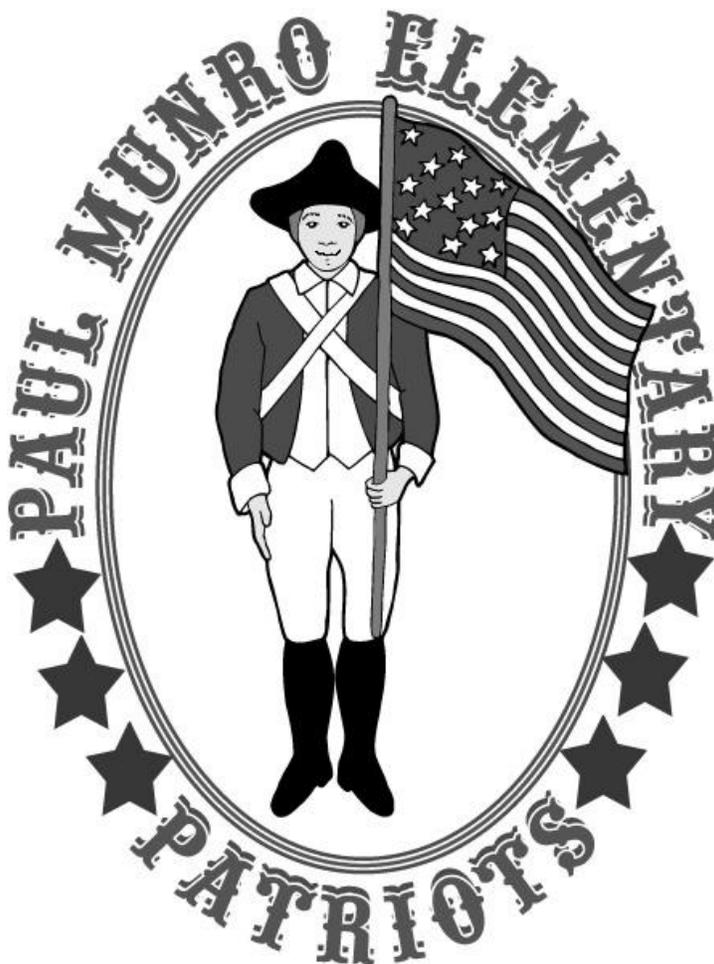


A TRADITION OF EXCELLENCE FOR ALL



Paul Munro Elementary
National Blue Ribbon School
62 Years of Excellence



Parent/ Student Handbook 2024-25

"We Are Family"

Telephone (434) 515-5260

Transportation (434) 515-5100

**Paul Munro Elementary
Faculty and Staff 2024-25**

Principal.....	Donna Baer
Administrator	Josh Boyd
Secretary.....	Beth Huffman
Guidance.....	Emma Mankus
Attendance/Security Clerk	Deborah Riley
School Nurse.....	Rhonda Wormser
Librarian.....	Ruth Anne McCarthy

Pre-Kindergarten

*Dana Owen
Lloliza Marshall
Jessie Smiley
Leigh Tucker

Kindergarten Unit

*Kerri Doremus
Kim English
Cameron Mason

First Grade Unit

* Linda Martin
Allison Cox
Presley Pustmueller

Second Grade Unit

* Sarah Knapp
Rachel Harvey
Heather Ennis

Third Grade Unit

*Skyler Johnson
Sarah Pearson
Mekenzie Schmitt

Fourth Grade Unit

*Alan Little
Martha Clark

Fifth Grade Unit

*Sarah Hoffman
Van Hoffman

*Unit Leader

Resource Personnel

Special Needs

**Madeline Cusack
Ashby Bell**

**Vocal Music
Art
Movement Ed (P.E.)**

**Nora Moore
Sydney Ankeney
Taylor Jennings**

Speech/Language Pathologists

Abby Short

**Title I Reading
Literacy Coach
Violin
Gifted/Instructional Coach**

**Karyn Ellis
Anne Gowen
Ginger Paris
Heidi Oliver**

Teacher Assistants

**Laura Bailey
Emily Bingham
Dea Callaham
Kristy Davis
Judy Duncan
Preston Harner
Sheila Hughes
Cecil Jackson
Kathryn Place
Cheryl Proffit
Carson Reams
Alison Sigler
Mary Smith**

Custodial Staff

***Mark Johnson
David Brown
James Walker**

Cafeteria Staff

**Michelle Karega
LaKisha Mays
*Donna Womble**

Paul Munro Elementary School

Parent/Student Handbook 2024-25

This handbook has been developed in coordination with the division-wide Parent/Student Handbook. We encourage you to read both handbooks carefully. Together, they are comprehensive resource guides. Parents are also encouraged to visit the school often so that they will have a better understanding of the total school program.

The Paul Munro Community

Paul Munro Elementary School is located at 4641 Locksview Road in the Boonsboro section of the city of Lynchburg. Its setting is in a strictly residential community with easy access to Boonsboro Road, a main traffic artery.

The Paul Munro Elementary School attendance zone is divided into three major sectors. One is the paired zone from the inner city. A second is the Monsview area that is adjacent to Bedford Avenue. The third and largest is the north side of Rivermont Avenue and Boonsboro Road from Randolph College to the Bedford County boundary line.

The community's interest in education is evidenced by its desire for quality education for its children and by its willingness to make available resources to enhance the educational opportunities for all students.

Philosophy, Mission, and Organization

The basic philosophy of Paul Munro Elementary School embodies the belief that the development of each student is the ultimate reason for the school's existence. The school has the responsibility to provide experiences that will give students an equal opportunity to live successfully in their immediate and ever-changing world. In recognizing that students differ in abilities, cultural backgrounds, lifestyles, ambitions, and interests, opportunities are provided in settings which promote equity and excellence.

Education must be a total experience involving the home, school, and community. All children are intrinsically valuable and each pupil learns and interprets in terms of what is real, important, and meaningful to him/her. With this in mind, the school continually evaluates and revises goals and strategies to address the uniqueness of each individual child.

Mission Statement

Paul Munro Elementary School, a member of the Lynchburg City Schools' tradition of excellence, will educate all students by providing a strong academic foundation that focuses on student achievement, student enrichment, and the development of sound honorable character within an environment that promotes mutual trust and respect.

Goals

Paul Munro Elementary School's basic goals for each child are as follows:

1. To develop competence in basic skills relative to English, math, science and social studies.
2. To progress based upon developmental readiness.
3. To prepare for further education or employment.
4. To develop ethical standards of behavior and participate in society as a responsible citizen.

5. To develop a positive concept of self and respect for others.
6. To foster appreciation for the environment
7. To develop sound practices of personal health and hygiene.

Priorities

1. English, mathematics, science, and social studies comprise the core curriculum.
2. Students shall function at or above grade level expectations in English and math.
3. Students shall show an annual improvement in all areas of instruction based on scores on SOL tests, standardized tests, and teacher-made tests.
4. Students shall be instructed according to their academic needs and levels of achievement.
5. In all instructional areas, instruction shall be consistent with the school's philosophy, goals, and priorities.

Organizational Structure

The organizational structure consists of four PK classes and grades K-5:

Pre-K	Unit leader – Mrs. Dana Owen
K Unit	Unit leader – Mrs. Kerri Doremus
1 st Grade Unit	Unit Leader – Mrs. Linda Martin
2 nd Grade Unit	Unit Leader – Mrs. Sarah Knapp
3 rd Grade Unit	Unit Leader – Mrs. Skyler Johnson
4 th Grade Unit	Unit Leader – Mrs. Martha Clark
5 th Grade Unit	Unit Leader – Mrs. Sarah Hoffman

Resource – Reading and special education resource teachers work with students identified as having special needs.

Music, Movement Education, and Art – The school has the services of a vocal music teacher, a violin teacher, a movement education teacher, and an art teacher.

Guidance – A full-time guidance counselor is available for counseling, student support, and career education awareness. The form to exclude your child from personal/social counseling is available in the guidance office.

Library Program – Students are scheduled to check out books on a regular basis. This time allows the librarian to help students with book selection and skills related to the library.

Gifted Program - Gifted services are available to identified students in all schools. All schools offer accelerated and advanced classes and various enrichment activities. The primary intent when educating students is to provide each student with sufficient challenge and opportunities in the specific academic area of his or her giftedness. Teachers working with gifted students must differentiate the content, process, and products of instruction for their gifted students while at the same time ensuring that students meet the minimum content standards of the Virginia Standards of Learning.

Policies Related to Students

Arrival and Dismissal

The school day begins at 8:40 a.m. Students who walk or are brought by automobile should not arrive before 8:30 a.m., unless special arrangements have been made with the principal. If students arrive after 8:40 a.m. they will be considered tardy and should report to the office to ensure he/she is counted present. The school day ends at 3:40 p.m. Students leaving prior to 3:40 p.m. must be signed out in the office before being dismissed from class. No student will be released to the care of anyone other than the custodial parent(s) or guardian unless written permission is submitted to the principal or his designee.

Personal Property/Money

Students are prohibited from bringing toys, games, etc. to school. They are discouraged from bringing money to school except for money needed to purchase lunch or items from the school store. Any money or personal property brought to school by a student is the responsibility of the student and not the staff of the school. At no time should money be left in a cubby or desk, but on the person of the student. All personal items such as coats, hats, lunchboxes etc., should be labeled with the child's name in some manner.

Dress Code

Students are expected to dress appropriately for a Pre- K-5 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable.

Clothing with language or images that are vulgar, discriminatory, obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and be appropriate for the learning environment. Clothing that does not meet these standards includes the following:

- Loose fitting clothing that could cause safety hazards
- Flip-flops and other footwear that are tripping hazards or injury risks
- Clothing that exposes an excessive amount of bare skin
- Hats and other head coverings, unless for religious or health purposes

Parent(s)/guardian(s) of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this policy will be asked to cover the noncomplying clothing or change clothes.

School Property/Property of Others

Pupils are expected to care for textbooks, library books, and any equipment or materials at their disposal. If any item entrusted to a pupil's care should be lost or damaged, an appropriate fee will be charged. If a lost item is found and returned, the pupil shall be reimbursed. Students are also expected to respect the property of others. Willful damage to another student's property can result in the requirement of restitution for damages incurred.

Student Conduct

It is the school's responsibility to provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her lack of consideration of others; therefore, students are expected to be responsible for their own behavior. Each student should place personal emphasis on the development of respect for self, respect for adults, respect for other students, and respect for property.

Each student should practice good citizenship by:

1. Accepting the leadership of teachers, the administration, and other staff members.
2. Taking care of school property and equipment.
3. Using only acceptable language and never using profane or vulgar language.
4. Continually showing the proper respect for the rights of other people.
5. Completing assigned work on time.
6. Being attentive in class and becoming involved with the activities of the class.
7. Walking in the school building before, during, and after school.

There are three major rules that are mandatory of all students at Paul Munro Elementary School. Violation of these rules may result in disciplinary action by the school staff, which may include suspension in accordance with School Board Policy 7 – 19.

1. Students should keep hands, feet, and other objects to themselves. Fighting is not allowed.
2. Students should be respectful to adults. Rudeness and disobedience are not acceptable.
3. A student may not destroy another student's opportunity to learn. Class disruption will result in removal from class and/or school.

Students may not bring toys, collectable cards, tapes, CD players, game systems, etc. to school. Please discuss this with your child.

***Please read the Lynchburg City Schools' Parent/Student Handbook for Elementary Schools. This handbook contains crucial information regarding policies on assault, drugs and alcohol, use of tobacco products, weapons, and student suspension/expulsion.**

Emergency/Safety Drills:

Fire Drills

Two fire drills will be conducted during the first 20 days of school with at least two additional drills occurring over the course of the year.

Lock-Down Drills

Two lock-down drills will occur during the first 20 days of school with two additional drills taking place later in the year. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

School Bus Emergency Drills

An emergency bus evacuation drill will take place during the first 90 days of school. Additional practice drills may occur if necessary.

Tornado Drills

Each school will participate in at least one tornado drill during the 2024-25 school year.

It is important that students participate in all practice drills as if a real emergency were taking place. Students should remain quiet during the drills and follow all instructions given by the teacher.

Accidents/Student Illnesses

In case of an emergency, first aid is given by the school health assistant or other trained personnel. In all cases of serious accident or illness, every effort will be made to contact a parent or guardian. **Please contact the school office to ensure your telephone numbers are up-to-date.** If we cannot reach you, we will use the emergency contact information you have provided.

The clinic cannot administer any medication without permission from a physician. The clinic is for emergencies and brief waiting periods. A student too sick to stay in the classroom needs to be at home. It is the parent's responsibility to see that his/her child gets home if the child becomes ill at school.

Use of School Telephones

Please make arrangements for after-school activities prior to coming to school each day. Student messages are discouraged. **Students may not be pulled from class to receive nor make a telephone call except in cases of an emergency.** Parents wishing to speak with their child's teacher should call before 8:30 a.m. or after 3:45 p.m. It is very difficult for teachers to leave their classrooms during the instructional day. We appreciate your cooperation in regard to this matter.

Elementary School Cell Phones/ Electronic Devices:

Students enrolled in elementary schools may have personal electronic communication devices in their possession. **However, devices must be turned off (not just silenced) and remain out of sight (e.g. in a book bag or locker) throughout the regular school day.**

Additional Procedures and Restrictions:

The principal may authorize restrictions on the use of personal electronic communication devices that exceed those in this policy. An enhanced policy shall be communicated in writing to the student and parent(s)/guardian(s). The principal may authorize individual exceptions to this policy based on medical needs documented by a medical doctor or while a student is present in the school office. The principal or their designee may confiscate a student's personal electronic communication device if needed, and then determine to either return the device to the student at the end of the day or require the student's parent to make an appointment with the principal to retrieve the device. A student who refuses to surrender their phone when asked shall be suspended for 3 days. Violations of the policy regarding personal electronic communication devices on school property may result in progressive disciplinary action as set forth by procedures outlined in Lynchburg

Conferences

Communication is the key to success. No form or written report is as effective as a conference with your child's teacher. You may request a conference by contacting your child's teacher or calling the office to make an appointment. The most effective conferences are those that are planned in advance.

Lynchburg City Schools Attendance 2024-2025

In all cases of tardiness to school or early dismissals, students must present that day a written note from a parent/guardian to the school stating the reason for the tardiness or early dismissal. Excused tardies/early dismissals are granted only for the following reasons:

- Personal illness. Written excuses should contain a description of the illness.
- Personal required court appearance with documentation from the court.
- Death or serious illness in immediate family. Principal will also consider each individual case and any extenuating circumstances.
- Medical condition or appointment verified by a note from a medical professional or dentist.
- Religious holiday will be excused upon presentation of written verification from the student's parent/guardian. No student will be deprived of any award, eligibility, or opportunity to compete for any award, or the right to take an alternate test or examination the student missed by reason of such verified absence.

Per School Board Policy JED-RZ:

o Upon a student's return to school, the student shall bring a note signed by the parent/guardian to explain the reasons for the absence and the dates of the absence. The school should receive the note on the day of the student's return to school. E-mail will be accepted for a note. Absences will be unexcused if notes are not received by the school within two school days of the student's return to school even if the parent has called.

Truant with 5 Unexcused Absences:

When a student reaches five (5) unexcused absences during the school year he or she is considered truant. At the fifth unexcused absence, a 5 Day Letter is mailed to the parent/guardian along with a printed copy of the student's attendance record for the school year. The school administrator, or his/her designee (i.e., often the attendance clerk), will conduct the 5 Day Conference with both the parent/guardian and the student; he/she will make reasonable efforts to obtain an explanation for the student's nonattendance. An Attendance Plan will be developed with the parent/guardian and student during the conference to resolve attendance issues. All future student absences will require the parent to turn in a note from a professional service provider (e.g., doctor, dentist, mental health care provider).

Truant with 7 Unexcused Absences:

The seventh unexcused absence is defined in the Code of Virginia as, "More than one additional day after the Five Day Conference." If the student is absent for more than one additional day after direct contact with the student's parent and school personnel have received no indication that the student's parent is aware of and supports the absence, the school principal or principal's designee shall refer the student to the LCS Inter-agency Truancy Review Team for a conference. Such conference may include the Student Support Specialist and other community service providers to resolve issues related to the student's nonattendance. The conference shall be held no later than 10 school days after the tenth absence, regardless of whether

the student's parent approves of the conference. The Inter-agency Truancy Review Team shall monitor the student's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve.

The City Attorney Letter will be mailed to the parent/guardian when the Truancy Department invites the family to the Interagency Truancy Review Team Meeting. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the student is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the Student Support Specialist. The Student Support Specialist shall schedule a conference with the student and student's parent within 10 school days. Continued nonattendance may result in the Student Support Specialist (1) filing a complaint with the Juvenile & Domestic Relations District Court alleging the pupil is a Child in Need of Supervision as defined in VA. Code § 16.1-228 or (2) instituting proceedings against the parent pursuant to VA Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the Student Support Specialist shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody, pursuant to VA Code § 20-124.2, and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

Truant with 10+ Unexcused Absences:

If the Interagency Truancy Review Team (ITRT) interventions are not effective and the student continues to accumulate unexcused days from school, a complaint may be filed with the Juvenile & Domestic Relations District Court alleging the child is a Child in Need of Supervision pursuant to § 22.1-267 (Proceedings against habitually absent child) of the Code of Virginia.

10 EXCUSED or UNEXCUSED Absences:

Upon the tenth day of any absence, either excused or unexcused (i.e., with the exceptions of documented five to ten day medical illness, vacation requests where the guardian followed our policy, and suspension) a 10 Day Letter is mailed to the parent/guardian along with a printed copy of the student's attendance record for the school year. 10 days of school absence is considered excessive. The school administrator, or his/her designee (i.e., often the attendance clerk), will conduct the 10 Day Excessive Absence Attendance Plan and Conference with both the parent/guardian and the student. He/she will make reasonable efforts to obtain explanation for the student nonattendance. An Attendance Plan will be developed with the parent/guardian and student during the conference to resolve attendance issues.

11 – 14+ EXCUSED or UNEXCUSED Absences:

Students who accrue 11 or more excused or unexcused absences are the most likely to become chronically absent from school. While all absenteeism affects academic success, chronic absenteeism often puts students at serious risk of falling behind in school.

Truant with 15 Consecutive Absences:

Pursuant to 8VAC20-110-130 (When pupil dropped from roll) of the Administrative Code of Virginia, any student who has accumulated 15 consecutive absences (i.e., excused or unexcused) from school shall be dropped from the roll and marked "Withdrawn" in Infinite Campus. If the student does not re-enroll within three school days, the attendance clerk will notify the Student Support Specialist. The Student Support Specialist will then mail a Compulsory Enrollment Letter to the parent or guardian of the student. This letter outlines legal consequences of continued nonenrollment.

Pre-K Attendance:

Lynchburg City Schools (LCS) believes that regular school attendance is directly related to academic achievement and to the development of good habits as a student moves on to each grade level. Given that there are a limited number of Pre-Kindergarten slots available in LCS, daily attendance at the preschool level is mandatory. School attendance is the responsibility of the parent(s) or guardian(s) of the preschool

student and is documented daily by the school. The following protocol will ensure that your child's attendance is accurate and in accordance with the Pre-K attendance expectations. To maximize opportunities for all LCS families, not adhering to the policy may result in forfeiting continued participation in the LCS Pre-K instructional program.

Excused absences: will be granted for the following reasons:

- Personal illness – written/emailed excuses should contain a description of the illness
- Death or serious illness in immediate family
- Medical condition or appointment verified by a note from a medical professional
- Religious holiday

NOTE: As per LCS policy, parents/guardians will receive an automated call alerting of the child's absence from school. ALL absences require a written note or email to be provided to the school explaining the reason for the absence within 2 days of the Pre-K student's return to school.

Unexcused absences:

- A student will receive an unexcused absence without absence notification to the teacher or school.
- If a child has 5 unexcused absences without notification provided to the school, the student will be considered truant, and the school-based attendance clerk will send a letter to the parent/guardian regarding the absences and a meeting will be conducted with the attendance clerk to develop a plan to support the PK student's regular attendance.
- If a child accumulates 10 unexcused absences, the parent/guardian will be notified to attend a second support plan meeting with the school attendance team.
- If a child reaches 15 consecutive unexcused absences without notification to the school, the parent/guardian will be notified that the child's enrollment in the LCS Pre-K instructional program will be forfeited. Students who are dismissed from the program will need to reapply through the application process.

Parent Notification of Upcoming Long-Term Absence:

- A parent/guardian must notify the school principal for an upcoming, unavoidable, or significant reason for a long-term absence of up to 5 school days. The principal will determine if the child's assignment to the Pre-K program will be held in reserve.
- Written notification of an upcoming, unavoidable, or significant reason for a long-term absence of 6 or more school days requires the permission of the LCS Superintendent. The Superintendent will consider the request and a written response will be provided to the family. Notification does not guarantee continued participation in the Pre-K program.
- If a parent does not notify the school of an upcoming, unavoidable, or significant reason for a long-term absence, the child's enrollment in the LCS Pre-K/VPI instructional program will be forfeited. Students who are dismissed from the program will need to reapply through the application process.

Tardiness or Early Dismissal:

Students who arrive late or leave early are missing important classroom time. This can also be very disruptive to the classroom routine. Students who do not complete one-half of their school day will be

counted absent. Excused tardiness/early dismissals are accepted within reason and with submission of a written notice for the following reasons:

- Personal illness
- Medical condition or appointment verified by a note from a medical professional or dentist
- Death or serious illness in immediate family
- Conditions beyond the control of the student or parent/guardian

The parent/guardian should notify the school in advance if it is known that the student will be tardy. When a student is tardy or leaves early, the parent/guardian is required to sign the student in/out in the school's main office.

LCS Attendance Plan for Cumulative absences/Excessive Tardies:

- **5 Day Meeting:** A Pre-K child with 5 excused/unexcused absences is considered truant, and the school-based attendance clerk will send a letter to the parent/guardian regarding the absences and a meeting will be conducted with the attendance clerk to develop an attendance plan to support the PK student's regular attendance.
- **10 Day Meeting:** A Pre-K child with 10 excused/unexcused absences is considered excessively absent and the school-based attendance clerk will notify the parent/guardian to attend a meeting with the school based attendance team to develop an attendance plan to support the PK student's regular attendance.
- **12 Day Meeting:** If a Pre-K child accumulates 12 excused/unexcused absences, the parent/guardian will be asked to participate in a family meeting at the school administration building. The team will work to develop a truancy plan to ensure the student improves their attendance on a regular basis.
- **15 Day Notification:** If a child reaches 15 absences and the parent/guardian does not show effort to support the success plan, the parent/guardian will be notified that the child's enrollment in the LCS Pre-K/VPI instructional program will be forfeited. Students who are dismissed from the program will need to reapply through the application process.
- **15 Day Un-enrollment:** If a child obtains 15 consecutive absences and notification has not been received by the school, the child will be unenrolled from the program. Students who are unenrolled from the program will need to reapply through the application process.

To maximize opportunities for all LCS families, not adhering to the attendance policy may result in forfeiting continued participation in the LCS Pre-K/VPI instructional program. Students who are removed from the program due to poor attendance and lack of participation may re-apply and be placed on the waiting list.

As a partnership, our goal is to equip each child with essential skills to best prepare them for success in Kindergarten and beyond. We look forward to our continued work with your student and your family. Questions about the attendance policy can be directed to your student's school attendance clerk, the LCS Pre-K Coordinator, or the Student Services Supervisor for Attendance & Truancy.

Weapon/Look-Alike Weapons

Students are **prohibited** from **bringing weapons or look-alike weapons** to school. Should students ignore this instruction, they would be subject to disciplinary action as outlined in School Board Policies 7-19 and 7-48.

***Please refer to these policies in the Lynchburg City Schools Handbook for Elementary School.**

Grading Scale

All classroom teachers are responsible for the grading and evaluation of his/her student's achievement in class.

The following grading scale will be used in grade levels 3-12 for all students:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and below

The following state scoring rubric will be used to evaluate student progress on the Standards of Learning (SOL) in grade Kindergarten through 2:

E = Exceeds the Standard (student demonstrates knowledge and skill 94 percent or more of the time)

M = Meets the Standards (student demonstrates knowledge and skill 80 percent or more of the time)

P = Partially Meets the Standard (student demonstrates knowledge and skill 70 percent or more of the time)

U = Unsuccessful in Meeting Standard (student demonstrates knowledge and skills less than 70 percent)

All other areas in grades K-5 (handwriting, art, music, movement education, technology and character/conduct) will use the following evaluation:

S = Successful

I = Improving

NY = Not Yet Successful

Approved by School Board: June 19, 2012

Elementary School Process for Retention and Promotion

Early in the second semester, parents of students who are not making satisfactory progress in major content areas (reading/math) will be informed by the classroom teacher that if significant progress is not made by May, the recommendation may be to retain the student.

Teachers will work closely with the principal when retention is being considered. A joint conference will be held prior to recommending the final decisions regarding retention of the child.

All final retention and placement decisions shall be made by a committee consisting of the principal and staff from the Department of Curriculum and Instruction.

The principal shall inform the parents of the decision of the division committee. Parents may appeal the decision to the director of instruction.

Students who have demonstrated marginal knowledge and skills as indicated by the Achievement Record/Promotion Guidelines, may attend summer school. If they meet specific attendance guidelines, pass end-of-summer-school tests, and demonstrate adequate academic progress, these factors will be considered in the final promotion/retention decision.

Students in grades three through five who do not pass any of the Standards of Learning assessments administered in their grade level shall be required to attend a summer school program or to participate in another form of remediation.

Criteria for Determining Retention or Promotion

The following criteria will be considered in the promotion and retention decision:

- A. Academic achievement and growth
- B. Attendance
- C. Previous retention and age
- D. Parent input

Quarter and Report Card Schedule 2024-25

	INTERIMS	END OF QUARTER	DISTRIBUTE REPORT CARDS
1st Quarter (8/20/24 – 10/23/24)	9/26/24	10/23/24	11/1/24
2nd Quarter (10/28/24 – 1/16/25)	12/13/24	1/16/25	1/24/25
3rd Quarter (1/21/25 – 3/20/25)	2/27/25	3/20/25	3/28/25
4th Quarter (3/26/25 – 6/5/25)	5/9/25	6/5/25	6/5/25

Infinite Campus

As part of our continued effort to provide parents and guardians with information about their student's progress, Lynchburg City Schools utilizes an online parent portal called Infinite Campus. Infinite Campus is a single source for parents to track student data including contact information, schedules, attendance, grades, and notifications. Please contact the school to get your activation key

Student Placement

Students are placed in reading and math classes based upon individual achievement level. Groupings are fluid and students may be moved in and out of groups as student performance dictates. Placements are made at the beginning of the year based upon previous year performance. As the school year progresses, a change of grouping will only be done after parental notification and consultation. Teachers will inform parents at the beginning of each school year as to the initial placement of all students in reading and mathematics. Student placement is then reviewed at the end of each six weeks.

Homework

A major goal of the Lynchburg City Schools is to assist students in becoming committed to the process of learning. Learning is not restricted to the classroom but is a continuous process occurring every day. Homework and home study are vital components of a student's education. A scheduled time and a quiet place for your child to complete his/her homework will help ensure your child's success in elementary school. The time spent structuring and supporting your child's work at home will help build solid study habits that will lead to their educational success.

The basic objective of homework is the reinforcement and application of previously learned concepts and skills. Therefore, homework assignments will be designed to reinforce and apply knowledge that has already been introduced and explained in the classroom.

At Paul Munro Elementary School homework is assigned Monday through Thursday and occasionally on Friday when teachers feel a need. In grades K-2, homework should not usually exceed thirty minutes. In grades 3-5, homework should not usually exceed an hour. In addition to nightly assignments, students may be given long-term projects requiring some overnight work. Throughout the year elementary school parents are asked to review homework to ensure their children have put forth their best efforts. To strengthen each child's reading ability, parents are requested to have their children read from library books for at least fifteen minutes each night and for 30 minutes on the weekend.

School Lunches

Paul Munro Elementary School will be implementing an option available to schools participating in the National School Lunch and School Breakfast programs called the Community Eligibility Provision (CEP).

All Paul Munro Elementary students are eligible to receive a healthy breakfast and lunch at **no charge**. Children will have the opportunity receive these meals without having to pay a fee or submit a meal application. Students will be charged for additional meal servings or "Smart Snacks" sold during lunch.

Lost and Found

Items that are found by students are to be turned in to the clinic. Students who have lost items should check in the clinic periodically to determine if the item has been found.

Traffic Patterns

Consistent flow of traffic during arrival and dismissal times is crucial for the safety of students and patrons. Buses unload and load in the parking lot from 8:30 a.m. to 9:00 a.m. and 3:35 p.m. to 4:00 p.m. **No other vehicles should be in the bus line and loading/unloading zone during these times.** Parents who bring students to and from school should drop and pick up students at the top of the steps on Locksview Road. Due to heavy traffic during arrival and dismissal times, we ask that parents drive past the school and turn around so children can load and unload on the school side of Locksview. Parents who bring their children to school in the morning who need to enter the building for a meeting or to volunteer should also stay out of the bus line and park in a designated parking space.

School Security

For safety and security purposes, anyone entering the building must sign in at the security desk or main office. Visitors and volunteers are asked to show photo identification and wear identification badges while in the building. The badge is to be worn where it is clearly visible. Anyone not wearing a badge will be questioned and directed to the main office. When leaving the building, visitors are asked to please sign out.

Visitors/Volunteers

Badges are required when volunteers are in the school visiting or volunteering for events other than assemblies and open houses.

Classroom observations or tours should be scheduled through the building principal.

School Closings

In the event that Lynchburg City Schools cannot operate on a normal schedule due to weather related or other emergency conditions, parents, students, and community members will be given school-closing information through the following information sources:

LCS Messenger: A recorded inclement weather telephone call will be sent to all student homes in the event that LCS cannot operate on a normal schedule.

LCS Weather/School Closing Information Line: 515-5080 LCS

Email Notification: Parents may also subscribe to a free e-mail notification service, schoolsout.com, to receive an immediate e-mail should there be an emergency at their child's school or in the case of inclement weather caused closings. School's Out.com also offers a new text alert message service for cell phone users.



PTO Organization 2024-2025

Paul Munro Elementary School has an active PTO and an extensive parent volunteer program. Parental input and involvement is encouraged and utilized. The executive board of the PTO serves as advisors to the school staff and manages the day-to-day operation of the organization. Members include:

President	Suzannah Davies
President Elect	
Secretary	Kelly Knight
Treasurer	Ashley Rae Vaughan
Volunteer Coordinator/ Room Mom Coordinator	TBD
Membership/Boxtops	TBD
Book Fair/Reading Incentive	Ruth Anne McCarthy
Fundraising Chair	TBD
Carnival Committee	Hart Milam
Silent Auction	TBD
Hospitality	Felicia Willis
Special Projects	Sallie Amos
Faculty Representatives*	Donna Baer, Josh Boyd, Ruth Anne McCarthy, Teachers TBD



Paul Munro Elementary School Calendar of Events 2024-2025

Monday, August 7-August 19 Wednesday, August 14 Thursday, August 15	Teacher Work Days Pre-K and Kindergarten Orientation Enrollment/Registration Day
Tuesday, August 20	First Day of School
Monday, September 2 Thursday, September 5 Friday, September 20 Friday, September 27	Labor Day Holiday Back to School Night Student Early Dismissal Conference Day (Students do not attend)
Wednesday, October 16 Wednesday, October 23 Thursday, October 24 Friday, October 25	School Pictures End of First Grading Period Professional Development Day (Students do not attend) Fall Break (Teachers and students do not attend)
Tuesday, November 5 Monday, November 18 November 18- 22 November 25-November 29	Election Day (LCS Closed) School Picture Retakes American Education Week Thanksgiving Holiday Week
Friday, December 6 Friday, December 20 December 23 – January 3	Student Early Dismissal Student Early Dismissal Winter Holiday Break
Monday, January 6 Thursday, January 16 Friday, January 17 Monday, January 20	Return to School End of Second Grading Period Professional Development Day (Students do not attend) Martin Luther King Holiday
Second Semester:	
Friday, February 21 Friday, February 28	Student Early Dismissal Conference Day (Students do not attend)
Thursday, March 20 Friday, March 21 March 24-25	End of Third Grading Period Professional Development Day (Students do not attend) March Break (Make-up snow days if needed)
April 14– April 18	Spring Break
Friday, May 2 Monday, May 26 Thursday, June 5	Student Early Dismissal Memorial Day Holiday End of Fourth Grading Period/Last Day of School

Asbestos Hazard Emergency Response Act (AHERA) Awareness

The Environmental Protection Agency (EPA) requires all public schools (K-12) to identify and manage asbestos-containing building materials (ACBM) located inside all school buildings. These requirements range from inspection to maintaining proper records regarding the management of ACBM in the schools. The Local Educational Agency (LEA) must designate a person to ensure that the LEA complies with the AHERA requirements. Some of the designated person's responsibilities are ensuring that custodial and maintenance personnel are properly trained, hiring accredited inspectors to locate and identify ACBM, maintaining records, notifications and re-inspections on a three-year cycle.

Mr. Don Floyd, 522-3772, serves as the designated person for Lynchburg City Schools. A copy of this school's asbestos report is filed in the school office.