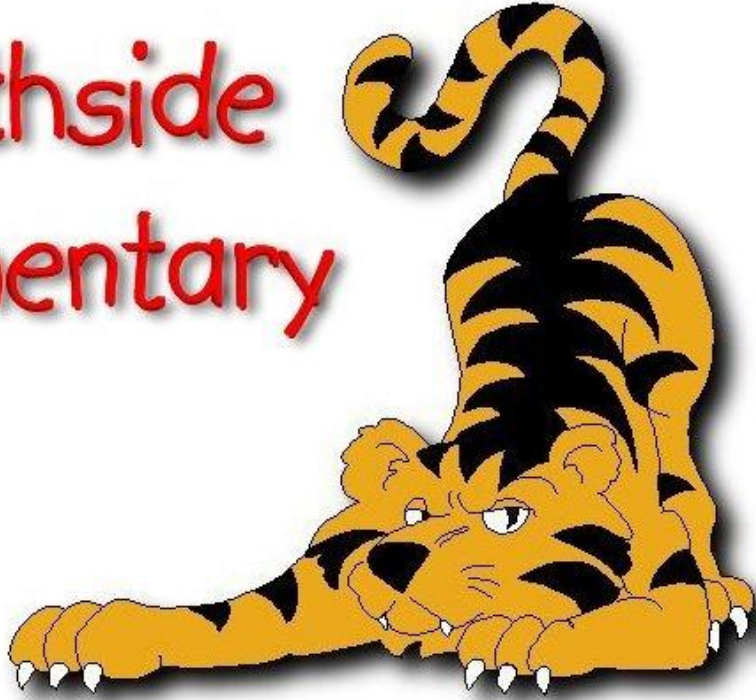


**Southside
Elementary**



"Striving for Excellence"

**Southside Elementary School
Parent & Student Handbook
2023-2024 School Year**

**Principal: Dr. Leslie Hackworth
Assistant Principal: Mrs. Shelley Mayhew**



School Spirit

Our school colors are green and white. Our school mascot is the tiger.

Mission

Our mission at Southside Elementary School is to work cooperatively with parents and the community in providing an educational environment in which all students have an opportunity to achieve their full potential and to become productive citizens.

Vision

To be recognized as an innovative, challenging, and exemplary school that acknowledges our students' individual differences so that they can achieve their potential.

Daily Schedule

School Office Hours	8:00-4:00
Teacher Workday	7:45-3:15
7:45 a.m.-8:05 a.m.	Bus Rider & Car Rider Arrival
7:45 a.m.-8:05 a.m.	Breakfast
8:05 a.m.	Tardy Bell Rings, Instructional Day Begins
2:45 p.m.-3:00 p.m.	Dismissal, Bus Riders & Car Riders

- **Students should not arrive before 7:45 a.m. or remain after 3:00 p.m.**

School Directory

Principal	Leslie Hackworth
Assistant Principal	Shelley Mayhew
Administrative Assistant	Pattie Pickeral
Bookkeeper	Shirley Crosby
Attendance Clerk	William Snead
School Counselor	Lauren Horne
School Nurse	Rachel Nichols
Cafeteria Manager	Brenda Saunders

Attendance: Absences & Tardies

- School attendance is compulsory. Parents or guardians must inform the school that the student is going to be absent by calling the school at **434-836-0006**. If the school does not receive such communication, the parent/guardian will receive an automated phone call from our attendance system, as required by state law.
- If the school was not notified of the student's absence by phone call, the parent must **send a written note to school when the child returns stating the reason for the absence(s)**.
- Students may collect **make-up work** from teachers on the day following the absence(s). If parents wish to collect work for absent students, they **must call ahead to make arrangements** to pick up work after 3:00 p.m. in the office.
- Students are considered tardy if they enter the building after 8:05 a.m. **If tardy, an adult MUST escort the child into the school and sign him/her in at the computer in the lobby.**
- Tardies and early check-outs are **not** used in determining perfect attendance for Pittsylvania County Schools. However, we encourage students to observe the entire school day so they are present for all instructional time.
- For more information on specific absence policies, please refer to Policy (JED-PC) in the Pittsylvania County Schools Student/Parent Information Booklet.

Breakfast and Lunch

- Students are encouraged to eat breakfast and lunch at school. **Breakfast is served in class from 7:45 to 8:05 AM daily.** Students arriving by car must be in the building by 8:00 AM so that they will have time to eat breakfast before homeroom begins. **Students arriving after 8:15 AM will not be served breakfast.**
- **Lunch is served from 11:00-1:00 daily.** Contact the teacher to find out your child's exact lunch time.
- **Parents and family members are invited to visit their child(ren) for lunch on Tuesdays and Thursdays beginning in October. Lunch visitation ends at Spring Break due to end of year testing. You will be notified of dates.** There will be no mealtime visitation on 1:00 PM dismissal days or delayed openings. Only those family members listed on your child's emergency form may eat with a child. Please include any potential visitors on this form. All visitors must check in through the office upon arrival.
- **Meal Pricing Information- Subject to change per school board approval**
 - o Adult Breakfast: \$2.05
 - o Adult Lunch: \$4.35
 - o All student breakfasts and lunches are free of charge!

- **If you plan to have lunch with your child, please call the cafeteria manager at 836-8146 before 9:00 a.m. to place your order.** This allows for the cafeteria staff to prepare enough food for all of their patrons. Additionally, all visitors should adhere to procedures established for our students when visiting. Please refrain from wearing heavily scented colognes or perfumes, follow the established dress code, and adhere to the code of conduct while in the school cafeteria.
- 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. This includes fast food such as McDonalds, Wendy's, etc. **Therefore, students are not allowed to have commercially prepared fast food in the cafeteria.**

Bus Rider Transportation

- **Bus rider arrival is from 7:45-8:00 AM and dismissal is from 2:40-3:00 PM. Please do not drive or park in the bus lane during these times for any reason.**
- Your child will be sent home each day on his/her primary mode of transportation. **If a change is needed due to extenuating circumstances, you must send a note with your child.** Each student is responsible for giving their teacher the note when they arrive at school. **It is suggested that a parent call to follow-up to ensure the note has been given to the attendance clerk.** The note must contain: name and address of alternate drop off or pick up person, date, student's full name, homeroom teacher, contact number, and reason for request. Sticky notes and small notes are discouraged as they are easily lost. **If no note is received, the student will be sent home on their primary transportation.**
- **Please note that if a student is to have an alternate bus each day due to going to a grandparent or babysitter, a *Change of Transportation* form must be filled out in the office each time there is a change.** The person receiving the student **MUST** be on your child's *Bus Pick-up Permission* form.
- Parents are not permitted to remove students from the school bus once loading begins in the afternoon. **We do NOT make changes in transportation for after-school activities such as: dance, sports, sleepovers, or play dates.** These procedures have been established for the safety and well-being of your child.

Bus Rider Rules & Conduct

- Each student is expected to maintain good conduct on the school bus at all times. Students should follow all bus rules and be model citizens while under the care of the bus driver. **Students must understand that riding the bus is a privilege and that this privilege can be taken away if inappropriate behaviors continue.**
- Adults are to accompany students to and from the bus stop each morning and afternoon. **Children are expected to be waiting at the bus stop 5 minutes prior to expected bus arrival.**

- **Children cannot be dropped off without an adult to receive them.** If you wish for your child to be dropped off without an adult present, you must contact school administration to complete required paperwork.
- Parents must not attempt to board a school bus at any time. If you would like a conference with the bus driver, please contact the school.
- Please refer to the Pittsylvania County Schools Student/Parent Information Booklet for a complete listing of school bus rules.

Car Rider Procedures

- **Car rider arrival is from 7:45-8:05 a.m. and dismissal is from 2:40-3:00 p.m.** Students who wish to eat breakfast in the morning must arrive at school by 8:00 AM.
- During arrival, NO parents will be allowed to park and walk students to the door of the school for drop-off. **The car rider line must be utilized by all car riders.** Staff will be in the parking lot and at the front entrance blocking these access points. Thank you for your cooperation.
- **Students will not be checked out from school after 2:30.** After 2:30, you must wait in the car rider line for your student or enter the school through the front entrance and wait for all buses to be called before picking up your child.
- **All car rider parents should be at the school in line no later than 2:40 p.m.** Parents should remain in their cars, and **car riders will be picked up through the car rider line only.**
- For the safety of your children, students should **exit the vehicle each morning from the driver's side.** Please follow the complete loop of the car rider line. Do not attempt to shortcut. If for any reason you need to enter the building in the morning or afternoon, you must park in the parking lot and enter through the front door of the building only.
- **The color-coded pickup card with the student's name and QR code must be displayed on the dashboard each afternoon.** If the card is not displayed, the driver will be asked to park and report to the office 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.

Changes in Transportation

- **Changes in transportation, whether for bus or car riders, cannot be made over the phone.** All requests for changes must be submitted to the school in writing via note or fax (434-836-3615).
- **In the case of extenuating circumstances, a request over the phone must be approved by an administrator. Continued abuse of this policy will require a parent conference for transportation changes.**

Cell Phones

- Cell phones used by students are not permitted on our campus. Any phone confiscated by the administration will be returned to a parent after a conference.
- **Cell phone use in the presence of children is discouraged. Please turn off all devices while visiting our school for lunch or while volunteering.**

Child Abuse/Neglect

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

Crisis Management

- For the safety of our students and staff, we have developed a comprehensive crisis management plan for our school. The plan is updated and reviewed yearly by the staff. The students, in the event of an extreme emergency, will be relocated and parents notified via the alert phone system. Therefore, **it is imperative that parent contact information be updated as needed.**

Custodial Issues

- The school is legally obliged to follow the most recent court documentation that is on file at the school. Please provide this to school administration and provide new copies if custodial arrangements are updated.

Day Care Transportation

- Parents of daycare transportation students are required to complete a *Parental Consent to Release a Child to Alternative After-School Transportation Form*. The form must be completed and on file in the office before students will be released to day care providers.

Early Check-Outs

- When a student must leave school early, the parent or guardian must send a signed note of explanation. The parent or authorized adult must have the office staff call the student to the office at the time of the dismissal and enter the appropriate information in the computer. **The office staff will not call ahead to have a child waiting for a parent to arrive.**
- **Parents must arrive by 2:30 PM to have a child called for early dismissal.** Arriving after this time interrupts dismissal. **Anyone who arrives after 2:30 PM to pick up a student must wait for the child to be dismissed with car riders at 2:40 PM.**
- **Please do not make it a habit to check your child out just before dismissal time each day for the sake of convenience.** It is a disruption to the entire class to call

your child over the intercom each afternoon. This takes away from the instructional day for your child and all others in his/her classroom.

- The school will not release a child to anyone other than parents, legal guardians, or persons with a valid identification whose names appear on the Student Pick-up Permission Form. If the person is unknown to office staff, identification will be checked.

Emergency Forms

- An emergency form will be sent home with each child at the beginning of school. Complete a form for each child you have in the school. Be certain the school knows of any changes and can reach you at any time in the event of an emergency. **It is imperative that the Emergency Form be updated when addresses or phone numbers change.**

Emergency Procedures

- **School Messenger** is an automated service used by Pittsylvania County Schools to notify parents in the event of an emergency. Parents will be provided an opportunity to register for this service at the beginning of the school year or change any information from the previous year. School Messenger will also notify parents via email and text message. It is important that an accurate email address is on file with the school, as report cards are sent electronically.

Field Day

- Field Day Activities are held each Spring. Participation in Field Day is for students only. All students participate in the events unless a child is suspended from school on the date or displays disorderly conduct during the event.

Field Trips

- Classroom teachers, with the approval of the principal, may schedule field trips. Field trip participation requires parental permission. The school acquires such permission through the use of parent signed permission slips. Please note the day the permission slip is due at school and have it delivered in a timely manner. Field trips are optional and not all grade levels may take field trips. **Parents selected as chaperones must have Level I and Level II clearance.** Chaperones must ride the bus. Siblings are not allowed to participate in field trips.

Fundraisers

- The school participates in fundraisers that assist the school and PTO in raising funds for our students and improvements to the school plant. 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 the Pittsylvania County Schools Student/Parent Information Booklet.

Health Records & Health Issues

- The school is responsible for maintaining student health records for each child.
- **Students without complete health records will not be able to enroll in school.**
- Each student health file will contain the following:
 - o A physical examination form completed by a licensed physician, dated no earlier than 12 months prior to entrance in a public school.
 - o A certificate from a licensed physician certifying that the student has had the required immunizations.
 - o A birth certificate number verifying the student's age.
- Students will be excluded from school if they have contracted a communicable disease, which includes live head lice.
- Students with a temperature of 100 degrees or more should not be sent to school. Parents will be contacted to pick up any student from school with a temperature above 100 degrees. In addition, there is a 24-hour waiting period; this means that students are not allowed to return to school until they are fever-free for 24 hours.

Homework

- Homework is a part of the school program and every student is held accountable. Homework is used to reinforce concepts taught during the school day. Students should be able to complete their assignments with little difficulty. If there is difficulty, please contact the teacher. In addition to written homework, each student is expected to read a book of their choice or an assigned reading for at least 20 minutes each evening.
- For information on specific homework policies, please refer to Policy (IKB-PC) in the Pittsylvania County Schools Student/Parent Information Booklet.

Ice Cream

- **Ice cream is sold by the week. Please send money each Monday. Ice cream cost is \$0.60 per day or \$3.00 for the week.** Some teachers/grade levels may choose to allow parents to pay for more than 1 week at a time. Your child's teacher will communicate specifics with you. ***Prices set by the division and subject to change by school board approval.*

- Ice cream money is collected during homeroom each Monday morning. **No ice cream money is collected except on Mondays, unless an absence was excused with a doctor's note.**
- Students who check out early before ice cream is distributed for the day will receive a credit for the ice cream that was not received/eaten.

Insurance

- Information concerning accident insurance will be sent home during the first week of school. The purchase of this insurance is optional.

Medicines at School

- We prefer not to administer medicine at school. However, if we must administer medicine during school hours, guidelines must be followed as detailed in Pittsylvania County School Board Policy: Administering Medicines to Students (JHCD).
- **Students may not bring medication of any type (prescription or over-the-counter) to school.** All medication must be brought to the office and school nurse by a parent in the original container.

Moment of Silence & Pledge of Allegiance

- The school recognizes a moment of silence and participates in reciting the Pledge of Allegiance. It is requested that all students observe this moment of silence for reflection, prayer, or meditation, as well as the recitation of the Pledge of Allegiance. Visitors are also asked to respectfully observe this time. For further information regarding the Moment of Silence and Pledge of Allegiance, please refer to Policies (IE-PC) and (IEA-PC) in the Pittsylvania County Schools Student/Parent Information Booklet.

Non-Sufficiently Funded Checks (NSF)

- Due to the volume of uncollectible checks that the district receives, the Pittsylvania County School Board has contracted with an outside company for the electronic collection of checks returned for insufficient funds (NSF).
- We will gladly accept your checks. When you provide a check as payment, you authorize us either to use the information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. **By paying by check you are also authorizing the collection of a fee through an electronic fund transfer from your account if your payment is returned unpaid. This fee can range from \$35.00 to \$50.00 per check and is collected and kept by the outside collection company. Pittsylvania County Schools only receives the face value of the check.**

- **Please include the following on your check:**
 - **Full Name**
 - **Street Address**
 - **Phone Numbers**

Parent Visitation

- Visitors must ring the doorbell to enter. If you are not recognized or visible to office personnel, you will be asked to state your name and the reason for your visit before being allowed entrance to the building. This procedure is to ensure student and staff safety.
- Parents are always welcome to visit Southside; however, to protect instructional time, parents must have classroom visits approved at least 24-hours in advance by school administration. Without such approval, only Pittsylvania County Schools personnel will be allowed in classrooms outside of special events to which all parents are invited. We wholeheartedly encourage parents to visit the school for meals, special activities, to volunteer, or to attend conferences with teachers. Conferences can be arranged during a teacher's planning time or after school.
- All visitors are given a badge by the office stating the location of the visit. The badge must be worn at all times and returned to the office upon departure. At no time should a parent be in another area of the building without the proper badge. Parents will be escorted out of the restricted area by the administration.
- Level I Clearance is not required to visit the school office for conferences or have breakfast or lunch with your child. However, to enter the classroom and participate in activities or parties with students, parents must complete a Level I Clearance form in the office prior to the activity.

Parties

Birthday Parties

- Parents of pre-kindergarten and kindergarten students may supply store bought refreshments for a class birthday party pending teacher approval. Parents must obtain Level I clearance in order to go to the child's classroom and make arrangements with the teacher in advance.
- Due to the loss of instructional time, birthday parties and visits in other grades are not permissible. Parents may leave small, store-bought treats in the office to be passed out at snack time for students in Grades 1-5.

Holiday Parties

- Grades K-5 will hold a class party each winter. **In order to attend any party, parents must obtain Level I clearance in advance.**

Personal Possessions & Valuables

- Please label all personal items such as lunch boxes, book bags, coats, and hats so that they are easily claimed if lost. Items of value should not be brought to school. Money should be sent in an envelope labeled with the child's name, teacher's name, and purpose (ice cream, lunch, book fair, etc.). Money should not be left in a desk or visible to others.
- Students are not permitted to bring electronics or personal game systems of any type. Toys should not be brought to school unless by permission from the teacher. If these items are brought to school, they will be returned to parents by school administration.

Phone Use By Students

- The office phone is to be used in the event of an emergency. Calling home for homework, signed papers, transportation issues, etc. is not permitted.

PTO

- An active Parent/Teacher Organization is an asset to the school. You can stay updated regarding PTO activities by attending the meetings and reading the published fliers. We encourage you to take advantage of another avenue of productive home-school interaction by becoming a working member of our PTO. If you are interested in becoming a member, please contact the school at 836-0006.

Registration Policies

- All registration of new students should be done prior to the beginning of school when possible. The student's official birth certificate, record of immunization, and a completed physical exam form are required. **Students without a physical exam and required immunizations will not be able to enroll in school.** Kindergarten students must have reached their fifth birthday by September 30, to be eligible for the new school year. Fifth grade students must have the Tdap booster administered prior to starting middle school.

Reporting Achievement to Parents

- Report cards are issued every six weeks. Interim progress reports are sent home after three weeks of the marking period have passed.
- Weekly folders 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 folder. Parents should check the folder weekly. Folders 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.

- Parent-teacher conferences are scheduled twice during the school year; however, a teacher or parent may request a conference at any time.

Residency

- *The General Assembly amended the Code of Virginia, Section 22.1-264.1, relating to false statements regarding school division residency. Specifically, the Code states that "Any person who knowingly makes a false statement concerning the residency of a child, as determined by Section 22.1-3, in a particular school division or school attendance zone, for the purposes of (1) avoiding tuition charges authorized by Section 22.1-5 or (2) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor." The law, which becomes effective July 1, 2005, carries with it a maximum fine of \$250.*
- The principal or her designee will investigate residency issues. The Superintendent will be notified of any questionable findings as a result of the investigation. Parents or guardians may be required to submit a new form or additional proofs of residency to verify the address on file.

Scent Free School

Due to the large number of breathing related disorders and ailments of our students and staff, the administration asks that all teachers, parents, visitors and students refrain from wearing perfumes or colognes while in the building for conferences, student events, or lunch/breakfast.

Student Conduct & PBIS

- All children can and will follow school rules. Students should demonstrate good citizenship throughout the year. Students who maintain a satisfactory grade (S) in conduct will earn the privilege of attending special events such as field day or other fun day events. Students receiving poor conduct grades (N) or (U) may lose their ability to participate in special school activities.
- All Pittsylvania County Schools now follow PBIS (Positive Behavior Interventions and Supports). At Southside, we have Behavior Expectations that "ROCK." These expectations will be reviewed by your child's teacher and implemented throughout the building. A copy of the PBIS behavior matrix is at the end of this document and should be reviewed with your child. School behaviors that "ROCK" include:
 - o R: Respectful
 - o O: Organized
 - o C: Caring
 - o K: Know the Rules
- In addition to school rules, each teacher maintains standards for children to follow. Students violating school rules may receive consequences such as a conference with the administration, parent contact, recess detention, after-school detention, or suspension. Parents will receive copies of the Pittsylvania County Schools Code of Conduct and the Pittsylvania County Schools Student/Parent Information Booklet, which detail specific misconduct and consequences. These guidelines should be reviewed with your child.

Student Dress

- Students are to dress appropriately for school. Students should refrain from wearing clothing, jewelry, badges, etc. with printed messages about alcohol, drugs, tobacco, sex, violence or vulgarity. Items should not make fun of race or gender. Clothing should be free of holes and tears. Hats should be removed upon entering the building. Belts should be worn with pants. Shorts, skirts and skorts should measure **no more than four inches above the knee** when standing. All sleeveless clothing should fit under the arms and not hang loosely. No halters, spaghetti straps, or fish net type clothing should be worn. Shoes should cover the entire foot and have a strap attaching the shoe securely to the foot. **Tennis shoes will be needed to participate in gym and recess activities.** When a student's dress is in question, the principal or the designee will contact the parent/guardian.
- **The administration requests all visitors follow the dress policy while on school property. The administration reserves the right to ask any patron to leave should they violate school procedures.**

Student Hygiene

- Student hygiene is important. Students should maintain good hygiene by brushing teeth, bathing, washing/brushing hair, and applying deodorant/antiperspirant daily. Issues concerning hygiene will be discussed with the parent by the nurse. Continued concerns will be addressed by the school counselor and/or administration.

Student Recognition

- Students are recognized individually and as a class. Students are recognized at the closing of the school year. Grade level ceremonies are held for pre-kindergarten through fifth grade. Parents are cordially invited to attend the end of the year events. Unfortunately, siblings in other classes are not allowed to attend these events as space is limited in the cafeteria.
- Students are awarded for their academic achievement, citizenship, and attendance. The following list outlines the criteria and type of award students may receive at the end of the year awards.

Award	Criteria
Pinnacle Award (Grades 3-5)	ALL 9-week grades: A ALL conduct: S ALL SOL scores: 500+/advanced
Academic Excellence (Grades 1-5)	ALL 9-week grades: A or S *Does not include conduct/effort
Academic Honors (Grades 1-5)	ALL 9-week grades: A, B, or S *Does not include conduct/effort
Certificate of Achievement (Grades 1-5)	ALL 9-week grades of A, B, or S in a particular subject (Reading, Math, Science, Social Studies, Language Arts) and did not make Academic Honors

Certificate of Academic Progress (Grades 1-5)	Student completed the grade level but did not make an academic list.
AR Award (Grades 1-5)	Student met AR goal for the year
AR Top Points for Homeroom	Top point earner from each homeroom
AR Top Points for Grade Level	Top point earner per grade
Advanced Reader Award (Grades 1-5)	Grades 1-2: Advanced Spring MAP score Grades 3-5: Advanced Reading SOL score
Advanced Math Award (Grades 1-5)	Grades 1-2: Advanced Spring MAP score Grades 3-5: Advanced Math SOL score
Advanced History Award (Grade 4)	Advanced Score on VA Studies SOL Test
Advanced Science Award (Grade 5)	Advanced Score on Science SOL Test
Tiger Paw Award (Grades K-5)	Most improved student in homeroom
Outstanding Citizenship Award (Grades K-5)	1 boy and 1 girl per homeroom that exemplify outstanding citizenship and character
Perfect Attendance (Grades K-5)	NO absences this school year (tardies and early check-outs do not impact this award)
Promotion Awards (KG & 5th Grade Only)	Kindergarten Certificate & Medallion 5th Grade Promotion Certificate & Medallion

- Students in fifth grade participate in a formal promotion. We request that the students wear appropriate attire for this special event. Sneakers, shorts, flip flops etc. should not be considered appropriate for this event. Promotion participation is a privilege; therefore, behavior or inappropriate dress can forfeit a student's participation in this event.
- Students are recognized on their birthdays. Students are given a small token in honor of their birthday and their names are announced over the intercom during morning announcements.
- On occasion, we publish pictures of our students in the local newspapers, yearbooks, etc. to acknowledge their accomplishments. Permission from the parent is required. A form will be sent at the beginning of the year explaining this procedure.

Student Records

- Cumulative records will be maintained for each child enrolled as a pupil of the division. Pupil records shall be treated as confidential. The parent or legal guardian may review information contained in the folder.

Tobacco-Free School

- Smoking, chewing, or any other use of any tobacco products by students, parents, and visitors is prohibited on school property. This includes the use of electronic or vapor cigarettes. For more information on specific tobacco usage policies, please refer to Policy (JFCH-PC) and (GBECA) in the Pittsylvania County Schools Student/Parent Information Booklet.

Testing

- Each spring, third, fourth, and fifth grade students are administered the Virginia Standards of Learning Test (SOL). The SOL tests assess skills in mathematics, English, social studies, and science.
- The MAP test (Measuring Academic Progress) will be administered to students in grades PK-5 at least twice during the school year to show student growth in reading and mathematics.
- In addition, students are given grade-level common assessments to monitor student performance on state standards in core areas.
- Pre-Kindergarten through third grade students are screened using the Phonological Awareness Literacy Screening (PALS) instrument. This assessment provides valuable information to the teacher and tutor in assisting students with reading skills that need further study.

Volunteers & Visitors

Visitors

- Upon arriving at a school, all visitors must report to the administrative office. Visitors in a school might participate during the school day in the following:
 - o Conferences with School Personnel
 - o School Assembly Program/Pep Rally
 - o Lunch or Breakfast
- We encourage parents and other interested persons who have a particular interest in working with children to become active volunteers in the school. All volunteers will be required to complete a Level I or Level II certification form allowing for a criminal check. The appropriate Level(s) must be completed prior to volunteering in the building.

Level I Volunteers

- If you would like to volunteer in any of the following capacities you must be approved as a Level I volunteer. **Level I volunteer approval must be done each year.**
 - o Resource speaker
 - o PTO volunteer

- o Homeroom volunteer
- o Day field trips (guest only)
- o Field day chaperone
- o Library volunteer

Level II Volunteers

- Level II 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 II Volunteer Approval.
 - o PTO officers
 - o Tutors
 - o Student mentors
 - o Day field trip (group supervision)

Withdrawal Policy

- Parents/guardians must contact the school office to withdraw a child from school. A release form should be signed by the parent or guardian at the next school of enrollment allowing the child's records to be mailed to the new school. It is the parent's responsibility to return textbooks and library books, and pay fines that are due to the school office at the time of withdrawal.

Weather Closings/Delays

- Listen to local radio, television stations, or check the website (www.pcs.k12.va.us) for information concerning any closings or delays. The superintendent or his designee will announce information regarding closings. Please do not call the school. During these times, telephone lines are needed for emergency communication with the School Board Office.
- Early closing is necessary if weather conditions warrant. We request that you have a plan in effect for your child in the event of early dismissal.

School Directory

Office: 836-0006
 Fax: 836-3615
 Cafeteria: 836-8146

Southside Elementary School
 440 East Witt Road
 Blairs, Virginia 24527