Greenfield Elementary School
Student & Parent Handbook
2019-2020

Greenfield Elementary School Hours: 7:30 a.m. – 3:30 p.m.

*This handbook is not meant to be inclusive of all rules or regulations. For a complete list of Botetourt County School District policies, please visit the Botetourt County Public Schools website and click Parent Resources to view the BCPS Parent/Student Handbook.
Message from the Principal

Dear Parents and Students:

Welcome to Greenfield Elementary School. It is exciting to be starting a new school year. I know that you will find Greenfield Elementary to be a safe and positive learning environment. Our faculty and staff are dedicated to ensuring a quality education for your child. They believe that education requires a school community comprised of students, parents, business partners, and teachers. By teaming together, the people of the Greenfield community will make a considerable impact on students’ learning and achievement.

Greenfield Elementary is an outstanding elementary school with a faculty that demonstrates a sincere dedication to student achievement. The children that attend here are loved and nurtured as they are challenged to do and be their very best. They are exposed to and participate in a variety of learning activities that promote inquiry, socialization, and character. Greenfield Elementary is a place where children and teachers enjoy the discoveries of twenty-first century learning together.

I am honored to be working with you this year. Parents are a necessary part of the success of children. Parents contribute to and support the school in countless ways. I encourage and appreciate parent participation. Parent ideas, efforts, and support never go unnoticed. Together we can ensure that every child experiences a happy and successful school year.

Greenfield Elementary children are precious and deserve the best we have to offer. I know that you will find that Greenfield is truly a wonderful place for you and your child.

Sincerely,

Laura R. Camp
Elementary Principal
### The Greenfield Faculty and Staff Members

**Principal**
Laura Camp

**Assistant Principal**
Jennifer Hawks

**Secretary/Bookkeeper**
Marie Hoback

**Office Assistant**
Eva Sprouse

**Teachers**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Teachers</th>
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<tbody>
<tr>
<td>Kindergarten</td>
<td>Jody Rago, Nicole Salsgiver, Elizabeth Smith</td>
</tr>
<tr>
<td>Grade 1</td>
<td>Jennifer Lester, Carolyn McLucas, Heather Whitson</td>
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<tr>
<td>Grade 2</td>
<td>Alisa Gunter, Katie Kurz, Beth Rickman</td>
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<tr>
<td>Grade 3</td>
<td>Melissa Campbell, Marie Hanna, Emily Keogh, Sarah Reynolds</td>
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<tr>
<td>Grade 4</td>
<td>Shannon Farrar, Crissy Gentry, Lydia Powell</td>
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<tr>
<td>Grade 5</td>
<td>Beverly Honaker, Kelly Kennedy, Aimee Spence</td>
</tr>
<tr>
<td>School Counselor</td>
<td>Debbie Boyd</td>
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<tr>
<td>Media Specialist</td>
<td>Stephanie Harris</td>
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<tr>
<td>Music/Chorus</td>
<td>Margaret Courtney</td>
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<tr>
<td>Physical Education</td>
<td>Taylor Leonard</td>
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<tr>
<td>Art</td>
<td>Lisa Pielocik</td>
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<tr>
<td>Speech Pathologist</td>
<td>Brandi Holland</td>
</tr>
<tr>
<td>Gifted</td>
<td>Lisa Grinnell</td>
</tr>
<tr>
<td>ECSE Preschool</td>
<td>Cindy Higgins, Adrienne Lambert</td>
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<tr>
<td>ELL</td>
<td>Barbara Caballero, Kylene Smith</td>
</tr>
<tr>
<td>Special Education</td>
<td>Heather Breeden, Jessica Foster, Kristy Martin, Sarah Rudolph, Danielle Tolley</td>
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<tr>
<td>School Nurse</td>
<td>Jennifer Carter</td>
</tr>
<tr>
<td>Instructional Assistants</td>
<td>Gerald Calvert, Lindsay Cooper, Karen Day, Denise DeHart, Carla Harrell, Karen Keith, Debbie Lafon, Beverly Mines, Jennifer Mundy, Karen Neal</td>
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<tr>
<td>Cafeteria Staff</td>
<td>Angie Goad (Manager), Brie Gilbert, Esther Roatenberry</td>
</tr>
<tr>
<td>Custodial Staff</td>
<td>Lynn Blankenship, Holly Curran, Donnie Tolley, Doris Toliver (Head Custodian)</td>
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PHILOSOPHY AND OBJECTIVES
THE NATIONAL EDUCATION GOALS

- All children in America will start school ready to learn.
- The high school graduation rate will increase to at least 90 percent.
- American students will leave Grades 4, 8, and 12 having demonstrated competency in challenging subject matter, including English, mathematics, science, history, and geography; and every school in America will ensure that all students learn to use their minds well, so they may be prepared for responsible citizenship, further learning, and productive employment in our modern economy.
- American students will be the first in the world in science and mathematics achievement.
- Every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.
- Every school in America will be free of drugs and violence and will offer a disciplined environment conducive of learning.

GOALS OF PUBLIC EDUCATION IN VIRGINIA
The goals of public education in Virginia are based on the concept that educational excellence and equity are promoted by establishing a program that specifies a core of expectations for each and every student, supplemented with enhancement and specialization.

Schools will be prepared to receive and educate each student such that:
- all students will demonstrate competence in a core knowledge that is critical to their understanding of the world in which they will live;
- all students will develop a system of ethics and values reflecting individual and shared responsibilities for themselves and to the community in an increasingly global society; and
- all graduates will be prepared to directly enter and continue in the skilled work force, or to enter and complete further academics and technical education.

Schools have a unique responsibility for achieving these goals and for making that a collaborative effort with families, businesses, and the community.

BOTETOURT COUNTY PUBLIC SCHOOLS MISSION STATEMENT
It is the mission of Botetourt County Schools to ensure that all students participate in quality learning experiences necessary to grow, to adapt and to meet the challenges of responsible citizenship in a changing world.

STATEMENT OF PHILOSOPHY
The County School Board of Botetourt County believes…
- that the way of the cherished in the United States is founded on a great spiritual heritage, the ability of the people to govern themselves through representative government, and a recognition of the dignity and integrity of the individual.
- that the home, the church, and the school are basic institutions responsible for the development of our children.
- that to preserve the ideals upon which our country was founded and to meet the great challenges facing our country and the world today, it is imperative that we maintain a public school system
that functions according to democratic principles and has as its primary objective the
development of worthy members of our society.

- that school practices and policies evolve from knowledge of the nature of boys and girls,
convictions regarding the environment most conducive to learning and a commitment to the
fundamental principles underlying our form of government.
**GRADUATION REQUIREMENTS (School Board Policy IKF-BR)**
The requirements for a student to earn a diploma from a Virginia high school shall be those in effect when that student enters the ninth grade for the first time. Students may be awarded a diploma or certificate upon graduation from a Virginia high school. Virginia High School Graduation Requirements may be found on the Botetourt County Public Schools website: www.bcps.k12.va.us.

**STANDARDS OF LEARNING**
All schools are required to provide each student with a program of instruction that corresponds to the Virginia Standards of Learning for English, mathematics, science, history/social science. SOL tests will be administered in the spring of each year for students in grades 3, 4, and 5.

**PUPIL EVALUATION AND REPORT TO PARENTS (School Board Policy IAA-BR)**
We believe that each child develops at a rate that is appropriate for him or her. Students have the opportunity to progress in direct relationship to their abilities and interests. Therefore, each student is evaluated on the basis of the capacity and potential of that individual.

We believe that it is the basic responsibility of the school to see that students strive to do their best. However, we feel that parent encouragement from the home provides an even stronger opportunity for success. This challenge provides students the opportunity to progress beyond traditional boundaries.

Pupils are evaluated by informal and formal means. Teacher tests, observations, and standardized tests are used to measure pupil progress.

Academic progress reports are sent home for parents and guardians each nine-weeks reporting period. The report card includes basic academic and work habit evaluations of student progress. The following grading scale is used in Botetourt County Schools to determine grades in courses based on the academic requirements of individual classes:

- **A = 94-100** (excellent or superior progress)
- **A- = 90-93** (excellent or superior progress)
- **B+ = 87-89** (good or above average progress)
- **B = 83-86** (good or above average progress)
- **B- = 80-82** (good or above average progress)
- **C+ = 77-79** (average or satisfactory progress)
- **C = 73-76** (average or satisfactory progress)
- **C- = 70-72** (average or satisfactory progress)
- **D+ = 67-69** (minimum progress)
- **D = 60-66** (minimum progress)
- **F = 0-59** (insufficient progress)

**HONOR ROLL (School Board Policy IKF-BR2)**
Students in GRADES 3-12 are recognized at the end of the each grading period for outstanding academic achievement by having their names placed on the school honor roll. In order to be placed on the “A” honor roll, a pupil should have a grade of “A” in all subject areas. Pupils having all “A’s” and “B’s” or all “B’s” shall be placed on the “A-B” honor roll.
**STUDENT PROMOTION/RETENTION** *(School Board Policy IKF-SR2)*

Promotions in Grades K-5 are to be made annually based on the student’s overall progress in achieving the standards established for each grade level. Each student should learn the relevant grade level subject matter before promotion to the next grade. The promotion/retention committee, will use the following criteria, in determining whether a student is promoted or retained.

- The report card verifies insufficient progress and/or failing grades in one or more of the core areas, English (reading), mathematics, science and history/social science.
- There are failing scores on one or more of the SOL tests given in grades 3, 4, and 5.
- The report card indicates that the student is working below his/her present grade level in reading, mathematics, science, and/or history/social studies.
- Standardized test data, if available, indicates that the child is achieving in reading or math in the bottom quartile.
- The student’s achievement is not commensurate with his/her ability.
- Excessive absences and tardiness have adversely affected achievement.
- Student’s social/emotional functioning and maturity are developmentally inappropriate.
- The student has previous retention(s) in grades K-5.

**INSTRUCTIONAL TIME**

Greenfield Elementary School has a 6-hour instructional day, with an additional half-hour added for lunch. The principal, faculty and staff make every effort to eliminate interruptions and protect allocated instructional time. Greenfield Elementary school hours are: 7:30 a.m. - 3:30 p.m.

**HOMEWORK** *(School Board Policy IKB)*

Homework is the extension of activities begun in school by the student under the guidance of the teachers and continued at home. Our teachers request that parents verify the completion of each assignment by initializing a homework sheet or booklet. Checked assignments will be sent home daily. Please review these papers with your child. Working together, parents and teachers can guide students as knowledge is discovered and independence is achieved.

Homework is assigned to:

- stimulate initiative, responsibility, and self-direction;
- provide practice and application of skills;
- expand school experiences; and
- develop permanent leisure interests and learning.

The time required for homework varies for each individual. Factors affecting the length of time needed are the:

- age of the child;
- competence of the child in study skills;
- interest of the child;
- study area; and
- number of interruptions.

Homework activities must, therefore, be planned to meet individual needs. It is impossible to list the appropriate time to be spent by all pupils at a given age level, as students vary in interest and skill from one unit of work to another.

Students should be reminded that time must be planned for completing long-term assignments. Procrastination results in excessive amount of time needed on a given night for completing the work.
The following are the teacher’s responsibilities concerning homework:
- Provide and encourage homework that is meaningful and useful to the individual.
- Allow initiative in the student’s approach to the assignment.
- Promote a continuing interest in learning.
- Coordinate assignments to eliminate overloading.
- Check assignments for comprehension of skills and completeness.
- Inform parents when necessary.
- Avoid assignments on weekends and holidays.

The following are the parent’s responsibilities concerning homework:
- Provide a suitable place to study.
- Help the student develop systematic home/study habits.
- Show an interest in the work being done.
- Make possible experiences that would add interest to learning.
- Provide a written explanation when unexpected problems arise and the children cannot complete the work.

The following are the student’s responsibilities concerning homework:
- Understand and record the directions for homework.
- Follow a schedule and keep materials in order.
- Put creative effort into work.
- Hand in on time neat, accurate, and meaningful products.

**STUDY SKILLS**
Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:
- Come to class prepared with pencil, paper, and other necessary materials.
- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.

**LATE WORK** *(School Board Policy IAA-BR)*
Student work handed in beyond its due date should receive the following grade penalty:
- The final grade of work turned in late should be reduced by ten points per day for the first five school days after the due date.
- After five school days, the number of points deducted for late work is at the direction of the teacher.
- This regulation does not apply to routine daily assignments, such as homework.
- It is at the teacher’s discretion if an oral report can be presented after the presentation due date. Teachers should enforce the late policy if the oral presentation is made after the due date.

**FIELD TRIPS** *(School Board Policy IICA)*
Field trips are correlated with the Virginia Standards of Learning and are to be scheduled by the grade level teachers throughout the school year. The primary students will tour local attractions, while older elementary students may take advantage of attractions at a greater distance from the school. Elementary students do not participate in overnight field trips.
No child will be denied the opportunity to participate in a field trip because of a lack of funds. Student attendance does require parent permission indicated on a field trip permission form.

Parent volunteers may be used on field trips. Younger or older siblings, of parent volunteers, will not be permitted on school field trips. Due to field trip details (i.e. trip cost, travel arrangements, type of trip planned) volunteers may not be necessary for all planned activities. Teachers will contact parents when volunteers are needed. We strive to have as much parental support as possible – and we will continue to work with families to get them involved in trips when needed.

ASSEMBLY PROGRAMS
During the school year we will have a variety of assembly programs with both students and professionals participating. We usually contract for these assemblies and try to provide them with the help of the PTA. Assemblies are presented to reinforce the instructional program.

SCHOOL PARTIES
There are three parties planned each year for the students. The room mothers assume the responsibility for coordinating these parties under the direction of the classroom teachers. The parties are before winter break, Valentine’s Day, and end of the school year.

Birthday invitations will be distributed when all boys, girls, or every child in the classroom receives an invitation. Flowers or balloons are not to be sent to school for children. The latter items become safety hazards on school buses.

Student birthday parties and party snacks are not permitted. Cupcakes and other food items are not permitted for student birthdays, due to student food allergies.

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE (School Board Policy IE and IEA)
The Botetourt County School Board recognizes that a moment of silence prepares students and staff for their respective day. Therefore, a moment of silence is observed each morning.

The Pledge of Allegiance is recited daily in each classroom in the Botetourt County school division. No student is compelled to recite the Pledge of Allegiance if the student or parent objects on religious, philosophical, or other grounds. Students who are exempt from reciting the Pledge shall quietly stand or sit at their desks while others recite the Pledge.
PARENT INVOLVEMENT
We believe parents are the most important teachers that a child has. In order to help your child be successful, parent support is needed. Through the cooperation of parents, teachers, and staff, the quality of education at Greenfield Elementary School will be better than ever.

**CONFERENCES WITH TEACHERS**
October 14, 2019 and February 17, 2020 are designated Parent-Teacher Conference days. A special effort will be made to schedule conferences for all parents to meet with teachers on these established days. Parents are also encouraged to request conferences with teachers any time during the school year when questions or concerns arise.

**EDUCATIONAL RECORDS**
Individual educational records are maintained for each student, Grades PK-5. The content of the Education/Scholastic Record is limited to data needed by the school to assist the student in his/her personal, social, educational, and vocational development and as his/her post high school placement. Parents may review these records by contacting the principal.

**VISITORS**
Greenfield Elementary is equipped with an Access Control System. Visitors must push an intercom button next to the front entrance. Visitors are asked to identify themselves and their purpose for visiting the school. Upon entering the building all visitors (anyone other than students or staff) are required to immediately report to the school office to register. A visitor’s badge will be issued and must be worn while the visitor is in the school.

**VISITATION**
We are very happy for parents to visit the school so that they are familiar with our school program and to understand the methods by which their children are being taught. However, in order to avoid unnecessary distractions to class work, we request that a parent who wishes to speak to a teacher or visit a class contact the office so that the most convenient arrangement can be made. Parents are discouraged from walking students to classes and requesting teacher conference time.

**CALLS TO TEACHERS**
Teachers are glad to return a parent’s call at a time when they are not responsible for instructing and supervising students. If you would like to talk with your child’s teacher, please call the school and leave a message for the teacher to call you. Teachers may be e-mailed as well. Teachers will respond to phone calls and e-mails within a 24 hour period.

**COMMUNICATION WITH PARENTS**
A principal’s newsletter containing items of interest to students and parents will be distributed on a regular basis. Teachers will also send newsletters on a regular basis. Newsletters, updates, and scheduled events will be posted on the school website: [www.gres.bcps.k12.va.us](http://www.gres.bcps.k12.va.us).

It is very important that parents read the newsletters and calendar of events carefully in order to be aware of what is happening in the school. The daily folder and assignment sheet/notebook is also used for teachers and parents to correspond with each other.
DAILY FOLDER
A Greenfield folder will be sent home daily. It will be used to send home student work, important memos, and reminders of upcoming events as well as daily homework assignments. It is important that you look at the information in the folder and discuss the information with your child.

PARENT-TEACHER ASSOCIATION
Through the cooperation of parents, teachers, and staff, the quality of education at Greenfield Elementary School will be better than ever. Research indicates that the distinguishing characteristics of the best schools are involved parents. Let’s make Greenfield one of the best! Each parent is encouraged to be involved in the activities of both the school and the Greenfield PTA to the maximum extent possible.

PTA OFFICERS: 2019-2020

President: Kelly Barker (540) 591-5272
First Vice President: TBD
Second Vice President: Kim Wyrick (540) 798-3935
Treasurer: Kathy Fridley (540) 492-1405
Secretary: Sarah Craddock (540) 494-1363

PTA PROGRAMS & MEETINGS 2019-2020

- August 6 – Launch Day
- August 27 – Back-to-School Night
- September 6 – Family Movie Night
- September 26 – PTA Fun Run Fundraiser
- October 8 – PTA Program
- October 19 – 5K Fincastle Run
- November 13 – Family Math Night
- December 10 – Festival of Carols
- February 11 – PTA Program
- March 10 – Variety Show
- April 21 – Board Meeting
- April 24 – Spring Fling
- May 12 – Night of the Arts Program

FUND RAISING
School sponsored fund-raising activities that involve elementary students in door-to-door solicitations shall be prohibited. Students are asked to please refrain from soliciting teachers and staff for fundraisers other than those sponsored by Greenfield Elementary. Below you will find ways to contribute to our school:

- Kroger Community Rewards Program – Visit www.kroger.com/account/communityrewards/ and enter organization number CY762. A percentage of your purchase goes directly to Greenfield Elementary.
- Campbell’s Soup Labels – Visit labelsforeducation.com for details. Simply save proofs of purchase from participating products and send them to our school.
• Box Tops for Education – Visit boxtops4education.com for details. Simply save the Box Tops logos from participating products and send them to our school.

CLIENT SURVEY
The Botetourt County Teacher Evaluation Plan requires teachers to administer client surveys to students and parents. Designated teachers will administer these surveys at specific times during the school year. Both student and parent surveys will be returned to the teacher anonymously. Please feel free to contact the principal with questions concerning client surveys.

VOLUNTEER PROGRAM
One of the most valuable assistance programs is the volunteer program. We welcome mothers, fathers, grandparents, friends, and community members to take part in this very worthy project. All Volunteers must report to the office to sign in and obtain a visitor badge. Parents may be allowed to volunteer in their child’s classroom during instructional time, if they are not a distraction or disruption to their child or others. Having family in the classroom can be distracting and may interfere with the education of students. We have many needs and will be happy to make arrangements for your volunteer assignment.
ATTENDANCE
**ABSENCES (School Board Policy JED and JED-SRI)**

Please contact the school by phone by 8:30 A.M. if your child will not be in attendance that day. State law requires the school to notify you daily when your child is absent; thus, your call saves time for the office staff. When your child is absent or leaves early from school, please send a written excuse with the student’s name, date of absence, and a definite reason for absence. In the event that your child accumulates five unverified absences, the school principal will make direct contact with the parent and a conference will be scheduled in order to develop a plan to resolve the child’s non-attendance.

It is always best not to interrupt your child’s education due to trips or vacations; however, we do know this is not always possible. We would appreciate it if you would come in and make plans with the teacher in advance of such trips.

School attendance should be made a priority. Excessive absences may result in denial of promotion to the next grade level. Habitual tardiness and absenteeism is unacceptable and extreme or habitual cases of tardiness and absences may be reported to the superintendent or to appropriate child protection agencies.

**TARDINESS**

Parents should make every effort to get students to school prior to 7:50 a.m. A student arriving late (after 7:50 a.m.) must be accompanied by an adult and will be required to report to the office for a tardy slip prior going to class. If a student’s bus is late, he will not be counted tardy. Being late to school for any other reason will be shown as tardy on the attendance report.

**EARLY ARRIVALS**

Students are not to arrive at school before 7:30 a.m. as appropriate supervision is not available. Special permission must be obtained from the principal for any student to be left at the school prior to this time. These students are to remain in the office until buses arrive.

**CHECKING OUT EARLY**

Any parent who wants to pick up a child during the school day (no matter what the purpose), must come to the school office to do so. Parents should remain in the office until the student is signed out. Students leaving school during the school day must be signed out. Identification from any adult who comes to pick up a child and whom is not recognized is required. We reserve the right not to release the child to anyone other than the custodial parent; in case of doubt, we will phone the custodial parent to confirm that someone else has been authorized to pick up a student. When picking up a child, you must wait in the office. This provides extra safety and less confusion for students. **Reminder:** Please fill out the “sign-out” page located on the counter in the office when checking your child out of school.
STUDENT CONDUCT

Take turns
Be nice
Don't hit people
The school will continually strive to guide the physical, mental, social, and emotional development of its students. The cooperation of the home is essential if we are to accomplish our goal. A child must have consistent patterns of desirable behaviors and opportunities to practice them if he is to be prepared for a productive and rewarding life.

**DRESS CODE (School Board Policy JFC-SR2)**
The Botetourt County Public Schools dress code for Grades PK-5 prohibits students and teachers from wearing the following items:

- any clothing or accessory that contains references to alcohol, drugs, or tobacco;
- any clothing or accessory that contains vulgar, derogatory, violent or suggestive diagrams, pictures, words or slogans that may be interpreted as offensive and/or likely to cause a disruption in the school setting;
- dresses, skirts, and shorts shorter than mid-thigh;
- pants or skirts worn low on the hip so that undergarments or bare skin is exposed;
- strapless tops or any top with shoulder straps less than 1” for grade 3-5 students;
- tops that are cut so short that bare skin in the midriff area is exposed;
- holes in garments that reveal undergarments;
- hats or non-religious head coverings worn inside the school building;
- sunglasses or other permanently tinted glasses; and
- bedroom slippers.

Some classroom activities or curriculums call for specific dress guidelines. Any such changes will be explained to students by the teacher.

Please mark your child’s clothing with name and grade. Please instruct your child to check the “lost and found” items in the front office for any missing article. Parents are invited to do the same should they find it necessary.

**STANDARDS OF STUDENT CONDUCT (School Board Policy JFC and JFC-R)**
Appropriate behavior in the classroom and throughout the school is essential if effective teaching and learning are to take place. Students are expected to respect the authority of the school staff and the rights and feelings of one another. We are proud of the fact that most of our students seldom require discipline measures. The following behaviors, however, will result in disciplinary action:

- disobeying/disrespecting faculty or staff;
- damaging school property;
- intentional injury (bullying, fighting);
- using or possessing alcohol, tobacco, or drugs on school property;
- using obscene or profane language/gestures;
- failing to tell the truth;
- making malicious remarks/threatening violence;
- taking money or property from others;
- possessing dangerous articles such as knives or guns (including toy look-a-like weapons);
- failing to use the bathroom facilities properly; and
- selling items
- cheating
- bus related offenses
- theft
- vandalism
- violations of BCPS acceptable use policy

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Failure to follow student expectations may result in loss of privileges, notice to parents, and suspensions. It should be noted that the punishment for the possession of weapons (any type of gun or knife), the possession of alcohol or drugs (including cigarettes), or generating an act of violence at school will lead to suspension or expulsion, according to procedures outlined in the (The Botetourt County Public Schools Parent/Student Handbook).

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies are established and consistently enforced. When a student is having a problem, the teacher may conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to the building principal.

**BULLYING (JFC-R)**

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

The principal notifies the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.

(The Botetourt County Public Schools Parent/Student Handbook) will be sent to parents at the beginning of the school year. The “Parent and Student Verification” sheet requires the signature of each parent or guardian and student (in Grades 3-5) to verify that they have read the information.

**COMMUNICATION DEVICES (School Board Policy JFC-R)**

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student’s teacher.

At no time may any device be used with an unfiltered connection to the Internet. The division is not liable for devices brought to school or school activities. If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student’s parent.

**MONEY AND ITEMS BROUGHT TO SCHOOL**

Students should not bring extra money, radios, electronic games, toys, or similar items to school that may be traded, misplaced, or damaged at school or on the way to and from school. If these items are brought to school, the school does not assume responsibility for them. Exceptions may be made upon staff request for specific school activities.
CRIME LINE
In accordance with the Code of Virginia 22.1-280.2, Botetourt County Schools will participate in the School Crime Line. Students who have information regarding hazards, threats, or crimes may anonymously call Crime Line at (540) 344-8500. Calls could bring cash rewards up to $100, which would be paid off school property to ensure confidentiality.
ART
Art instruction will be provided by a certified art teacher to students in Grades PK-5. Art lessons will provide students opportunities to learn about a variety of art mediums.

CHARACTER COUNTS! EDUCATION
Character Counts! began in the school system in the fall of 1999 through a partnership between Botetourt County Public Schools and Botetourt County 4-H. It is part of the total school curriculum that includes teaching by example and the use of a “common language” of character education to use and model. Character Counts! provides practical ground rules for everyday living and decision-making based on the “Six Pillars of Character”: Trustworthiness, Responsibility, Caring, Respect, Fairness, and Citizenship.

EARLY CHILDHOOD SPECIAL EDUCATION
Early Childhood Special Education addresses the needs of students ages 2-5 with significant developmental delays. Children are eligible to attend this program if they qualify through the Individuals with Disabilities Act of 1997.

GIFTED PROGRAM (JOURNEY)
Students in Grades 3-5 whose abilities and potential for accomplishment are so outstanding as to require a special program to meet their educational needs are eligible for the BCPS Gifted Education Program. Students may be referred and recommended for the Gifted Program by teachers or parents.

GUIDANCE
As a part of the Botetourt County instructional program, guidance and counseling services are offered at the elementary level. The guidance and counseling program serves the needs of all children at each stage of their development. With the counselor’s help, children will be helped to better understand themselves and others. The counselor meets with children in classroom guidance, individually, and in small groups. In order to provide an effective program, the guidance counselor works cooperatively with the teachers, parents, and students. If you have any questions concerning the guidance and counseling program, please contact the school.

MEDIA-LIBRARY
The media specialist makes available books and magazines, audiovisuals, and equipment to all students and teachers in an effort to better coordinate the school academic program. A professional library is also maintained to enrich units of study.

Reminder: If your child has lost a book that has been checked out of the library in his/her name, he/she will be responsible for paying the cost of the book.

MUSIC
The music specialist offers a variety of musical experiences for students. The general music program includes singing, listening, music appreciation, rhythmic experiences, introduction of instruments, music reading, and creative experiences.

We are pleased to offer two separate After-School Music ensembles to students in addition to their regular music classes taken in the ENCORE rotation:

- GREENFIELD CHORUS: This program is offered to 4th/5th graders only. Singers learn two-part choral music, read off of real musical scores, and learn simple music theory. Extra costs may be required, as this ensemble often travels once per year to a place of interest to perform and sight-see.
**GREENFIELD CONSORT:** Students in this ensemble must be Black-belted or higher in Recorder Karate. Consort is the only ensemble of its kind for elementary students in all of southwestern VA. Students learn to play soprano, alto, and sometimes, tenor recorder. They learn to perform in 2-5 parts, reading from a musical score. Traditional musical notation is used and students must be able understand basic music theory and instrumentation.

**PALS (Phonological Awareness Literacy Screening)**
PALS provides early reading intervention services to students in Kindergarten through Grade 3 who are experiencing weaknesses in reading skills. Students are screened in the fall to identify those children who do not have the early reading skills necessary for success in learning to read. Additional help is provided for those identified students during the school day.

**PHYSICAL EDUCATION**
Students participate in daily physical education activities that are based on the Virginia Physical Education Standards. Tennis shoes are required for safety during gym class. Students who do not have tennis shoes will not be allowed to participate in Physical Education class. If your child cannot take physical education, send a note explaining why he/she cannot participate and how long he/she will be unable to join in activities.

**SPECIAL EDUCATION**
Special Education classes are offered to qualified students with handicapping conditions. Federal and state criteria are used to identify students who qualify for special education. Parents with questions or concerns are urged to contact the principal.

**SPEECH AND HEARING**
Services of the speech and hearing specialist are available upon referral. Students are evaluated for eligibility in these special education areas.

**STUDENT SCREENING**
New students will be screened within 60 days of their initial enrollment in the areas of speech, hearing, vision, and motor skills. In addition, students in Grades 1, 3, & 5 will receive vision screening. Students in Grade 3 will receive hearing screenings.

**TECHNOLOGY**
Technology is an important part of the instructional program. A technology teacher will provide support for teachers and students.

**WEEKDAY RELIGIOUS EDUCATION**
Students in Grade 2 have the option of attending religious education classes once a week for 30 minutes if parents approve their absence from academic classes. This non-school program is taught off the school premises in a trailer located across the street from the school. Students will be escorted to and from the trailer by a parent volunteer or the area minister teaching the class. Please understand that the school has no responsibility for your child’s safety or behavior from the time they are picked up at their class until they return. Students who do not participate will continue with instruction from the classroom teacher.
Greenfield Elementary serves nutritious meals every day. Students eating breakfast should arrive by 7:40 a.m. Students should report directly to the cafeteria when arriving to school. If your child is tardy, he or she will not be allowed to eat breakfast.

**BREAKFAST AND LUNCH**
Each student has an account in the school cafeteria connected to a debit account. Students can bring money on a daily basis and pay as they go through the cafeteria line. Parents may choose to send money on a weekly or periodic basis to be deposited in the student’s account. The customized debit account issued to each student has a unique identification number. At mealtime, the student enters their identification number into a keypad and the computer accesses the account. If there is money in the account, the purchases are deducted. If the student is eligible for a free or reduced meal, the computer acts as if the student has meal credits in the account. If there is no money in the account and the student eats regular priced lunch, the computer will ask for the price of the purchase and the student will present payment to the cashier. Snacks, ice cream, and extra items may be purchased on student accounts if permission is provided.

**CAFETERIA CHARGES**
Account payments may be paid by cash or by check. Checks should be made payable to Greenfield Elementary School (please write the students’ first and last name on the memo line of the check) and given to the cafeteria manager. All prepays are credited to student accounts that day; therefore all checks must be good on the day they are presented. Returned checks are not returned to the school. All returned checks are held and collected by the Botetourt County Treasurers Office using the same procedures to collect bad tax and decal checks. Returned check fees may be assessed by your bank and the Treasurer’s Office when it is returned for collection.

Parents may also access lunch account information by using the website [www.myschoolbucks.com](http://www.myschoolbucks.com) This site allows you to pay on your cafeteria account, create a low balance alert, set up automatic payments, and track and review the purchase history. Enrollment is easy and just requires you to register for an account. All on-line payments will be credited within 24 to 48 hours.

Meal charges are discouraged. The students will be reminded when the amount of money remaining in the account reaches a low balance. Parents will be notified by written notice or telephone call when the account reaches a low balance or becomes overdrawn. **Students are only permitted to charge two lunches. Charges will not be allowed to accumulate over $5.00.**

Current meal prices are posted on the Botetourt County Public Schools website.

**FREE AND REDUCED PRICE FOOD SERVICES** *(School Board Policy EFB)*
The Botetourt County school division provides free and reduced-price breakfasts, lunches and milk to students according to the terms of the National School Lunch Program and the National School Breakfast Program.

School officials determine student eligibility based on guidelines established by federal law. Eligible students are provided nutritionally acceptable meals and milk free or at a reduced cost if state and federal resources for school food programs are available. The superintendent or designee establishes rules and procedures as needed to implement this policy.

The criteria for determining a student’s eligibility and the procedures for securing free and reduced-price meals and milk is publicly announced at the beginning of each school year and provided to parents of all children in attendance at Botetourt County public schools.
The division’s policy with regard to situations in which a student who is eligible for a reduced price meal does not have money on account or in hand to cover the portion of the cost of the meal at the time of service is stated in Policy JHCH School Meals and Snacks. Policy JHCH School Meals and Snacks is delivered to all households at the start of the school year and to households that transfer into the school division during the school year.

The students who participate in the free or reduced-cost meals and milk programs are not overtly identified, distinguished or served differently than other students.

**FOOD ALLERGIES**
“Peanut free” and “egg free” zones are designated, in the school cafeteria, due to students having serious allergic reactions to food products containing peanuts and/or eggs. There will be a section of each table that will be “peanut and/or egg free”, where these students can eat with their friends. Hand washing and table washing will be practiced to avoid allergic reactions. **Food sharing between students and adults is strictly prohibited.**

A doctor’s written recommendation is required to be on file in the school office, to indicate a medical need to substitute milk with juice at no additional cost. Students who have a packed lunch may also purchase milk.

**ICE CREAM/SNACKS**
Ice cream and extra snacks may be purchased daily by students in Grades 2-5. Students in PreK and Kindergarten may purchase ice cream on Friday only. Students in first grade may purchase ice cream on Thursday only. The cost for ice cream and snacks range from .50 to $1.00. These items can be paid for with cash or by using your child’s lunch account. Students who owe money on their lunch account may not charge ice cream or snacks on their account. Given the number of students in the school, it is virtually impossible for the school to manage individual parent requests regarding the purchase of extra items. The following procedures should help facilitate communication with parents.

1. Written permission to purchase a la carte items with student debit accounts must be obtained to do so. Otherwise, no charging of such items will be allowed.
2. Students will only be allowed one a la carte item each day unless indicated in writing by the parent.
3. Parents can only indicate the “number” of items per day, not the monetary amount or specific days allowed to purchase. Our computer system is not designed to manage specific requests.

**MENUS**
Breakfast and lunch menus are distributed to each child. Please keep these available so that your child will know if he/she wishes to buy on that particular day.

Botetourt County Schools participate in the offer vs. serve program of the National School Lunch Program. Offer vs. serve allows students to decline to take all offered food/milk items on the tray. Students are required to take a minimum of three of the required items (for example a meat, vegetable, and milk would meet the requirement).

**SOFT DRINKS AND FAST FOOD**
Soft drinks are discouraged in the Greenfield Elementary School cafeteria. Parents are also discouraged from bringing lunches from fast food businesses into the cafeteria as a consideration to other students.
VISITORS
Parents are always welcome to join students for lunch. However, parents must give permission for any other adult or family member to eat lunch with your children. Any adult desiring to purchase a lunch should call the office by 9:00 a.m. so that an additional lunch can be prepared.
TRANSPORTATION
TRANSPORTATION/BUS
Parents should go over bus guidelines with their student. In order to promote the safety and welfare of all pupils transported by county school buses, orderly conduct must be observed at all times by pupils. We will need your cooperation in maintaining such conduct. Pupils should respect and obey those in authority. Please take time to discuss bus safety and its importance with your child. We hope it will never be necessary to deprive a child of bus privileges.

BUS RULES AND REGULATIONS FOR STUDENTS
- Arrive at the bus stop on time.
- Line up quietly and away from the highway.
- Sit in assigned seats and do not move about.
- Remain seated until the bus comes to a full stop.
- Cooperate with the bus driver and fellow students to promote safety on the bus.
- Conduct yourself in a manner that is becoming to a good citizen.
- No medication is to be transported on the bus.
- Bottles and glass containers are dangerous and are prohibited on the bus.
- Ride only the bus to which you are assigned.
- Have a written note from a parent in order to ride a bus other than your assigned bus.
- Do not board or leave the bus at any stop other than your own.
- Use no loud, profane, or abusive language.
- Keep arms, legs, and head inside the bus.
- Do not play with the emergency door.
- If you must cross the road, look both ways. Be sure cars are not coming. Look at the bus driver. He/she will tell you when it is safe to cross.
- If you have to cross, cross in front of the school bus. Never cross in back of the bus.
- Riders will be responsible for any damage they do to the bus.
- Tape recorders, cell phones, electronic games, balloons, radios, and animals are not permitted on the bus.

Any student not obeying these bus regulations to the fullest extent may be punished by the loss of the privilege of riding the school bus.

BUS NOTES
Children are not permitted to ride buses other than the one designated to transport them to and from school. No exception to this rule will be approved unless by written request from the parent. Parents are requested to fill out an afternoon transportation change slip or a written note with all necessary information, when your child needs to get off at a different stop, ride a different bus, or ride in a car. We are requesting that e-mail not be used for transportation changes and telephone changes be reserved for emergency situations since we cannot verify those requests.

Any child who wishes to stay after school must have written permission from a parent and approval of the principal or teacher. Students should never be asked to assume the responsibility of a change without a note.

Reminder: Send a note the day of change and please review the day’s change with your child. Do not send one note for two or more changes or request that your child assumes the responsibility of a change without a note. This note is very important for the office and for the safe transportation of your child.
STUDENT DROP-OFF AND PICK-UP PROCEDURE
The lane in front of the building is reserved for buses. Parents and visitors should park in the side parking lot when coming into the building. The lane on the side (on your right as you pull into the school) is designated for morning drop-off and afternoon car pick-up of students. These procedures have been established in an effort to make our driveways and parking lots as safe as possible for our children as they enter and exit the school building. Parent cooperation is expected. Please inform grandparents and others who occasionally transport students to and from school of the policies.

Morning Drop Off:
- Please drive slowly around the perimeter of the side parking lot.
- Do not pass cars or go around cars unloading students.
- Pull up to a staff member waiting on the sidewalk before allowing your child to exit the car.
- Please keep conversations to a minimum. This will assist with a quick drop off line.
- Students MUST exit on the passenger’s side of your vehicle.
- Remain in your car, staff members will assist your child. If you choose to park, you will need to walk your child to the main entrance.

Afternoon Pick Up:
- Please drive slowly around the perimeter of the side parking lot.
- Do not pass cars or go around cars loading students.
- Pull up to a staff member waiting on the sidewalk.
- Your child will be escorted to the car by a staff member.
- Students must be loaded on the passenger side of the car.
- Remain in your car, staff members will assist in loading your child.
- Exit slowly, do not pass cars loading in front of you in line.

TRAFFIC CONTROL
Parents are requested to take extra care when driving on school property. Every effort is made to promote safety and prompt movement of traffic. Please be aware that it is unlawful to drive through bus lanes. Students arriving at school by car should exit the automobile in the visitor parking area at the right of the building. Students should not be dropped off in the front parking lot and cross bus lanes. An adult should accompany students from this parking lot to the sidewalk.
MEDICAL INFORMATION
**SCHOOL NURSE**  
A school nurse (R.N.) is available to provide health services from 7:30 a.m. until 2:30 p.m. daily. Nurse visits are documented and parent notifications are sent home.

**ACCIDENTS/ILLNESS**  
A student information sheet, which must be filled out and returned, will be sent home with each child. This information sheet tells us whom to call in case of an emergency or illness. Also, include the name of two relatives or neighbors who have given their permission to be called in the event we are unable to reach you. Please keep the office up-to-date on any changes of phone number, address, or place of employment.

If your child has symptoms of illness or has a fever, please make sure he or she stays at home so that other children do not become infected. **A child must be fever free for 24 hours without fever reducing medication, before returning to school.** Please notify the teacher if a lengthy illness is expected. In case a child becomes ill during the school day, the parent will be called at the discretion of the principal, teacher, and school nurse. Students are expected to make up work missed when absent due to illness.

**BODY MASS INDEX (BMI) MEASUREMENT**  
Botetourt County Public Schools mandate that the elementary school nurses screen, as a minimum, all third grade students’ BMI measurement annually. For those student with a BMI% falling under the 5th percentile or being greater than the 85th percentile, a letter will be mailed to the parents/guardians for their information.

**IMMUNIZATIONS**  
As of July 1, 1983, schools are required by law to exclude any child from school that does not have an up-to-date immunization record. This pertains to all grade levels. Children entering school for the first time must also have a complete physical examination and a health certificate filled out by the doctor. (The school has the proper form for this or it may be obtained from the child’s doctor.)

State law requires that schools maintain documentary proof that all students enrolled are adequately immunized. Documentation must be provided prior to initial entry into school. Students must be adequately immunized in the following areas:

1. **DTaP, DPT, DT, or Td** – A minimum of 3 doses. A child must have at least one dose of diphtheria, tetanus, and pertussis-containing vaccine after the fourth birthday. If the child has received six doses before the fourth birthday, additional doses are contraindicated. DT vaccine is required for children medically exempt from pertussis vaccine. Adult Td is required for children 7 years of age and older who do not meet the minimum requirements. As of 2006, DtaP Booster vaccine is required prior to entry into sixth grade if at least five years have passed since the last vaccine.

2. **Polio** – A minimum of 3 doses of OPV or IPV in any combination. If a child has had only 3 doses of polio vaccine, one dose must have been administered after the fourth birthday. However, a child who had received four doses before the fourth birthday is adequately immunized and does not need a does after the fourth birthday.
3. *Hib* – This vaccine is required only for children up to 60 months of age. A complete series consists of either 2 or 3 doses (depending on manufacturer). However, the child’s current age and not the number of prior doses required govern the number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.

4. *Hepatitis B* – A minimum of 3 doses for all children born on and after January 1, 1994 (with at least 4 months spacing between the 1st and 3rd doses). This will also be required for all children entering the sixth grade in September 2001.

5. *Measles, Mumps, Rubella* – A minimum of 2 measles, 1 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine is usually given as MMR.) First dose must be administered at age 12 months (365 days) or older. Second dose of measles vaccine does not have to be administered until age 4-6 years (at entry of kindergarten) but can be administered at any time after the minimum interval between dose 1 and dose 2. The minimum interval is one month (28 days). Since March 2008, a second dose is recommended, but not required, for school entry.

6. *Varicella* – All susceptible children born after January 1, 1997, shall be required to have a dose of chickenpox vaccine not earlier that the age of 12 months (365) days. For children that have already had the chickenpox illness, documentation form a primary care provider must be received stating that the student had Varicella or a Varicella titer had indicated immunity to Varicella. Since March 2008, a second dose of Varicella (chickenpox) vaccine is recommended, but not required, before school entry.

7. *Pneumococcal (PCV) Vaccine* – This vaccine is required ONLY for children less than two years of age. Two to four doses at age of first dose, of pneumococcal 7-valent conjugate vaccine are required.

A certificate from a licensed physician stating the month, day, and year on which the child was successfully immunized against the above communicable diseases will be required when a student is admitted for the first time to a public school.

**MEDICATION**

Generally, schools do not unilaterally dispense or administer medications to students. The following procedures are to be followed when parents or guardians request that medications be given to students during school hours or activities. It shall be the parent’s responsibility to provide and ensure that the medication is delivered safely to and from school. *No student shall transport medication to school or home.*

**PRESCRIPTION MEDICATIONS**

Parents must provide the school with a written request in order for a prescription drug to be administered to the student. This request shall state the amount of the dosage to be given, the time it needs to be given, and any other information needed for the safe and proper administration of the drug. Parents are requested to provide the medication to the school in the original container.

Parents shall provide the medication to the school in the original, labeled pharmacy container. The labels shall include the name of the pharmacy, the name of the drug, the name of the prescribing physician, and the proper directions for use and dosage. Pharmacies are usually willing to provide an extra container for this purpose.
Again, please do not have your child transport prescription medications to school. If medication needs to be brought to school, please have an adult walk the medication into the school building and hand it to an office staff member or the school nurse.

**OVER-THE-COUNTER MEDICATIONS**
Parents must provide the school with a written request in order for an over-the-counter medication or drug to be administered to the student. This request shall state the amount of the dosage to be given, the time it needs to be given, and any other information needed for the safe and proper administration of the medication. Parents are requested to provide the medication to the school in the original container. Students are not permitted to transport over the counter medications to school.

**STORAGE OF PRESCRIPTION MEDICATIONS AND OVER-THE-COUNTER MEDICATIONS**
All prescription drugs and over-the-counter medications will be stored in the school nurse’s office in a locked cabinet or other secure area established by the principal. The principal may approve exceptions for storage when a drug may be needed immediately in extreme or life threatening circumstances such as an allergy medication or inhaler.

**RECORD KEEPING**
Each school shall keep a daily log of all prescription drugs and over-the-counter medication that have been administered. The log shall include the name of the student, the time the medication was given, the amount of the dosage, and the school personnel administering the drug.
EMERGENCY INFORMATION AND STUDENT SAFETY
CLOSING SCHOOL
If school is closed for the day or if there is an early dismissal as a result of an emergency situation (weather conditions, loss of electricity, etc.), official announcements will be made over the local radio and television stations and posted to the Botetourt County Public Schools website www.bcps.k12.va.us.

DELAYING THE OPENING OF SCHOOL
All buses will run one or two hour(s) later than usual. The school day will end at the regularly scheduled time. Breakfast will not be offered by the school when operating on a two hour delayed schedule.

EMERGENCY SCHOOL CLOSING
Please avoid calling the day of early dismissal to make arrangements or change arrangements for your child. We do not have adequate phone lines to accommodate students calling for directions and you may not be able to reach the school prior to dismissal. Students will be assigned to their regular method of transportation, unless the school is notified previously.

EMERGENCY PROCEDURES, FIRE DRILLS, AND EVACUATIONS
Fire drills are held weekly the first month of school and monthly the rest of the year. Other drills including evacuation, tornado, bomb threat, and lock down situations are also held during the year.

SCHOOL CRISIS MANAGEMENT PLAN
Each school has a Crisis Management Plan in place with written guidelines for faculty and staff. A Crisis Management team reviews the plan annually with staff, who then review guidelines and procedures with students during the first week of school. In the event of an emergency, the crisis management team coordinates necessary services and procedures. Students are encouraged to report any type of threats, harassment, acts of violence, or illegal activity to school personnel.

FIREARMS ON SCHOOL PROPERTY (School Board Policy JFCD)
Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous/deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. The disciplinary sanction for bringing a firearm to school or to a school sponsored activity is expulsion for at least one year in accordance with School Board Policy JGD/JGE. Violation of School Board Policy JGD/JGE shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

*The School Board reserves the right to add, delete, or revise any policies and/or regulations as it deems necessary. The school administration reserves the right to add, delete, or revise any rules and/or procedures as it deems necessary.
STATEMENT OF EQUAL OPPORTUNITY

Equal Education Opportunity Statement
The Botetourt County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, political affiliation, gender, age, marital status, or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

Students see School Board Policy JB
Employees see School Board Policy GB

Sexual Harassment Statement
Botetourt County Public Schools is committed to maintaining a learning/working environment free from sexual harassment based on race, national origin, disability or religion. Therefore, Botetourt County School Division prohibits sexual harassment and harassment based on race, national origin, disability, or religion of any student or school personnel at school or any school sponsored activity.

Students see School Board Policy JFHA/GBA
Employees see School Board Policy GBA/JFHA

The following persons have been designated to handle inquiries regarding the above:

Mike Tetreault         Jill Green
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