

Macy McClaugherty Elementary / Middle School
Student/Parent Handbook
2023-2024



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1 Introduction

This document has been developed by the Macy Elementary / Middle School Administration in order to familiarize parents and students with Macy Elementary / Middle School and provide information about policies, procedures, and schedules. The goal is to promote a safe, informed, and pleasant school environment for our entire school community.

1.1 Information About Macy McClaugherty

Macy McClaugherty Elementary/Middle School is located in the town of Pearisburg, Virginia, in Giles County. Macy McClaugherty School is a blend of old and new. The original building was built in 1949 with the addition of a new and modern wing completed in 1979. Another addition is located adjacent to the original building and houses our Special Education program (white house). Macy completed a second renovation project in 1999. The renovation included the addition of the cafeteria, new gymnasium, and library.

Macy McClaugherty School houses grades pre-kindergarten through seventh grade. The facilities include a cafeteria, gymnasium, instructional media center, clinic, twenty seven homeroom/classrooms, Special Education classrooms, Guidance, SRO, Music, two houses adjacent to the back of the school that houses VPI. The facilities also provide for a reception and administrative office area.

Student enrollment is projected to reach 454 for the 2023-2024 school year. (Enrollment does not include VPI.)

1.2 Mission Statement – Giles County Public Schools

The mission of Giles County Public Schools is to continue the improvement of instruction in a positive manner and to create a welcome climate for students, parents, and employees, while achieving the mandates of the Virginia Department of Education. This mission is to be accomplished in a team setting where the team shall include students, parents, employees, residents, industry, and local merchants.

1.3 Mission Statement – Macy McClaugherty Elementary and Middle School


At Macy McClaugherty Elementary and Middle School, our mission is to foster academic, emotional, social and physical growth in all our students within a safe environment. We will do this by developing positive relationships, respecting differences, encouraging creativity, and collaborating together, as a team to build a community of respectful, life-long learners.

1.4 Macy McClaugherty Elementary and Middle School Pledge

Macy Pledge

Each day in our words and actions
We will strive to show
respect, integrity, service, and excellence.
These qualities will help us to become
successful students
who work well and get along with others and
rise above all expectations.

1.5 Macy McLaugherty Elementary and Middle School Expectations for Students

	Respect Integrity Service Excellence
R	RESPECT <ul style="list-style-type: none">• Use great manners.• Use appropriate verbal and non-verbal language.• Accept and understand differences.• Demonstrate good sportsmanship.
I	INTEGRITY <ul style="list-style-type: none">• Leave it better than you found it.• Own your behavior.• Be honest.• Include everyone.• Always do the right thing.
S	SERVICE <ul style="list-style-type: none">• Help keep the school clean.• Look out for each other.• Be a family.• Help others in need.• Volunteer time and energy.• Get involved in the school community.
E	EXCELLENCE <ul style="list-style-type: none">• Take initiative.• Be a leader.• Show Responsibility.• Be the best YOU, you can be.

1.6 Philosophy and Objectives

The staff at Macy McLaugherty School views each child as an individual who deserves to be guided toward maximum development of his / her potential. It is the responsibility of the school to provide students and staff a wholesome climate conducive to positive, intellectual, personal, social, and physical growth.

The instructional personnel have high academic expectations of each student. The instructional program provides a strong foundation in basic academic skills and fosters an appreciation and knowledge of art and science.

In accordance with our philosophy, we will help each child to progress through the following objectives in relation to his/her abilities.

1.6.1 Intellectual Objectives

- To master the basic learning objectives set forth for each grade level in accordance with Virginia Standards of Learning and Giles County Curriculum
- To acquire skills in logic (sequencing, decision making, problem solving) and creativity (inventing, expressing)
- To attain knowledge in the areas of science and technology and to develop an ability for construction application
- To develop an appreciation for the arts

1.6.2 Personal Objectives

- To develop a positive concept of self and others
- To develop standards of ethical behavior and moral choice which enable each student to function responsibly in society
- To develop sound emotional and personal health practices

1.6.3 Social Objectives

- To become a responsible member of family and community
- To become effective citizen in a rapidly changing world
- To become a productive individual with occupational awareness and goals
- To internalize learning experiences that foster a basic understanding and appreciation of democracy and the free enterprise system
- To develop respect and pride in the school and community and to extend this respect and pride to enhance the quality of the environment

1.6.4 Virginia School Quality Profile for Macy McClaugherty School

- School Quality Profile

Virginia's School Quality Profiles provide information about student achievement, college and career readiness, program completion, school safety, teacher quality and other topics of interest to parents and the general public. Report cards are available for parents, schools, school divisions and for the commonwealth on our school website under Parent Resources. Giles County Schools report all schools are accredited for the 2023 school year.

<https://schoolquality.virginia.gov/schools/macy-mcclaugherty-elementary-middle>

1.6.5 Title 1

1.6.5a Right to Know

On December 10, 2015, the Every Student Succeeds Act (ESSA) was signed into law. Section 1112(e)(1)(A) states that as a parent of a student in [school name], receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status because of special circumstances.
- Whether the teacher is teaching in the field of discipline of the certification or degree he/she received
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Lisa Mustain, Director of Curriculum and Instruction, either by phone at 540-921-1421, ext 16 or in writing at Giles County Schools, 151 School Road, Pearisburg VA, 24134. 100% of Giles County Schools Title 1 personnel meet state qualification and licensing for the grade level and subject in which they provide instruction.

1.6.5b Opt-Out

On December 10, 2015, the *Every Student Succeeds Act of 2015* (ESSA) was signed into law. Section 1112(e)(2) of ESSA states that parents of students in Title I schools have a right to know about state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments. If you would like to receive information about this topic, please contact Lisa Mustain, Assistant Superintendent, either by phone at (540)921-1421, or in writing at 151 School Rd., Pearisburg VA, 24134.

All students enrolled in Virginia public schools are expected to take the applicable state tests. The *Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia* state:

“In kindergarten through eighth grade, where the administration of Virginia assessment program tests are required by the Board of Education, each student shall be expected to take the tests” and “each student in middle and secondary schools shall take all applicable end-of-course SOL tests following course instruction” ([8VAC20-131-30](#)).

The Virginia regulations do not provide for what is sometimes referred to as an “opt out policy” for students regarding the Virginia assessments. If parents refuse to have their student participate in one or more of the required Virginia assessments, they should be aware that their student’s state assessment score report will reflect a score of “0” for any test that is refused.

2 Staff List

2.1 Macy Administration and Staff 2022-2023

Administration	Name	Administration	Name
Principal	Patrick Simmons	Administrative Assistant	Sherry Townsend
Assistant Principal	Brittany Johnson	Administrative Assistant	Thelma Yost
School Counselor	Larissa Wurtz	School Resource Officer	Officer J.J. Johnson
School Counselor	Lindsey Howard		

2.2 Please check the Macy McClaugherty School website for a listing of faculty/staff. [LINK HERE](#)

3 General Policies

3.1 Registration

Virginia State law requires that before a child can be enrolled in school he/she must present the following documentation:

- Certificate of Birth
- Physical Examination
- Immunization Certificate
- Hepatitis B Shot by 6th Grade
- Tdap Vaccine for 6th Grade

3.2 School Safety

School safety is the main priority. Fire Drills will be practiced monthly. School lockdown procedures will be practiced once a semester. A Tornado Drill will be required during the month of March.

We will continue to take measures to protect our young people. Your cooperation and understanding will be appreciated. All doors will be locked and all visitors will need to report to the main office and sign in and secure a visitor's pass. Parents are discouraged from walking their child to the classroom unless invited by the school.

A Crisis Team has been created to evaluate and make recommendations concerning the safety at Macy. A chain of command has been established when the principal is out of the building and teachers have been informed of what to do in case of emergency.

3.3 Attendance / Tardiness

Accreditation Standards require that each school operate an instructional program, excluding intermission for meals that averages at least five and one-half hours per day for one hundred and eighty days. School personnel and parents must make every effort to avoid interruptions to the instructional program. Please have your child to school on time each day and help us encourage your child to attend school every day. Continued absence or tardiness may become a matter for the school resource officer and court system.

Is your child Chronically Absent?

Did you know: Chronic Absenteeism affects a students ability to be successful!

In the 2020-21 school year, at least 10.1 million students nationwide were chronically absent. We estimate chronic absence has more than doubled from the more than 8 million students, pre-Covid-19, who were missing so many days of school that they were academically at risk. Chronic absence is missing 10 percent or more of school days due to absence for any reason—excused, unexcused absences and suspensions—can translate into students having difficulty learning to read by the third-grade, achieving in middle school, and graduating from high school.

3.3.1 Student Attendance and Truancy

The attendance team at Macy McClagherty will follow the steps below to ensure students are attending school for their academic and social growth. It is imperative that we keep accurate attendance daily and it be completed by 9:30 AM.

GCPS Policy-ELEMENTARY/MIDDLE

1. Letters concerning truancy will be sent home by the school following the third and fifth days of absence.
2. The Truancy Officer will make contact with the parent following the seventh day of absence to verify the authenticity of excuses.
3. The Truancy Officer will make a home visit to the parent following the tenth day of absence. If the parent is not home, a door notice will be left for the parent to call the school. The parent will be notified by the officer at this time if absenteeism continues without proper documentation (doctor notes/court related/etc), court action will be necessary.
4. After the fifteenth day, the Truancy Officer will acquire the needed legal documents to require the parent to appear in court.
5. The principal has the authority to determine verification of this process and intervene at any stage.
6. Guidance counselors will maintain a monthly log of all truancy officer contacts. A copy of this log will be signed by the principal and attached to the monthly guidance reports and sent to the School Board Office.

3 PN/UX Days- 1st Letter

5 PN/UX Days- 2nd Letter & Parent Contact

7 PN/UX Days- SAT Referral

10 PN/UX Days- Possible Home visit & IACT Referral Meeting

Court services may be involved if attendance does not improve after meeting with the IACT Team.

3.3.2 Student Tardy Policy (Kindergarten - Seventh Grade)

The Truancy Officer will address school tardies by phone when they exceed a total of five. The officer will also be available to make home visits on tardies, when directed by the principal.

Number of Tardies	School Action
1 - 5	Students will be entered as tardy to school.
5 - 7	Students will be entered as tardy to school and parents will be contacted.
8 - 9	Students will be entered as tardy to school and parents contacted for a meeting. Interventions will be discussed. An Attendance Plan may be implemented.
10 or more	Students will be entered as tardy to school and parents contacted for a meeting. Home visits may be conducted by the building designee. Meeting with Giles County IACT Team.

3.4 Student Dress Code

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process, or creates a health or safety problem. In addition to following Policy JFC, students must comply with specific building dress regulations below

The following are prohibited:

A student may be referred for dress code disciplinary action anytime during the day.

- Shorts, skirts, and dresses must be at least mid-thigh.
- No tank tops, unless layered with a sleeved top.
- Upper and lower garments should meet at all times.
- Neither undergarments nor nightclothes are to be worn as outer garments (this includes snugglies).
- Sheer or excessively tight garments are not acceptable.
- Hats and other head coverings are not to be worn in the school building.
- Shoes must be worn at all times in and around the building.
- Apparel that is considered lewd, suggestive, supportive of illegal substances (including drugs, alcohol, and tobacco products), or culturally/sexually offensive is not permitted.
- Pants may not be worn with the waistband below the hips.
- Metal accessories or anything that could harm persons or property will not be allowed.
- Anything which causes a distraction or disruption in the classroom will be considered a dress code violation
- Blankets should be left at home.

3.5 Cell Phones

1. Students may have cell phones at school as long as they are left in their bookbags and turned off throughout the instructional day.
2. This means Off and Out of Sight from 8am-3:30pm
3. Students should keep their cell phones in their backpacks and/or lockers.

MMS is not responsible for lost, damaged, or stolen cell phones and/or electronics.

4. Daily Schedule

Morning

7:45	Building open
7:45	Breakfast begins
8:00	Students report to class
8:30	Classes begin.
Students who arrive after 8:30 are tardy to school.	

Afternoon

3:00	First bell bus and parent pick-up release
3:05	Second bell bus release
3:20	Third bell bus release (if needed)
3:30	Fourth bell bus release to cafeteria (if needed)

Students who ride the bus will be dismissed from their classrooms to the main entrance of the school

Students who are parent pick up will be released to the Gym by grade level at 3:00

4.1 Arrival

Students should not arrive at school before 7:45 a.m. Students who arrive between 7:45 a.m. and 8:00 a.m. should report directly to the cafeteria to wait until dismissed to class at 8:00 or to eat breakfast. After 8:00, students should report directly to their homerooms or to the cafeteria for breakfast. Students who arrive after 8:30 am will only be admitted to class once stopping by the office to have a tardy slip completed by the office staff.

4.2 Parent Drop-Off:

- Parents will use the Henson Avenue (main office) entrance to drop off students in the morning.
- **Students may be dropped off after 7:45 AM.**
- Parents will drive to the designated drop off zone in the loop.
- Approximately 5 cars will drop-off their students at the same time.
- Parents should remain in the vehicle and all students exit the passenger side. A Macy staff member will be there to assist students if needed.
- Once those students are a safe distance away from the vehicles a staff member will direct all the vehicles in the drop off zone to exit.
- The next 5 cars will enter the drop off zone and the same procedures will be followed as above.
- If you plan to walk your student into the building please park in the lot next to Head Start. There will be no parking in the drop off zone.

4.3 Student Departure

Children must bring written permission from a parent or guardian if it is necessary that they be released from school during the day. The parent or designee must sign the student out in the office, before leaving. Also, students leaving because of illness will be signed out through the office. No student shall leave the school grounds during school hours without the approval of the principal. To protect the instructional part of the day no students may be checked out from 2:30-3:00.

4.4 Afternoon Parent Pick-up Notes:

- Parents will need to send written notes with the students in the morning that they will be a pick-up.
- Notes need to have the students name, date of pick-up and person picking them up.
- One note may be used for extended time periods.

Parent Pick-up:

- Parents will use the Woodrum Avenue (gym) entrance to pick up students in the afternoon.
- Because of safety concerns, cars will not be allowed in the Woodrum entrance until 2:50 PM.
- The first car will pull up to the last pillar and all following cars will follow behind. SRO Johnson will direct traffic for student dismissal.
- Approximately eight students will be released at a time.
- Once those students are loaded into their vehicles, SRO Johnson or a staff member will signal for those cars to depart. No cars will be allowed to move until all of those students are safely in a vehicle.

Because of safety concerns and buses using the loop near the office there will be no early pick-ups from 2:30-3:00.

The SRO will assist with arrival and dismissal times.

5. Student Grades / Information

5.1 Distribution of Materials

All requests to distribute materials/information to students and employees of the school division must be approved by the principal and the superintendent.

5.2 Student Report Cards

The report card is an official method of communicating the progress of each pupil to the parent or guardian and is distributed on a nine week grading cycle. The grades thereon indicate the child's progress on material presented at his/her performance level. The report card will indicate the grade level of material being used by the child. Questions should be directed to the child's teacher or the principal.

5.3 Student Grading Scale

Letter grades placed on report cards will be determined by using the following numerical grading scale for grades 3-7:

A	90-100- Excellent
B	80-89 Good
C	70-79 Average
D	60-69 Below Average
F	Below 60 - Failing

Education is a growth process which takes place for each individual in terms of factors peculiar to him; therefore, the grading system will indicate the quality and rate of growth in terms of the students own capacities, background, and previous experiences rather than terms of comparison with others.

It should be recognized that the most accurate and meaningful reporting of a student's progress is achieved through a combination of activities and documentation. While the report card is a vital link in this process, additional activities that are of extreme value are letters to parents, home visits, personal conferences, open house, parent/teacher conferences, and school visitation by parents. It is through the combination of each of these endeavors that the most accurate and thorough report of student progress can be achieved.

Kindergarten – Nine week progress reports shall be sent home on each Kindergarten student. The evaluation key is S-satisfactory, N-needs improvement, I-improving.

Grades 1-7. The grading system used in these grades shall consist of both numerical and letter symbols. Final grades on report cards are to be tabulated using only the 9 weeks numerical scores.

5.4 Promotion Guidelines

Promotion from one grade to the next at the elementary/middle school level will be based on mastery of skills and content for that grade level.

Grades K-3 - Students who have successfully completed the kindergarten program, and in the opinion of the classroom teacher, have mastered the identified skills for this level, will be considered for promotion to the first grade. In grades 1-3, basic skills in reading, language, and mathematics will receive primary emphasis and students will be given every opportunity to demonstrate satisfactory levels of achievement.

If grade level mastery in these core subjects is not achieved, then students may be considered for retention in order to provide more time for master. Teachers and administrators must consider SOL achievement levels when evaluating students for promotion.

Grades 4-7 - In grades 4-7 students are expected to master specific skills and content in reading, language, mathematics, science, and history. In order to be promoted to the next grade level, students must achieve passing grades in reading, math, and at least one other core subject.

The decision to promote or retain students who have not achieved passing levels is to be based on what is best for the individual student. There may be students who have not reached this level despite good attendance, appropriate instruction, and additional interventions.

The relationship of ability, effort, and achievement should be considered for placement of these students along with chronological age, previous retention, and other pertinent information. Teachers and administrators must consider SOL achievement levels when evaluating students for promotion.

At grades 3 and 5, a student should earn a score of proficient or above on the required SOL test in language and mathematics, and at least one other of the areas of science or history in order to be considered for promotion. If, by the end of the first semester, the student is not mastering the appropriate skills (in the opinion of the classroom teacher) then:

- 1) The classroom teacher schedules a conference with the principal to review concerns and efforts made to assist the student.
- 2) The principal offers other recommendations or authorizes the classroom teacher to inform the parent in writing of the possibility of retention.
- 3) The classroom teacher then schedules a conference with the parent and a plan is developed for remediation or additional interventions for the student.
- 4) If, after the fifth marking period, an acceptable skill level has not been reached by the student, a committee (consisting of teachers directly involved with the instruction of the student) will be established. The parent/guardian will be invited to a committee meeting, at which time, a recommendation will be finalized for promotion or retention.
- 5) The school principal is responsible for the final decision made for any student's retention or promotion.

Additional Information to be Considered for Student Promotion

Students who have not successfully mastered the appropriate skills at their grade level shall be considered for a summer remediation program if one is available. If they successfully complete this program, placement at the next grade level will be reconsidered. If students are not successful in this program or cannot attend, then they will be considered for placement if an in-school or after-school remediation program is established for them the following year.

The Virginia Department of Education has determined that the SOLs are an important part of the education and assessment of all students in Virginia. Giles County Schools also support this position. In so doing, the school system has purchased software that is to be used for student remediation.

This software is expected to be part of any remediation program. It is imperative that parents/guardians are involved with this process and understand they must accept responsibility for the student's education including any remediation that may be established.

5.5 Gifted Programs

The Young Scholars Program is sponsored by the Gifted Education Program and is for students in grades K-3 whose potential academic aptitudes require that they receive a differentiated educational program to further meet their needs. Nomination forms, teacher checklists (Grades K-3), and parent checklists are available from the guidance counselor and the Coordinator of Gifted Education. Completed forms should be forwarded to the Coordinator of Gifted Education for processing. Nominations/referrals are ongoing, but in order to be processed by the end of the current school year they should be received no later than April 1 of the current year.

The Gifted Education Program is for students in grades 4-12, and is for students whose academic aptitudes require that they receive a differentiated educational program to further meet their needs. Nomination forms are available from the guidance counselor and the Coordinator of Gifted Education. Completed forms should be forwarded to the Coordinator of Gifted Education for processing. Nominations/referrals are ongoing, but in order to be processed by the end of the current school year they should be received no later than April 1 of the current year.

The Visual Arts Gifted Education Program is for students in grades K-7, and is for students whose visual arts aptitude requires that they receive a differentiated educational program to further meet their needs. In order to be considered for this program, students must complete a portfolio of their art work and be scheduled for an identification meeting with the Visual Arts Gifted instructor. Information about nominations and portfolio requirements are available from the guidance counselor and the Visual Arts Gifted instructor. Referrals are ongoing and assessments are conducted in a timely manner throughout the school year.

5.6 Fund Raising

Occasionally, fundraising projects are a necessary part of our school operation. All fund raising projects must have the approval of the Giles County School Board. Elementary students may not go door-to-door for solicitation purposes. When a fund-raising project is approved, parents are encouraged to help their child(ren) by contacting relatives and friends in support of the project. Students are not required to participate in fundraising activities.

6. Homework / Testing

Homework is an integral part of the learning process for all students. Therefore, teachers are expected to utilize homework in their teaching / learning process in pursuit of the attainment of instructional objectives.

While it is very important that homework be returned promptly to be evaluated by the teacher, the emphasis in determining grades must be placed on what transpires within the classroom.

The value of homework is to re-enforce, extend, clarify, and achieve instructional objectives. It assists and contributes to the development of skills of analysis, application, and understanding of concepts and knowledge in subject areas. Homework should stimulate voluntary effort, initiative, independence, self-discipline, responsibility, and self-direction on the part of the student. It is used to acquaint parents with what the student is learning in school and to enlist their support and help.

Not all subjects require homework, and others do not require daily homework. The time of homework will be determined by each individual teacher. In many cases, the homework assignment will be the completion of work that had its beginning in the classroom. Every effort is made to keep the time spent on homework by students within a reasonable range.

6.1 Parents Assistance - Homework

Parents can do their part to improve homework when they:

1. Provide their children with suitable study conditions (desk or table, lights, books, and supplies).
2. Reserve a time for homework and turn off the television.
3. Show interest in what their children are doing but do not do their work.
4. Understand that the school expects homework to be completed and returned to the teacher.

6.2 Student Habits

Students will improve their study habits when they:

1. Write down, before leaving school, the assignments for each subject and understand what work is to be done.
2. Form the habit of using a certain time and place for study.
3. Try to develop the skill of working independently.
4. Spend enough, but not too much time on each subject.

6.3 Standardized Testing

During the school year, certain students will be given standardized tests. Some of the tests will be required by the State of Virginia and some will be required by the school division as an additional means of assessment. Parents will be notified prior to the administration of tests to the exact date and time.

When your child is scheduled to take a test:

1. Attempt to eliminate any anxiety about taking the test.
2. Avoid scheduling family trips or appointments which cause him/her to be distracted during the test days.
3. Try to minimize family conflicts during the testing period.
4. Make sure he/she gets plenty of rest the night before the tests.
5. Prepare a good breakfast each morning.
6. Make sure that he/she attends school every day.
7. Make sure that he/she is dressed comfortably.
8. Talk with him/her about the importance of tests.

Parents may be provided with the results of all standardized tests once they have been returned to the school from the testing services. In addition, teachers, counselors, and the administrative staff will be happy to schedule individual conferences with parents to interpret the scores as they relate to the student's educational progress.

6.4 Textbooks

There will be no textbook rental fees. Students will be expected to use books with reasonable care. Soiled, damaged, or lost textbooks will be paid for by the students or his/her parents or guardians.

7. Cafeteria

For the 2023 - 2024 School Year all meals (Breakfast and Lunch) are free for students. This does not include any extra food / milk items that the student may request

The cafeteria will operate under the supervision of the School Lunch Program from the Virginia Department of Education. All meals served will meet the specifications established by this department and the Giles County School Board.

All meals will be as varied as possible, prepared tastefully, and served in an attractive manner. Menus may be posted in each classroom, sent home, and published weekly in the *Virginian Leader*.

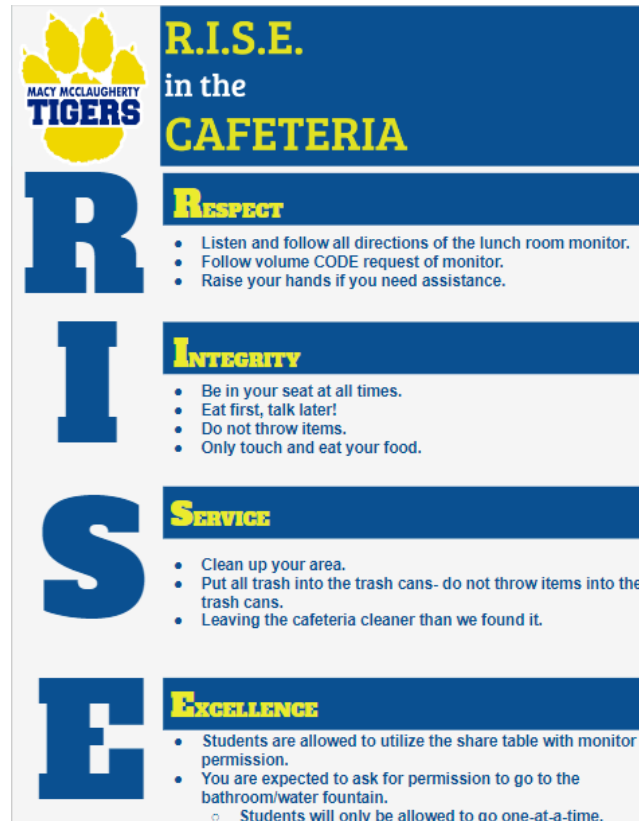
Breakfast and lunch will be served on each school day. A sit down breakfast will be served between 7:45 a.m. and 8:20 a.m. Our Fast Break Breakfast will be served from 8:20 a.m. to 9:30 a.m.(students will eat this breakfast in the classroom). Lunch will be served between 10:50 a.m. and 1:00 p.m.

Due to continued COVID-19 concerns we can not allow parents to eat with their children for the 2022-2023 school year. If guidelines change then we will notify parents of the change.

7.1 Cafeteria Expectations:

- Students are expected to stay in their seat at all times, until given permission from a monitor
- Students are expected to walk when out of their seat to transition or clean up their area.

- Students are expected to raise their hand if they need any assistance from the monitor.
- Students may ask to go to the bathroom/water fountain (by raising hand), but students will only be allowed to go one at a time, with monitor permission.
- Students are expected to clean up their area of all trash/food
- Students should finish all opened food IN the cafeteria before dismissal. Students will only be permitted to take unopened items back to the classroom with teacher/monitor permission.



7.2 Cafeteria Rules

- Microwave ovens will not be available for student use. Please do not send food that needs to be microwaved
- No outside restaurant food may be brought in during the day. Students must either eat the school lunch or bring their packed lunch with them at the beginning of the day.
- No beverages in glass bottles. Sodas and energy drinks are discouraged.
- No cellphones use permitted in the cafeteria

8. Student Information

8.1 Student Privacy

In order to protect our student's privacy, we are requesting that photos that include children other than your own not be taken on school grounds.

8.2 Student Accidents and Illnesses

In case of student accidents or illnesses, the school will make every effort to contact the parent or guardian. Children may remain in the clinic until transportation arrives.

If it becomes necessary for a child to receive professional medical attention and the parent cannot be reached, the student will be taken to a doctor or hospital emergency room for treatment.

Information regarding family physician and hospital preference is a part of each child's registration. This information can be updated by calling the school secretary.

8.3 Money

Whenever it is necessary to send money to school by young children, it should be placed in a sealed envelope with the child's name marked clearly on the outside. Also, indicate the amount, teacher's name, and the purpose for which it is sent. All checks should be made payable to Macy McClaugherty School.

8.4 Insurance

Accident and dental insurance policies are available to students on an optional basis. Information is sent separately to each parent.

8.5 Parent / Community Volunteer Program

All volunteers at MMS must complete the volunteer registration packet, including a successful background check, to be approved to volunteer inside MMS and to attend and participate as a field trip chaperone. This process takes a couple weeks. Do not wait until the last minute to complete this process or you will not be able to volunteer.

8.6 School Visitation

Parents are welcome at Macy, but in order to insure the safety of students and to prevent disruptions to the instructional program, visitors are required to follow the procedures listed below:

1. Call the school office to arrange for an appointment with the principal or other staff members if a conference is desired.
2. Parents or other persons bringing students to school after the school day begins must report to the office to sign the student in before going to class.
3. Parents or other persons bringing items or messages to students must report to the secretary or principal.
4. With administration approval, parents or persons may come and participate in special classroom events, with a volunteer agreement and completion of a background check.

8.7 Parent Teacher Organization

The Macy McClaugherty Parent-Teacher Organization, (P.T.O.), is an organization which provides an opportunity for parents and teachers to work together for an improved school program. The P.T.O. meets each month. Please contact Samantha McCroskey (macytigerspto@gmail.com), Macy PTO President.

8.8 Transfer Students

Macy McClaugherty accepts in-county and non-county resident transfer students according to School Board Policy SB-126.

- Staffing and special program availability are considered in making approval decisions.
- School records will be reviewed and former school will be contacted.
- In the event of changes in staffing or program availability which prevent compliance with federal, state, or county policies, or other extenuating circumstances, approval for admission may be withdrawn during the academic year.
- All transfer students need to maintain good grades, good attendance, and good conduct.
- Transportation is the responsibility of the parent/guardian.

- Out-of-county students who are accepted to GCPS must maintain passing grades, maintain a clean discipline record, and abide by all school board policies in order to remain a Giles County student. Out of county students are subject to tuition fees.
- Approval for student transfers is for the current school term.
- Requests for student transfers must be renewed prior to the beginning of each school year. Failure to do so could result in denial of request.
- Principals will notify parents/guardians if the request is denied.

9. Emergency Closing of Schools

The decision to close schools due to inclement weather is made by the Superintendent and Central Office Staff. Schools shall be open for instructional purposes as often as possible, taking into consideration, first, the safety of the students. Schools will operate on a regular schedule every day the roads are judged to be safe for bus travel. School officials will make decisions concerning the operation of school on the basis of the best information available at the time. Depending on the severity of the weather closing the day may be considered a “virtual learning” day and will need to complete the assigned teacher assignments. If the weather closing is due to severe weather and the county is experiencing power outages, etc then no work will be assigned.

Early announcements concerning closing schools for the day or operating one-hour late will be broadcast by the following stations:

9.1 Radio Closing Information

WNRV, 990 AM, Narrows/Pearisburg
WXLK-FM, K-92, Roanoke
Q99 - Roanoke

9.2 Television Closing Information

WVVA-TV, Channel 6, Bluefield
WDBJ-TV, Channel 7, Roanoke
WSLS-TV, Channel 10, Roanoke

10. Lockers

Students in the 6th and 7th grade will be assigned a locker for their use by the homeroom teacher. Students may rent a lock from the school for \$2.00. Students may only use school locks. It is not required to use a lock on their locker but highly encouraged. If the lock is lost or damaged, the student will be expected to reimburse the school for the lock.

10.1 Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker, or student desk at any time.

A student’s person and/or personal effects (i.e. purse, bookbag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated the law or a school rule. Lockers are school property and are subject to search if deemed appropriate.

11. School Counselor Program

Each school will provide the following school counseling services to all students:

Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities;

Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational career opportunities;

Personal /social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling;

Employment counseling and placement services which furnish information relating to the employment opportunities available to students graduating from or leaving the public schools. Such information will be provided to secondary students and will include all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools, and the teaching profession. In providing such services, the school board will consult and cooperate with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations, and career schools.

No student will be required to participate in any counseling program to which the student's parents object.

The guidance and counseling program will not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Parents will be notified annually about the counseling programs which are available to their children. The notification will include the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at their child's school and information about the procedures by which parents may limit their child's participation in such programs.

12. Transportation

12.1 School Bus Transportation

The safety of students is the primary concern for our bus drivers. Parents are urged to assist school personnel in instructing their children in bus safety and are asked to cooperate with school officials in making our bus transportation system safe and efficient. Each student will be given a brochure at the beginning of the school year that contains regulations for pupils riding school buses.

12.2 Parking Areas

Visitors to the school should use the parking lot near the main entrance off Henson Avenue.

Due to safety, visitors are not to park in the circle directly in front of the school.

The school entrance from Woodrum Street is intended for school buses and delivery trucks only, and should not be used by visitors to the school during the school day.

13. Miscellaneous Information

13.1 School Pictures

The first pictures will be taken of individual students in September. Class groups and individual pictures will be taken during the spring.

Please remember that school pictures are your way to preserve a part of your child's school experiences.

13.2 Field Trips

There will be multiple opportunities for students to attend field trips that will support their curriculum. In order to participate in these field trips, the student must demonstrate a positive and appropriate school behavior. This will ensure their safety as well as others on the field trips. Chaperons and volunteers must have administration and district approval with a proper background check. Background checks and volunteer forms may be filled out at the school board office.

13.3 Leave At Home

In order to minimize disruptions and to increase concentration on studies, students should not bring to school the following:

- Animals/pets
- Toys – including fidget spinners
- Hair spray
- Rubber bands and chewing gum
- Tobacco, in any form
- Young brothers, sisters, and visiting friends or relatives (except by approval of the principal)
- Trading cards of any kind
- Fidget spinners
- Electronic items – such as cell phones, games, radios, cameras, or video games, DS, PSP, CD, iPods, MP3, etc.

14. Middle School Sports Eligibility

MIDDLE SCHOOL STUDENTS' ELIGIBILITY FOR HIGH SCHOOL SPORTS

Some seventh grade students may be eligible to participate in athletic activities at the secondary level. It will be the responsibility of the parents to direct a request for their child to participate to their district high school principal and elementary principal. It is also the responsibility of the child's parent to make arrangements for any class work that may be missed with the child's school principal and provide transportation as may be required.

Eligibility for Participation

Students participation in middle and high school sports must follow Giles High School's procedures and expectations for student athletes. This includes a current VHSL physical and all grade and conduct expectations set forth by those procedures.

15. Health Screening Information

Good health is essential to effective learning and has long been recognized as a worthy goal of education. Because of the significance of optimum health for our school children, certain health screenings are provided by Giles County Public Schools.

Through the cooperative efforts of school nurses, speech and language pathologists, and other school personnel, the screening programs are conducted in accordance with procedures established by the State Department of Education for implementing School Laws 22.1-270 and 22.1-273. All applicable procedural safeguards shall be maintained during the screening process. Listed below are the various screening and the grade levels at which they are provided. These screenings will be conducted within 60 business days of enrollment to kindergarten and for all students new to Giles County Public Schools, regardless of grade level, that do not have documentation of a recent screening. Deficiencies discovered through this screening process will be referred to parents/guardians by letter, phone call, and /or home visit.

- Vision—Grades K, 3, 7, and 10
- Hearing—Grades K, 3, 7, and 10
- Speech, Voice, and Language—Kindergarten
- Fine and Gross Motor Function - Kindergarten

All students in Giles County Public Schools may be screened for Height and Weight, as recommended by the Virginia School Health Guidelines.

The Dental Aid Partners of the NRV in conjunction with the School Districts will be screening students in grades K-3. Parents will be notified if their child has a condition potentially requiring dental care.

It is through this screening process that potential problems can be identified and addressed prior to any adverse effect on school performance.

15.1 Scoliosis Information Sheet for Parents of Students in Grades 5-10

According to the Code of Virginia 22.1-273.1 within the time periods specified in regulations promulgated by the Board of Education, each school board shall provide educational information on Scoliosis to parents of students in grades 5 through 10.

Scoliosis is a sideways (lateral) curving of the spine, generally associated with the rotation of the spine and rib cage.

Frequent signs are a prominent shoulder blade, uneven hip and shoulder levels, unequal distance between arms and body, clothes that do not “hang right”, leaning to one side more than another, round shoulders or a humpback.

Kyphosis (round back) may occur in developing adolescents. It should be screened for and may need to be treated.

Eighty percent of scoliosis cases are idiopathic (cause unknown). Scoliosis tends to run in families and affects more girls than boys.

Scoliosis is identified by a physician’s use of family history, physical exams and x-rays when checking for scoliosis. A simple test, called “forward bend test,” can be used to assess the possible presence of abnormal curvature in the spine. With this test the child is asked to bend over at the waist as if they are going to touch their toes. The examiner then views for asymmetry of the back, and shoulders or any spinal curvatures.

Spinal curvature is best corrected when a young person’s body is still growing, and can respond to one or a combination of treatments (exercise, body brace, surgery, etc.). Potential treatments vary, based on history, physical exam, x-rays and other tests. Mild cases may not need treatment, but should be monitored.

Usually without pain in its early years, scoliosis can advance rapidly during the growing years. Curves that are moderate to severe will continue to advance in adulthood and can increase with each pregnancy. Left untreated, scoliosis can cause obvious physical deformity, pain, arthritic symptoms, and heart and lung complications and can limit activities.

Early detection of any curvature is very important. When scoliosis is detected early and treated appropriately, progressive deformity of the spine can be prevented. If you have concerns about your child’s posture or spine development, contact your child’s health care provider.

15.2 Automated External Defibrillators (AED)

Automated External Defibrillators, commonly known as AEDs, are devices that can diagnose cardiac arrhythmia and administer an electrical shock to help a person’s heart re-establish its rhythm. AEDs are in place in all Elementary/Middle and High Schools.

15.3 Information about School Health Services

School Health Services provides many services including management of acute (short-term) and chronic (on-going) health care problems. Examples of acute problems are mild injuries (bug bits, scratches, etc.) and illnesses. Examples of chronic problems include diabetes, asthma, and seizure disorders. Also, skilled nursing procedures (ordered by your child’s health care provider) including breathing treatments, tube feeding, dressing changes, medication administration and blood glucose monitoring are also provided. Emergency services are also provided. This includes training and administration of Epinephrine auto-injector (EpiPen) for allergic reactions, Glucagon for hypoglycemia and Insulin for hyperglycemia. A team of CPR/First Aid/ AED trained school personnel are available in each school for emergency situations.

We also provide health education to students. If your child needs medications (including over-the-counter medications like Tylenol), treatments or procedures during the year, specific forms **MUST** be completed before any medication or treatment can be provided.

Most medications and treatments require a doctor's order. School personnel cannot give any medications or treatments without the written permission of the parent/guardian. Hand notes or telephone permission is unacceptable. At the end of the school year, parents must pick up their child's medication from the school or it will be discarded. School clinics have the following topical medication available for students who need basic first aid: Aloe Vera (burns, bug bites, etc.), Calamine lotion or Hydrocortisone Cream (bug bites, poison ivy/oak, dermatitis, etc.), petroleum jelly such as Vaseline (chapped lips, dry skin, etc.), triple antibiotic ointment/ cream, wound wash (sterile saline or water), eye wash (sterile saline or water), moisturizing lotion (dry skin, etc.), and alcohol (piercing, tick bite etc.). Generic forms of the above may be substituted. All wounds are treated with gentle wound cleaning and band aid/bandage application. Ice is used for soft tissue injuries such as sprains, strains etc. School Personnel, as always, follow the First Aid Guidelines recommended by the Virginia Department of Education.

If you do not want these medications available for your child, please submit your request in writing to the school nurse. If a child becomes sick or injured, he/she will be sent to the clinic. If after observation, the illness/injury appears to warrant contact of a parent/guardian/emergency contact, reasonable effort will be made to make contact. At this time, the student may need to be picked up from school. If sickness or a minor injury occurs near dismissal time, the child may be sent home on the bus. In an emergency, the school will call 911. Emergency information sheets are to be filled out each year. It is important that emergency sheets be updated throughout the year if changes are made in employment, telephone numbers, or alternate contacts. School nurses serve as a resource person to school personnel, students, and their families. Please contact them if you have concerns about your child's health.

15.4 Severe Allergy Information- Asthma

The 2000 legislation of House Bill 1010 addresses student possession and self-administration of inhaled asthma medications. Present school policy allows students with asthma to carry inhaled asthma medications with physician and parent permission. However, the law mandates that each student with asthma who carries an inhaler have an "Asthma Health Care Action Plan and Authorization for Medication." If your child has asthma and needs to carry an inhaler at school, please notify the school nurse. Parents can access the Asthma Action Plan on the school website.

15.5 Severe Allergy Information and Stocked EpiPens

Giles County Public Schools will provide at least two (2) doses of auto-injectable epinephrine in every school. These EpiPens are for students who have not been diagnosed with a life-threatening allergy but who have a life-threatening reaction during the academic day. Policy does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.). At least two staff members at every school are trained to administer the emergency medication in the event of a life-threatening allergic reaction. Parents of students who have been diagnosed with life-threatening allergies are still expected to provide their child's prescribed medication to the school, along with health-related forms. It is the parent's responsibility to provide emergency medications such as Benadryl and Epinephrine (EpiPen). Parents of students who should not be administered epinephrine because of a serious health condition need to notify the school nurse.

15.6 Head Lice

Head Lice (*Pediculus humanus capitis*) are small insects found on the head and live close to the scalp. Head lice are not known to spread disease. Head lice move by crawling; they cannot hop or fly. Head lice are spread by direct contact with the hair of an infected person. A student is confirmed to have head lice infestation when the school nurse or designee identifies live lice on the student's head, and/or is found within ¼ inch of the base of the hair shafts (scalp). Screening, recommendations and communication will be managed in a discreet manner to maintain student's confidentiality and privacy rights. The student will not return to class and the parent/guardian will be contacted to pick the student up from school. The student must receive treatment for head lice before returning to school. The student's parent/guardian will receive a copy of the Head Lice Education Handout. Upon return to school, the student must report to the clinic and the nurse/designee will recheck the student to rule out continued head lice infestation. If evidence of greater than 1 case of head lice infestation is obtained by the school nurse/designee, the nurse/designee will complete head lice checks on all students in that particular classroom. For any questions or concerns contact your school nurse.

Giles County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator
Assistant Superintendent of Curriculum
151 School Road
Pearisburg, VA 24134
(540) 921-1421 X16

Section 504 Coordinator
Director of Special Education
151 School Road
Pearisburg, VA 24134
(540) 921-1421 X21

16. Virtual School Days

Giles County Public School (GCPS) students will receive virtual instruction from their classroom teachers during the majority of what used to be the typical inclement weather (snow) days. The purpose of this is to encourage the continuation of academic instruction on days when school would have otherwise been canceled. These days are intended to function in a similar fashion to our virtual/remote learning days and will be outlined below. Each school will create plans, using this plan, to deliver instruction to every student in the district and provide for student and teacher interaction on these days, with the ultimate goal of continuing instruction. These days will count as instructional days for GCPS and therefore will not need to have the typical “student make-up” days this year that we have had in previous years.

Attendance/Duties As shared, Inclement Weather days are going to be considered instructional days, so all PreK – 12 grade students are expected to participate. We will follow the GCPS guidance for virtual attendance on these days. Schools will track and record attendance in PowerSchool for participating in these Inclement Weather days. Students who aren’t able to complete the assigned task for a particular Inclement Weather day should be granted flexibility. However, it is expected that all assigned work will be completed within the first 5 actual school days that are held after the Inclement Weather day. Students who do not complete the work within the 5 actual school days after the Inclement Weather day would be counted as absent/receive zeros.

Elementary Grades – PreK - 5 Students in the Elementary grades should expect to complete a daily minimum of 2 hours of total school work during the Inclement Weather day. This may include, but not be limited, to the following: viewing at least 2 pre-recorded lessons, at least one teacher/student “live interaction” session, at least one graded activity/assessment, snow packets, etc. The prerecorded lessons and “live interaction” opportunities should be at least 20 minutes in length each.

Middle School Grades Students in grades 6 & 7 should expect to complete a daily minimum of 2.5 hours of total school work during the Inclement Weather day. This may include, but not be limited, to the following: viewing at least 1 pre-recorded lesson per class, at least one teacher/student “live interaction” session, at least one graded activity/assessment per class, etc. The prerecorded lessons and “live interaction” opportunities should be at least 25 minutes in length each.

Meals Please listen to inclement weather announcements from GCPS regarding meals during virtual days.

Extracurricular Activities School Sponsored Extracurricular activities are not held at Macy McClaugherty School on Inclement Weather days. These days are intended to be counted as instructional days, but if we are closed for in-person attendance at school due to travel hazards, it is not recommended that students gather for extracurricular activities.