIN SPRINGS ELEMENTARY SCHOOL

100 Twin Springs Circle

Danville, Virginia 24540

Phone 434-724-2666 FAX 434-724-2851

Dear Parents/Guardians:

On behalf of the Twin Springs faculty and staff, we would like to welcome you back to school!

This handbook provides important information that will optimize your child's elementary school experience at Twin Springs. **Please** review this information carefully and discuss it with your child. In addition, parents will also receive a Pittsylvania County Schools *Student/Parent Information Booklet* which contains SCHOOL BOARD POLICIES pertaining to such topics as Parent Responsibility, School Attendance, Medication procedures, Student Records, Promotion/Retention, Family Life Education (grades 4-5), Standards of Learning Objectives (per grade level, by subject area) and Student Conduct (at school and on the school bus). It also contains **IMPORTANT FORMS** requiring parental consent/input that will need to be completed and returned to school by the requested due date.

Thank you for being part of our school community. We are excited for what the future holds this school year!

Respectfully,

Stacey Harville, Principal

Vision & Mission Statement

To foster a community of learners who are encouraged and provided an enriching, positive environment that meets the academic, emotional, and cultural needs to prepare for their future endeavors.

DAILY SCHEDULE

8:00 AM-4:00 PM....Office Hours

7:45 AM.....Bus Riders Begin Unloading

7:45 AM.....Car Riders Begin Unloading

7:45 AM-8:10 AM ...Grab & Go Breakfast

8:10 AM.....Tardy Bell

8:15 AM.....Instructional Day Begins

2:45 PM.....Afternoon Dismissal

3:15 PM.....Teachers Leave

4:00 PM..... Office Closes

Arrival & Dismissal

Car Riders: (Arrival) 7:45 - 8:10
(Dismissal) 2:50-3:10

Both a.m. & p.m., cars will line up using the double lane road and wait at the cones until an adult arrives. Each car rider family will be given two scan code cards to use when picking a child up. **If a student is not a bus rider, the car rider loop must be utilized for morning drop-off and afternoon pick-up.**

Bus riders: (Arrival) 7:45-8:05 (Dismissal) 2:45

Bus and van riders enter the building on the left-hand side through the large awning.

Parent Parking:

When parents need to park, please use the designated parking lot labeled parent parking. PARKING IS PROHIBITED IN THE BUS/VAN LOOP.

Tardy or early checkout

The TARDY BELL rings at 8:10a.m. Students reporting after 8:10 are considered TARDY and should be accompanied to the doors, ring the bell and wait until an adult is able to check-in the student.

If a student needs to be checked out early, please do so by 2:30. Parents will need to bring identification or the scan cards.

Change in Transportation

Please establish a consistent system of transportation. For the safety of the children and to ensure each child gets home correctly, we ask that all arrangements be made before a child leaves home. If a change in transportation is needed during the day, a written note or email must be given to our attendance clerk, Allyson Bartley. (allyson.bartley@pcs.k12.va.us)

A note is required to ride a different bus or get off at a different stop. Also to ride home with a person other than the individuals that normally picks up the child.

*****Please use the following note template***

Student's name: _____/ Teacher _____

Parent's name/ contact number: _____

My child, _____, has permission to ride with (name of student) as a bus rider/ car rider on (Day of week/ date).

Parent Signature: _____



Cafeteria

Breakfast

Students will be offered Grab-n-Go breakfast, free of charge, each day.

Lunch

Lunch is free of charge. Additional products such as bottled water, and other drinks will be offered at a charge. Extra food may be purchased.

Ice-Cream

Ice-cream is sold in each homeroom class. Cost is 60 cents daily/\$3.00 weekly.

Please pay on Monday for the number of days your child will order ice cream.

Cafeteria Rules

- *Use good manners*
- *Raise hand if you need help*
- *Stay in your seat and talk quietly to the person next to you*
 - *Eat your own food*
- *No sodas or glass containers * please limit sweets*

Lunch Visits

Parents are welcome to join their child for lunch on **Tuesday, Wednesday, or Thursdays** during the following dates. We will begin visits after the 1st 9 weeks.

October 1, 2024 ***Start of lunch visits***

March 27, 2025 ***End of lunch visits***

Reporting To Parents

As a Reminder, grading scales reflect a 10-point grading scale and reporting will be every 4.5 and nine-weeks.

Reports are issued via email using our School Messenger System.

Weekly folders will be sent home every **Thursday** containing student work, teacher comments regarding behavior or academic progress, and or important notes and information. Please sign and return promptly.

Grading System (IKH-PC) The grading system provides a method of keeping the parent informed as to the student's progress in school. The following codes shall be used for reporting students' progress at the end of each reporting period:

Kindergarten and Transitional First Grade:

S = Is successful in this area
N = Needs improvement
U = Unsatisfactory
+ = Skills mastered
- = Skills not mastered

A = Excellent
B = Good
C = Average
D = Experiencing Difficulty
F = Failing

Grade 1: Reading and mathematics will be graded using the following code:

A = Excellent
B = Good
C = Average
D = Experiencing Difficulty
F = Failing

Handwriting, physical education, art, music,
and conduct will be graded using the
following code:

S = Satisfactory
N = Needs improvement
U = Unsatisfactory

Other subjects will be graded using the following code:

S = Satisfactory
N = Needs improvement
U = Unsatisfactory

Teachers in grades 1-5 will use number
grades in grade books. Number grades will be
used to determine letter grades to be placed
on report cards and cumulative records.

Listed below is a numerical scale for
determining letter grades in elementary
schools:

A = 90 - 100
B = 80 - 89
C = 70-79
D = 60-69
F = below 60

**Grade 2-5 Reading, language arts (language,
spelling), mathematics, science/health and
history/social studies will be graded using
the following code:**

**At the end of the 4th week of each 9 weeks marking
period, school- developed interim reports will be
sent to the parents of all students in grades K-5.**

Educational Assessments

Language and Literacy Screener: All students in PK-3 are given this screener created by the VLP (Virginia Literacy Partnerships). If your child requires additional support in literacy, parents will be informed. Additional information may be found at, <https://va.pals.virginia.edu/>

Universal Screener/ MAP: The Measures of Academic Progress screener is given to students in K-5 in both Reading and Math. This assessment is given three times a year. These scores will inform teachers on achievement and growth and provide different perspectives on an individual student's progress. Instructors and administrators may use these assessments to appropriately group students for differentiated instruction, or to engage students in mapping their own learning plan for the school year.

VKRP: ALL PK4 & Kindergarten students will be given this assessment. The Virginia Kindergarten Readiness Program (VKRP) gives teachers and families a more comprehensive understanding of school readiness. The assessment focuses on four components- Literacy, Mathematics, Self-regulation, and/or social skills. Additional information may be found at, <https://vkrponline.org/>

Kindergarten Screening: All KG students will have a vision, hearing, speech, language, fine motor, and gross motor assessment at the beginning of the school year. Information will be provided when students are experiencing difficulties.

SOL/ Student Growth Assessment: Students in 3rd-5th grade will be given the Standards of Learning growth assessment. This will be given three times per year. A detailed report will be sent home at the end of the school year. Additional information may be found at, <https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment>

Truancy & Student Attendance Policy: Schools are required to collect and submit data to the Virginia Department of Education.

Absences

Elementary and middle schools will consider attendance as one component for promotion and retention. Excessive absences will be a factor if a child is being considered for retention. ***A note explaining the absence is required within 48 hours after the student returns to school.*** If we do not receive a note or phone call regarding the absence, the absence will be considered **unexcused**.

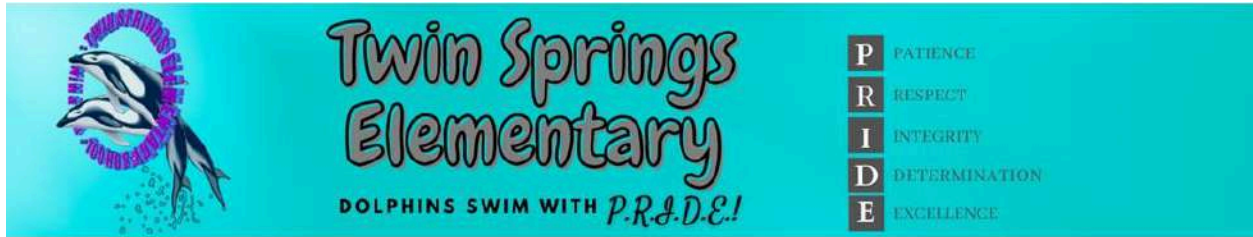
Twin Springs' HSC is **Nancy Lynch**. As our home/school coordinator she will be working with parents and the school to ensure students are attending school and assisting families as needed.



Behavior

Here at Twin Springs, we use **Positive Behavior Interventions and Supports** (PBIS). This is a systematic approach using data to identify problems, establish goals and develop solutions with regard to desired behaviors.

Twin Springs Dolphins SWIM with PRIDE! *Patience, Respect, Integrity, Determination, and Excellence!*



	Patience	Respect	Integrity	Determination	Excellence
Schoolwide	<ul style="list-style-type: none"> ✓ Wait Our Turn ✓ Show Self Control 	<ul style="list-style-type: none"> ✓ Respect All Of Twin Springs People And Property 	<ul style="list-style-type: none"> ✓ Be Honest ✓ Take Responsibility ✓ Apologize 	<ul style="list-style-type: none"> ✓ Make Good Choices ✓ Do The Right Thing 	<ul style="list-style-type: none"> ✓ Be Ready To Learn Everyday ✓ Do Your Best
Classroom	<ul style="list-style-type: none"> ✓ Raise Your Hand ✓ Listen First 	<ul style="list-style-type: none"> ✓ Always Kind ✓ Always Helpful ✓ Follow Directions 	<ul style="list-style-type: none"> ✓ Do Your Own Work ✓ Be Honest 	<ul style="list-style-type: none"> ✓ Be Productive ✓ Ask For Help If You Need It 	<ul style="list-style-type: none"> ✓ Do Your Best
Hallways	<ul style="list-style-type: none"> ✓ Wait Our Turn ✓ Show Self Control 	<ul style="list-style-type: none"> ✓ Walk Quietly ✓ Use "Silent Voice" 	<ul style="list-style-type: none"> ✓ Follow Directions 	<ul style="list-style-type: none"> ✓ Keep Your Hands To Yourself ✓ Walk On The Right Side Of The Hallway 	<ul style="list-style-type: none"> ✓ Move Quickly & Quietly ✓ Keep Track Of Your Materials
Restroom	<ul style="list-style-type: none"> ✓ Wait Your Turn ✓ Enter And Exit Quietly 	<ul style="list-style-type: none"> ✓ Respect Privacy ✓ Flush The Toilet ✓ Quiet Voices 	<ul style="list-style-type: none"> ✓ Wash Your Hands ✓ Conserve Water & Paper Towels 	<ul style="list-style-type: none"> ✓ Place Paper Towels In Trash ✓ Clean Up 	<ul style="list-style-type: none"> ✓ Return Quickly & Quietly
Playground	<ul style="list-style-type: none"> ✓ One At A Time On Slides & Swings ✓ Take Turns On Equipment 	<ul style="list-style-type: none"> ✓ Use Kind Words ✓ Include Everyone 	<ul style="list-style-type: none"> ✓ Follow The Rules 	<ul style="list-style-type: none"> ✓ Keep Your Hands & Feet To Yourself 	<ul style="list-style-type: none"> ✓ Line Up Quickly
Cafeteria	<ul style="list-style-type: none"> ✓ Stay Seated ✓ Raise Your Hand For Help 	<ul style="list-style-type: none"> ✓ Practice Manners ✓ Keep Hands To Yourself ✓ Silent On "Red" ✓ Soft On "Yellow" 	<ul style="list-style-type: none"> ✓ Know Your Number & What You Ordered 	<ul style="list-style-type: none"> ✓ Clean Up Your Area 	<ul style="list-style-type: none"> ✓ Follow Directions ✓ Empty Trash Quietly
Bus	<ul style="list-style-type: none"> ✓ Stay Seated At All Times 	<ul style="list-style-type: none"> ✓ Listen To Bus Driver ✓ Use Kind Words ✓ Soft Voices On Bus 	<ul style="list-style-type: none"> ✓ Follow Bus Rules 	<ul style="list-style-type: none"> ✓ No Food Or Drink ✓ Hold Book Bag In Lap 	<ul style="list-style-type: none"> ✓ Be Kind & Friendly To Driver ✓ Exit Bus Quickly & Safely

Book Bags

Due to safety reasons, rolling book bags are not allowed.

Conferences

The following conference nights have been scheduled to discuss your child's academic progress.

Monday Oct. 7, 2024

Thursday March 13, 2025

Parents and teachers may request additional conferences on the weekly folder that will be sent home each Thursday and or feel free to call the school to schedule an appointment.

Dress Procedures

- Sneakers are requested for daily wear. Sneakers will be required to participate in Gym and Recess activities. For safety reasons and to preserve the gym floor, **NO flip flops, crocs, sandals, boots, or other shoes will be allowed.**
- Clothing should be free from alcohol, tobacco, drugs, or any offensive language.
- Spaghetti strap tops or dresses and shirts with large arm holes are not allowed.
- No jeans with holes above the knee unless leggings are worn beneath.
- Shorts, skirts, and dresses must be at an appropriate length.
- Hats and sunglasses should be removed upon entering the building.
- When a student's dress is in question, he/she may be seen by administration. Administration reserves the right to establish other dress standards as the need arises.



Homework

Homework is used to reinforce skills learned in the classroom. Students should complete assignments with little or no difficulty. If your child is in grades K-2, homework should be no more than 20-30 minutes. 3rd through 5th grade students should have no more than 30-45 minutes. If homework is taking longer than expected, please speak with your child's teacher.

Make-up Work

Any work missed due to a student's absence for one day can be made up at school. If the child has missed 2 or more days, please call the school to obtain work missed. Work may be picked up after 3:15.

Personal Possessions

Please label all personal items such as lunch boxes, book bags, coats, etc. so that they are easily claimed if lost. Students are not permitted to bring electronic devices, toys, or any other item which may distract the learning environment. Teachers or administrators will confiscate these items and parents will have to report to school to pick them up.

Cell Phones- Elementary students are not permitted to have cell phones or apple watches; if found, it will be confiscated and given back at the end of the day. A parent will be notified if such items are confiscated.

Textbooks

Textbooks are provided to all students at no cost. Students are held responsible for books that are lost or damaged. Fines for damaged books will be assessed at the end of the school year.

Student Recognition 1st-5th



Students are recognized at the end-of-the-year assemblies. Awards will be the following:

- Super Stars (All A's for all marking periods)
- All Stars (All A's & B's for all yearly average)
- Measurable Academic Progress
- Perfect Attendance
- Advanced reading & math awards
- Young Writers/ Art Contest
- Perfect SOL Scores
- President's Education Award
- P.E./ Wellness

Student Recognition PK-KG

Students are recognized with a diploma.

- Art & Young Writers

Protocol for Visitors and Volunteers in Pittsylvania County Schools

The Pittsylvania County School Division strives to provide a safe learning environment for all children and staff. Safeguards are taken to ensure the safety and well-being of students and staff, including the screening of all new employees and volunteers in our schools for criminal charges, especially for child abuse or sex-related offenses.

Visitors

Visitors are welcome in schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office. (Policy KK) Visitors in a school have no supervisory responsibility or authority.

Visitors in a school might participate during the school day in the following:

- Conferences with Teacher, Nurse, Counselor, Cafeteria Manager, Administrator
- School Assembly Program/Pep Rally
- Lunch or Breakfast

Volunteers

The Pittsylvania County Public Schools support and encourage the active participation of parents and members of the community in providing and extending educational opportunities for children. The involvement of parents, volunteers and others in the community who can serve as a resource to schools is a fundamentally important component of successful school programs. The administration of each school will direct activities of parents, volunteers and other community resources in the building level. (Policy IICB/IICC)

For individuals wishing to volunteer in Pittsylvania County Schools, there is an established protocol for their participation. The protocol includes two levels of background clearance depending on the level of responsibility and contact with students that the volunteer will have.

Level I

Level I volunteers serve as resources to the school and provide little student supervision. If you would like to volunteer in any of the following capacities you must be approved as a Level 1 volunteer. **Level 1 volunteer approval must be done each year.**

Level I Volunteer's role might include:

- | | |
|------------------------|-----------------------------------|
| ● Resource Speaker | ● Day Field Trips (as guest only) |
| ● PTO Volunteer | ● Field Day Chaperone |
| ● Athletic Concessions | ● Library Volunteers |
| ● Homeroom Volunteer | ● After Prom Chaperone |

Level 2

Level 2 volunteers may be solely responsible for supervision of students. If you would like to volunteer in any of the following capacities, you must complete Level 2 Volunteer Approval. **This clearance is only done once at the school board office.** This allows volunteers to work with other students and serve as a chaperone.

Level 2 Volunteer's role might include:

- PTO Officers
- Booster Club Officers
- Tutors
- Student Mentors
- Day Field Trips (group supervision)
- Field Trip Chaperones (overnight)

PTO

The Parent Teacher Organization is a collaborative group consisting of the parents, community, and school. The PTO seeks to advance the programs at school and improve the educational opportunities for our students. All parents are encouraged to join and volunteer their time at various events throughout the school year.

The PTO provides fun events and fundraising activities to help purchase instructional materials and resources for our students. You can access information about the PTO and upcoming events on facebook (Twin Springs PTO). A monthly calendar is also printed on the back of the monthly menu to keep parents informed of all activities and special events.

PTO Board Members

Lindsey Davis - President

Stacey Harville - Principal

Abby Lynch- Vice President

Cheryl Cockram - Assistant Principal

Jami Gerhart - Treasurer

Stephanie Minich - Teacher

**Melissa Weaver Secretary/
Hospitality**

Lisa Astin - Administrative



School Clinic

Mrs. Sonia Rhodes RN - School Nurse

- Hours: 7:45 a.m. - 3:00 p.m. (Monday – Friday)
- Any chronic or acute health issue or other health needs, please make an appointment to see the nurse to discuss this matter
- **All medication MUST be brought to school by the parent and given to the school nurse.** Prescription medication MUST be in the original prescription bottle and is administered by the school nurse only when a copy of the doctor's order is provided and a permission form is completed by the parent. The nurse cannot change the dosage of any prescription medication unless written authorization is provided by the doctor. The doctor's office may fax these orders to the school @ 434.728.2851.
- Over-the-counter medications such as cough syrup, cough drops, aspirin, allergy pills, etc. MUST be brought in by the parent and signed in with the nurse! Please make sure your child does not have any type of medication in their bookbags or pockets to ensure it does not get in the hands of other students who may eat it thinking it is candy.

Twin Springs Elementary School

**100 Twin Springs Elementary Circle
Danville , VA 24540
Telephone – (434) 724-2666 Fax- 724-2851**

School Directory

Principal	Mrs. Stacey Harville
Assistant Principal	Mrs. Cheryl Cockram
Administrative Assistants	Mrs. Lisa Astin
	Mrs. Amy Crank
Attendance Clerk	Mrs. Allyson Bartley
School Counselors	Mrs. Beth Cassell
	Ms. Cynthia Harford
School Telephone	(434) 724-2666
School Fax	(434) 724-2851
School Nurse	Mrs. Sonia Rhodes
School Clinic	(434) 724-2666 ext. 3806
Cafeteria Manager	Mrs. Tammy Davis
School Cafeteria	(434) 724-2666 ext. 3808