

# **BRECKINRIDGE ELEMENTARY**

HEALTHY BODIES. SMART MINDS. STRONG KIDS.

## *Parent and Student Handbook 2018-2019*

*331 Springwood Road  
Fincastle, VA 24090*

*Phone: 540-473-8386 Fax: 540-473-8361*

## Message from the Principal

Dear Parents and Students:

Welcome to Breckinridge Elementary School. This handbook will provide you with important information concerning the operating procedures as well as our vision and mission statements. Please take the time to read through the pages of this handbook and discuss relevant sections with your child. Parents are an integral part of the educational process and I invite and encourage your participation in all of our school programs.

The curriculum at Breckinridge Elementary is varied so that students not only learn the necessary content material but to challenge them to each achieve great success. The students are also given opportunities for character development, socialization, and citizenship to support our mission of developing lifelong learners and responsible adults. It is my belief that students learn best in an active environment which is tailored to their individual needs and you can be assured that this type of learning will be occurring here at Breckinridge each day.

If you have questions, please do not hesitate to contact me by email [ddeitrich@bcps.k12.va.us](mailto:ddeitrich@bcps.k12.va.us) or by phone at (540) 473-8386. My goal is success for each and every child at Breckinridge Elementary School and with your cooperation and support we can make this goal a reality.



Sincerely,

Debra D. Deitrich  
Principal

*\*\*Disclaimer: 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.*

## Breckinridge Faculty and Staff Members

### Principal

Debra Deitrich

### Secretary/Bookkeeper

Zaida Cassell

### Teachers

Kindergarten	Stephanie Williamson, Sarah Browning
Grade 1	Wendy Coleman, Nina Rushing
Grade 2	Donna de Simone, Holly Moock
Grade 3	Christine Engels, Anne Swandby
Grade 4 and 5	Sandra Linkous, Brittany Teubert, Tara Parrish & Danielle Allen
Counselor	Hilah Divers
Media Specialist	Marcy Wohlford
Music/Chorus	Tracey Patterson
Physical Education	Kevin Painchaud & Bev Hart
Art	Holly Clary
Gifted	Karen Busher
ECSE Preschool	Emilee Graham
Special Education Teachers	Susan Rice, Gail McGee
Speech	Rachel Davis & Breanne Metz

### Support Staff

School Nurse	Melinda Foster
Psychologist	Courtney Johnson
Instructional Assistants	Becky Koffman, Paula Burgess & TBA
Cafeteria Staff	Emma Bryant, Loretta Marcum, Kathy Ross & Connie Sink
Custodial Staff	TBA, Gary Harper, & Jerry Ross
Technology	Wyatt Turner

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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 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.

### **BRECKINRIDGE ELEMENTARY MISSION STATEMENT**

The mission of Breckinridge Elementary School is to provide all of its students a strong foundation for lifelong learning in order that they may become responsible adults.

### **School Beliefs**

We, the faculty and staff at Breckinridge Elementary School, believe...

- Student learning is the chief priority of our school.
- All students can learn.
- Students learn in different ways and should be provided with a variety of instructional approaches and assessments to support their learning.
- Students learn best when they are actively engaged in the learning process.
- Student's self-esteem and learning are enhanced by a safe environment, positive relationships, and a mutual respect among and between themselves and staff.
- Exposure to cultural differences among people will provide the opportunity for increased understanding and respect.
- Parents, teachers, administrators, and the community share the responsibility for advancing the school's mission.

The Breckinridge faculty, staff, students, parents, and community are invited to provide input and feedback on the mission statement, school beliefs, and desired result of student learning. Please address responses to Breckinridge Elementary School, 331 Springwood Road, Fincastle, VA 24090 or call 540-473-8386.



# ACADEMIC INFORMATION AND INSTRUCTION

## **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. Students in Grade 3 will be administered SOL tests in reading, math. Grade 4 students will have SOL tests in Reading, Math, and VA Studies. Students in grade 5 will be administered SOL tests in reading, math, and science. SOL tests will be used as one criterion for making decisions regarding promotion/retention and remediation. Division created assessments will be used throughout the year for all grades.

BCPS Policy: <http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=835906>

## **PUPIL EVALUATION AND REPORT TO PARENTS**

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:

<b>Letter Grade</b>	<b>Numerical Range</b>	<b>Letter Grade</b>	<b>Numerical Range</b>
A	100-94	C	76-73
A-	93-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-60
B-	82-80	F	59-0
C+	79-77		

BCPS Policy: <http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=835742>

## **HONOR ROLL**

Students in GRADES 3, 4, and 5 are recognized at the end of the each grading period for outstanding academic achievements 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**

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.
- The report card indicates that the student is working below his/her present grade level in reading and/or math.
- There are failing scores on one or more of the SOL tests given in grades 3, 4, or 5.
- 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.

BCPS Policy: <http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=835904>

## **INSTRUCTIONAL TIME**

Breckinridge Elementary School has a 6-hour instructional day starting at 7:50 AM, with an additional half-hour added for lunch. Our instructional day ends at 2:20 PM. The principal, faculty and staff make every effort to eliminate interruptions and protect allocated instructional time.

## **HOMEWORK**

Homework is the extension of activities begun in school by the student under the guidance of the teachers and continued at home. Being aware of the importance of reading skills for school success, Botetourt County schools require thirty minutes of reading daily as one homework assignment for every elementary student. Our teachers request that parents verify the completion of each assignment by initialing a homework sheet or booklet. Checked assignments will be sent home daily/weekly. Please review these papers with your child. Working together, home and school can guide the 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
- 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
- The competence of the child in study skills
- The interest of the child
- The study area
- The 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.

BCPS Policy: <http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=835845>

### **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**

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 discretion 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**

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.

Field trips are paid for by the student and supplemented by the Breckinridge PTA. To ensure that lunch costs are held to a minimum, lunches will be offered for purchase by the school cafeteria when possible. We want all of our students to experience the benefits of field trips therefore if you have any financial concerns regarding payment for a trip, please contact the principal. There are limited student scholarships available for trip fees and there will be no refund of field trip fees for students who are not able to attend the event after submitting their payment.

No child will be able to attend a field trip without permission by the parent on the school's field trip form. Close attention needs to be given to the deadline for submission of field trip forms. Late forms cannot be accepted and the student will not be allowed to attend the trip with his/her class. **Younger or older siblings, of students, will not be permitted on school field trips.**

Parent volunteers may be used on 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.

BCPS Policy: <http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=835835>  
<http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=835833>

## **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 two school wide parties planned each year for the students. The room parents assume the responsibility for coordinating these parties under the direction of the classroom teachers. The school wide parties are before winter break and on Valentine's Day. Teachers may coordinate with parents for other special event celebrations throughout the year.

Birthday parties at school are not allowed. If you wish you may purchase ice cream or cookies, from the school cafeteria, to be served during lunch. Due to the many allergies that children have, we are asking you not to bring in homemade items for individual birthday celebrations. If interested, please make arrangements with the cafeteria manager to purchase ice cream or cookies for your child's class. An alternative will be provided for students with food allergies.

Birthday invitations are not to be passed out at school unless every child in the classroom receives an invitation. Flowers or balloons are not to be sent to school for children. These items become safety hazards on school buses and a distraction in class.

## **MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE**

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 each morning. No student is compelled to recite the Pledge of Allegiance if the student or parent objects on religious, philosophical, or other grounds. Students who do not recite the pledge must remain standing or sitting at their desks while others recite the Pledge.

BCPS Policy: <http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=835754>

### **TEACHER IN-SERVICE DAYS**

Botetourt County Schools is looking to the future and promoting lifelong learners. Teachers all across Botetourt County take part in numerous staff development days. Botetourt County has scheduled early release days, as well as full days, for staff development. Breckinridge Elementary School has taken full advantage of these days, participating in a number of activities to improve instruction.

These in-service days are used to improve our county's instructional practices, meet with parents, and plan school wide events. The teachers gain new strategies and find new ways to improve their classroom instruction. As in any profession, it is important to promote ongoing education. The teachers in Botetourt County are modeling what we expect of all of our children to be lifelong learners and always strive to improve.

## **PARENTAL INVOLVEMENT**

We believe the 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 Breckinridge Elementary School will be better than ever.

### **CONFERENCES WITH TEACHERS**

Two days of the school year, October 15 and February 18, have been set aside as Parent-Teacher Conference days. A special effort will be made to schedule conferences for all parents who want to talk to a teacher on these 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 (See Appendix for more information).

### **VISITORS**

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. Badges should be returned to the main office when the visitor leaves the building.

Students from other schools are not allowed to visit in classrooms or spend the day at school with Breckinridge Elementary students.

### **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.

### **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.

### **COMMUNICATION WITH PARENTS**

Parents will receive communication on a regular basis from the school. Newsletters, updates, and scheduled events will be posted on various locations. We will utilize the school website: <http://bres.bcps.k12.va.us/cms/One.aspx>, the school Facebook page, newsletters, and classroom calendars. The School Messenger system will also be used for phone calls and email messages to parents as needed based on the information which is entered into the system by parents.

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 and check the school calendar online. The daily folder and assignment sheet/notebook is also used for teachers and parents to correspond with each other.

### **WEEKLY ENVELOPE AND DAILY FOLDER**

Each week, students will bring home an envelope containing graded work and assessments. The envelope will need to be signed and returned to your child's teacher as soon as possible. The daily folder will be sent home daily and will be used to send home important memos and reminders of upcoming events as well as daily homework assignments. It is important that you look at the information in the envelope and folder and discuss the information with your child.

### **PARENT-TEACHER ASSOCIATION**

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

#### **PTA BOARD OFFICERS:**

President	Casey Bolling
Vice President	Melanie McFadyen
Treasurer	Barbara DeMarco
Secretary	Jennifer Elswick

#### **PTA MEETINGS & EVENTS for 2018-2019**

August 6, 2018	Back to School Open House 2:00 PM-6:00 PM
August 28, 2018	Back to School Night 6:30 PM** (Kindergarten Hosting Bake Sale)
October 2, 2018	2nd and 3rd grade program 6:30 PM** (1 <sup>st</sup> grade Hosting Bake Sale)
October 19, 2018	Walk-A-Thon Fundraiser Event 8:30 AM -2:00 PM

October 30, 2018	Family STEAM Activity Night 6:30 PM – 8:30 PM (4 <sup>th</sup> grade Hosting Bake Sale)
December 3 -7, 2018	Santa Store Open during the day
December 11, 2018	4th and 5th grade program and Ensemble Student Performance 6:30 PM** (5 <sup>th</sup> grade Hosting Bake Sale)
January 22, 2019	Family Dinner & Student Led Conferences 6:00 PM-8:30 PM** (3 <sup>rd</sup> Grade Hosting Bake Sale)
March 19, 2019	Family Dinner & Family Night Activities 6:00 PM – 8:30 PM** (2 <sup>nd</sup> grade Hosting Bake Sale)
April 5, 2019	Family Bingo Night 6:30 PM -8:30 PM** (1 <sup>st</sup> Grade Hosting Bake Sale)
May 7, 2019	Night of the Arts with Kindergarten & 1st grade program and Ensemble Student Performance 6:30 PM** (3 <sup>rd</sup> Grade Hosting Bake Sale)

*\*\* indicates PTA Board Meeting at 5:00 PM in conference room*

### **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 Breckinridge Elementary.

### **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.

Breckinridge Elementary has established a process for volunteers, which ensures that our volunteers are well trained and qualified to work with children in a safe and positive manner.

- All volunteers will be required to fill out an application form if they are interested in working with students or assisting with school activities or functions.
- Volunteers will receive training and orientation on scheduled training days.

The Breckinridge school volunteer chairperson will be providing multiple training sessions for all of our interested parents and will organize and schedule school volunteers for various school needs and functions. In order to work with students, volunteers must attend one of the training sessions and provide all necessary paperwork.

### **STUDENT PICTURES**

Throughout the year, the school partners with Strawbridge Studios to take individual and group photos of the students for use in the yearbook and as a fundraiser to assist the school. The school staff also takes photographs of students in the classrooms, on field trips, and during school events to showcase what is taking place here at the Breckinridge. These images may be used within the school, for the local media, and on the internet.

Picture Dates:

- Fall Pictures 9/28/18 (make up pictures will be 11/9/18)
- Class & Group Pictures 2/8/19
- Spring & Group Pictures 3/22/19

If you would prefer to not have your child photographed throughout the year by the staff or the photographer, please send a note to the school principal.

## ATTENDANCE

### ABSENCES

Please contact the school by phone by 8:30 AM 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, a reason for absence or medical note from a doctor or dentist.

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. If you will be taking your child out of school for a trip, submit a written note to the teacher and office in advance of such trips.

Every effort should be made to avoid excessive absences from school. Although students can make up missed work, there is no substitute for the valuable instruction lost. A loss of instructional time can lead to serious academic problems in the future. **Parents will be notified via letter when your child has been absent 5 or more days, without parental awareness or support. Subsequent letters will follow if absences continue to accrue – as School Board Policy JED (II) states.**

A student absent for acceptable reasons will have one day for each day absent to turn in missed work upon his/her return to school. Any work assigned prior to the student's absence is required to be submitted on the first day of his/her return to school (i.e. book reports, projects, tests, etc.) After an accumulation of more than ten days of absence per year, an official verification such as a doctor's note, court summons, etc. or a parent conference, held during regular school hours, shall be required. Early checkout's are considered as part of a student's attendance. Our school day ends at 2:20 PM, please refrain from checking students out early unless absolutely necessary for acceptable reasons. Students who leave early miss the end of the day information and it is a distraction to the rest of the class as well.

The following reasons shall be acceptable for Excused Absences:

- Illness of the student as verified by a written note from parents.
- Medical appointments that cannot be scheduled after school. All appointments should be verified by a doctor's note and a student is expected to return to school from early appointments if possible.
- Death in the family.
- Prearranged absences with the approval of the principal--Parents must notify his/her principal for approval, then they must notify the teachers of the prearranged absences and will assume the responsibility of obtaining assignments (as much as possible) prior to their departure. These assignments shall be due upon the student's return to school.
- Extenuating circumstances as deemed acceptable by the principal.
- Court appearances as evidenced by a summons or other verification.

- School sanctioned activities will not count as an absence; however, students will be expected to follow the policy for making up work due to absences.
- Observance of a religious holiday.
- Other reasons deemed acceptable by the principal.

The following reasons shall be classified as Unexcused Absences/Tardy:

- |                     |  |
|---------------------|--|
| • car trouble       | • needed at home                                     |
| • missing the bus   | • working on a job                                   |
| • personal business | • other reasons deemed unacceptable by the principal |
| • oversleeping      |  |

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**

Tardiness not only negatively impacts the child who is late but it also has a negative impact on the entire class.

It is very important that children form at an early age the habit of always being on time. Help your child learn this valuable lesson by seeing that he/she arrives at school promptly. Students who do not arrive at school on time miss important instructional time that affects academic progress.

Daily instruction begins at the 7:50 AM tardy bell and students who are not in class and ready to learn at this time miss out on critical information and instruction. Parents should make every effort to get students to school prior to 7:45 A.M in order to ensure the child is in class and ready to learn. A student arriving to school after the 7:50 AM bell, will be required to report to the office for a tardy slip before going to class. A parent should come to the office with the student to sign them in with the staff.

### **EARLY ARRIVALS**

Students are not to arrive at school before 7:35 AM 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.

BCPS Policy: <http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=835996>  
<http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=835992>

# STUDENT CONDUCT

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

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, shorts, and skorts shorter than mid-thigh (measuring with “fingertip length” is a good practice to ensure the length is school appropriate);
- 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”;
- 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;
- bedroom slippers or soft soled shoes are not allowed and tennis shoes are required for PE participation.

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 cafeteria for any missing article. Parents are invited to do the same should they find it necessary.

BCPS Policy: <http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=836046> as well as in the division handbook

## GENERAL EXPECTATIONS OF STUDENTS

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;
- bullying other students; \*
- 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, guns, or laser pointers;
- failing to use the bathroom facilities properly; and
- selling items

\*Botetourt County Schools and Breckinridge Elementary have strict guidelines preventing bullying of students. Bullying at Breckinridge will be handled in a serious manner, and parents will be contacted to help provide support.

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 Botetourt County School Board Policy.

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.

The Botetourt County Public School 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.

BCPS Policy: <http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=836042>

### **FIREARMS AND WEAPONS**

Firearms and other weapons are prohibited on school property. Possession of a loaded firearm by an adult within 1,000 feet of school property is a felony. Toy guns should not be brought to school for any occasion. Knives of any type are also prohibited.

### **PERSONAL ITEMS**

Students should not bring extra money, radios, phones, 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* section 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.

# STUDENT SERVICES

## 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 (Pre-Kindergarten) 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

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.

BCPS Policy: <http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=835841>

## 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, and music reading and creative experiences.

## PALS (Phonological Awareness Literacy Screening) and Title 1

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.

#### **TITLE I**

Remediation services for students needing assistance in reading and math in Grades K-5 are provided through Title I services.

#### **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 P.E. 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 SERVICES**

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. Services of the speech and hearing specialist are available upon referral. Parents with questions or concerns are urged to contact the principal.

#### **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 selected grades 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 at the back of the school building on an adjoining property. 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.

#### **YMCA AFTER SCHOOL CHILD CARE**

Roanoke City YMCA will be providing after school child care at the school. The program will operate from 2:20 PM each day that schools are in session. The YMCA will provide parents of registered children a phone number that needs to be used if you need to contact them. The school office will not handle phone calls or relay messages for the after school day care program.

# CAFETERIA PROGRAM

Breckinridge Elementary serves nutritious meals every day. Students eating breakfast should arrive by 7:40AM. If your child arrives after this time, he or she will not be allowed to eat breakfast. Students who need to eat breakfast should report directly to the cafeteria when they arrive each day. Lunch is served between 10:30 AM and 12:45 PM daily.

## BREAKFAST AND LUNCH

Each student has an account in the school cafeteria connected to a personal debit account. The customized debit account issued to each student has a unique identification number. Students can bring money on a daily basis and pay as they go through the cafeteria line or parents may choose to send money on a weekly or periodic basis to be deposited in the student's account. As a new option this year, the school district will be utilizing an online program called My Lunch Money ([www.mylunchmoney.com](http://www.mylunchmoney.com)) that will allow you to pay for lunches electronically. Information about this program can be found on the cafeteria page on the website.

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 Breckinridge Elementary School (please write the students' first and last name on the memo line of the check) and given to the cafeteria manager. All prepayments 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.

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 becomes overdrawn. **Students are only permitted to charge two lunches. Charges will not be allowed to accumulate over \$4.00.**

Meal Prices are listed below for your reference however for the most current meal prices and menus go to [www.bcps.k12.va.us](http://www.bcps.k12.va.us):

Student Lunch	Full Price	\$ 2.90	Adult Lunch	\$3.90
	Reduced Price	\$ .40	Adult Breakfast	\$2.40
Student Breakfast	Full Price	\$ 1.90		
	Reduced Price	\$ .30		
	Milk & Juice	\$ .50		

### **CAFETERIA EXTRAS**

Students who have permission from parents may purchase extra items as they go through the cafeteria line.

### **FOOD ALLERGIES**

“Peanut 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 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.**

### **ICE CREAM**

Ice cream may be purchased by Grades 1-5 daily and for PreK and Kindergarten on Friday when available. The cost is around .75 cents and can be paid for with cash or using your child’s lunch account. Students who owe money on their lunch account may not charge ice cream on their account.

### **MENUS**

Breakfast and lunch menus are distributed to each child and are available on the school webpage. 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 Breckinridge School cafeteria. *Parents are also discouraged from bring lunches from fast food businesses into the cafeteria as a consideration to other students.*

### **VISITORS**

Families are always welcome to join their student for lunch. Any adult desiring to purchase a lunch should call the office by 9:00 AM so that an additional lunch can be prepared. If anyone other than the parents are going to be coming for lunch, written permission from the parent is required.

*\*\*Please refrain from using cellphones during the lunch visit for games and activities. Use the time to visit with your child. Also, photographs should not be taken since other students are present in the cafeteria area.*

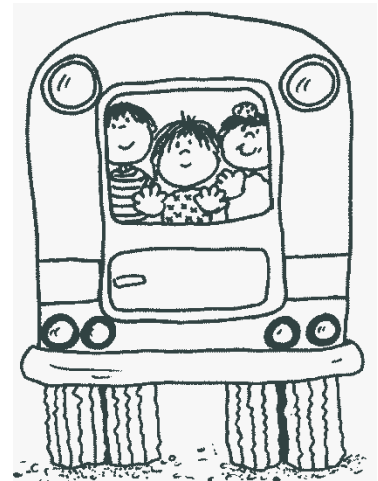
# TRANSPORTATION

## TRANSPORTATION/BUS

All students will receive a copy of the bus rules and parents should go over the rules with their child, and sign and return the form to the teacher. 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.
- Carry books and lunch boxes in one hand in order to use the handrail to help board the bus.
- 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.
- Drinking, eating, and chewing gum are not permitted on the bus.
- 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 an approved note from the office 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 required to pay for any damage they do to the bus.
- Tape recorders, CD players, electronic games, balloons, radios, and animals are not permitted on the bus unless given permission from the bus driver.



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.

## TRANSPORTATION NOTES

Children are not permitted to ride buses other than the one designated to transport them to and from school and car riders will only be released to the parent. No exception to this rule will be allowed unless by written request from the parent has been approved from the office. **In order to ensure the safety and security of your child, we will ONLY accept written transportation changes.** Phone call changes

cannot be verified and can lead to confusion and mis-information. Send in any written changes with your child in the morning or if needed you can fax the change to us prior to 1:30 PM. The school fax number is 540-473-8361. Parents are requested to provide the following information, in the form of a written note, when your child needs to get off at a different stop, ride a different bus, or ride in a car with anyone other than their parent. The transportation note should include the following information.

1. Date of change
2. Teacher's name
3. Child's first and last name
4. Bus driver and number or car information
5. Change of destination or pick up person
6. Parent's signature

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.

### **DISMISSAL**

The following procedures are used for afternoon dismissal:

Parents who plan to pick up children should notify homeroom teachers by note. Students will go to the car rider waiting area in the gym where parents in the car rider line will pick them up. Parents or others who are picking students up are requested to turn into the front parking lot and remain in the line until a school staff member brings your child to the car. Students who are car riders will be dismissed after the students who are riding buses. After 2:30 PM students will be taken to the front office and parents will be contacted and will need to come in and sign your child out with the office staff.

Breckinridge faculty members will escort students to buses. The bus loading area in front of the school is closed to all traffic except buses and emergency vehicles daily from 7:30 AM to the departure of afternoon buses at approximately 2:20 PM

### **STUDENT MORNING DROP-OFF PROCEDURE**

Parents and others who are dropping off students are requested to turn right into the visitor parking lot, beside the school, and remain in line until a school staff member opens the door for your child. Children arriving to school should be ready to exit the vehicle immediately and enter the doors closest to the drop-off point prior to 7:50 AM. After this time, students and their parents must go to the main entrance and obtain a tardy slip in the office and sign in before proceeding to class. Assistance with car doors will be provided by school staff members. Drop off will begin at 7:35 AM and continue until 7:50 AM.

To exit the parking lot, go left and follow the arrows through the main parking lot in order to leave the school grounds. Parents or visitors wishing to remain at school are to park in the parking lot beside the school if space is available. **Parents or visitors are never to drive through or park in the bus lane at any time. This area is strictly reserved for buses and emergency vehicles.**

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 appreciated. Please inform grandparents and others who occasionally transport students to and from school of the policies.

### **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 cannot be dropped off in the front parking lot and cross bus lanes. An adult must accompany students from this parking lot to the sidewalk.

# MEDICAL INFORMATION

## DOCTOR AND DENTIST APPOINTMENTS

Parents are requested to make every effort to schedule doctor and dental appointments outside of school hours so that students have maximum opportunities to learn concepts and skills in the classroom. When this is not possible, students will be excused for these special appointments.

## 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 numbers, address change or changes of employment.

If your child has symptoms of illness or has a fever of 100 degrees or higher, please make sure he or she stays at home so that other children do not become infected. The child must be fever free for 24 hours without 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.

## 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 physical exam must be dated within one year of the first day of school for the student. (The school has the proper form for this or it may be obtained from the child's doctor.)

Documentary proof shall be provided of adequate age appropriate immunization with the prescribed number of doses of vaccine indicated below for attendance at a public or private elementary, middle or secondary school, child care center, nursery school, family day care home or developmental center. Vaccines must be administered in accordance with the harmonized schedule of the Centers for Disease Control and Prevention, American Academy of Pediatrics, and American Academy of Family Physicians and must be administered within spacing and age requirements (available at <http://www.vdh.virginia.gov/Epidemiology/Immunization/acip.htm>).

Diphtheria, Tetanus, & Pertussis (DTaP, DTP, or Tdap). A minimum of 4 doses. A child must have at least one dose of DTaP or DTP vaccine on or after the fourth birthday. DT (Diphtheria, Tetanus) vaccine is required for children who are medically exempt from the



pertussis containing vaccine (DTaP or DTP). Adult Td is required for children 7 years of age and older who do not meet the minimum requirements for tetanus and diphtheria. Effective July 1, 2006, a booster dose of Tdap vaccine is required for all children entering the 6th grade, if at least five years have passed since the last dose of tetanus-containing vaccine.

Haemophilus Influenzae Type b (Hib) Vaccine. This vaccine is required ONLY for children up to 60 months of age. A primary series consists of either 2 or 3 doses (depending on the manufacturer). However, the child's current age and not the number of prior doses received 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.

Hepatitis B Vaccine. A complete series of 3 doses of hepatitis B vaccine is required for all children. However, the FDA has approved a 2-dose schedule ONLY for adolescents 11-15 years of age AND ONLY when the Merck Brand (RECOMBIVAX HB) Adult Formulation Hepatitis B Vaccine is used. If the 2-dose schedule is used for adolescents 11-15 years of age it must be clearly documented on the school form.

Human Papillomavirus Vaccine (HPV). Effective October 1, 2008, a complete series of 3 doses of HPV vaccine is required for females. The first dose shall be administered before the child enters the 6th grade. After reviewing educational materials approved by the Board of Health, the parent or guardian, at the parent's or guardian's sole discretion, may elect for the child not to receive the HPV vaccine.

Measles, Mumps, & Rubella (MMR) Vaccine. A minimum of 2 measles, 2 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine usually administered is the combination vaccine MMR). First dose must be administered at age 12 months or older. Second dose of vaccine must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

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

Polio Vaccine. A minimum of 4 doses of polio vaccine. One dose must be administered on or after the fourth birthday.

Varicella (Chickenpox) Vaccine. All susceptible children born on and after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older. Effective March 3, 2010, a second dose must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

## 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, signed by the parents and the physician, 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 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.

#### 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 allergic reaction or asthma attack.

#### 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](http://www.bcps.k12.va.us).

#### DELAYING THE OPENING OF SCHOOL

All buses will run one or two hour(s) later than usual as indicated by the closing announcement. The school day will end at the regularly scheduled time. Breakfast *will not* be offered by the school when operating on a delayed schedule.

### **EMERGENCY SCHOOL CLOSING**

Students will follow the regular transportation plan unless the school is notified previously. A predetermined plan should be developed so students know what to do when parents are not at home. Your child's teacher should be notified of this plan in writing.

**Please use the above avenues for information and avoid calling the school. Your thoughtfulness and assistance with this matter helps to free our telephone line to receive information from the School Board Office and contact the drivers.**

### **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.

# APPENDIX

## STATEMENT OF EQUAL OPPORTUNITY

### Equal Employment Opportunity/Non-Discrimination

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/Harassment Based on Race, National Origin, Disability, and Religion

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.

BCPS Policy: <http://www.bcps.k12.va.us/common/pages/DisplayFile.aspx?itemId=836054>

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

Mike Tetreault  
143 Poor Farm Road, Fincastle, VA 24090  
540-473-8263  
mtetreault@bcps.k12.va.us

Jill Green  
143 Poor Farm Road, Fincastle, VA 24090  
540-473-8263  
jgreen@bcps.k12.va.us

## USEFUL ADDRESSES, TELEPHONE NUMBERS AND WEBSITES

Breckinridge Elementary	540-473-8386 Phone
	540-473-8361 Fax
School Website	<a href="http://bres.bcps.k12.va.us/cms/One.aspx">http://bres.bcps.k12.va.us/cms/One.aspx</a>
Botetourt County School Board Office	540-473-8263 Phone
	540-473-8298 Fax
BCPS Transportation Department	540-473-8259 Phone
Botetourt Parks and Recreation	540-473-8326 Phone
Botetourt County Health Department	540-473-8240 Phone

## SCHOOL BOARD MEMBERS

Anna Weddle	Amsterdam District	aweddle@bcps.k12.va.us
Michelle Crook, Chair	Buchanan District	mcrook@bcps.k12.va.us
Michael Beahm	Valley District	mbeahm@bcps.k12.va.us
D. Scott Swortzel,	Vice Chair Blue Ridge District	sswortzel@bcps.k12.va.us
John Alderson	Fincastle District	jmalderson@bcps.k12.va.us