2013-14

A BRIEF HISTORY OF

BOONSBORO ELEMENTARY SCHOOL

Boonsboro School was originally a three-room building erected in 1921, which served as a high school and elementary school. It was destroyed by fire in 1931. In 1932, a brick building was constructed on the site, and the school continued to serve as a high school. In 1934, a frame building was added to house the elementary grades and a cafeteria. The gymnasium was built in 1937; the library and a heating system were added in 1939.

In 1966, Boonsboro High School was discontinued and all high school students attended Liberty High School near the city of Bedford. Boonsboro High School then became known as Boonsboro Elementary School.

The school was renovated in 1968, at which time the frame building was torn down, and the new primary building and cafeteria were added. In 1972, the Parent-Teacher Association paved the primary playground and built a fence around the area. They also paved a section on the athletic field for the upper elementary grades.

Due to annexation in 1976 by the city of Lynchburg, the attendance zone of Boonsboro Elementary School changed to include all state routes east of No Business Mountain from Route 501 on its northern border up to the city limits of Lynchburg.

The school was again renovated in 1990-91 at which time a cafetorium, an administrative suite and two classrooms were added. The renovation also created another six classrooms and a new library. In 1993, two more classrooms were added.

In 1982, alumni from the 1932 graduating class of Boonsboro High School presented a plaque to the school and a time capsule was sealed and buried. During the 1996-97 school year each grade level celebrated the 75th anniversary of Boonsboro School by researching specific decades of history of the school and our world; their findings were then presented to the student body throughout the school year with a Heritage Day celebration at the end of the school year.

Boonsboro Elementary School has a proud heritage of strong community involvement in the educational programs of the school. The best interest of the students has remained a preeminent focus of all persons connected with the school.

INSTRUCTION

1. ACCREDITATION

Boonsboro Elementary School (BnES) is accredited by the State Department of Education. The educational program is outlined in the elementary grades (K-5) through the Elementary Program of Studies and the Virginia Standards of Learning (SOL). The SOLs may be found at the Virginia Department of Education website, www.pen.k12.va.us

1. VISION AND BELIEF STATEMENTS
2. VISION:

The vision of BnES is to give children the opportunity to learn to their potential and be successful, 21st Century, life-long learners in the real world with guidance and support from the school and its community.

1. BELIEF STATEMENT:
   1. Every child has the potential to be successful in the real world.
   2. Every child deserves a safe environment.
   3. Every child should have the opportunity to discover his/her strengths.
   4. Every child deserves high expectations.
   5. Every child should have access to tools to become lifelong learners.
2. ASSESSMENT AND GRADING

File: IK-R

GRADING

(Effective August 2013)

1. Assignment and Test Grades
2. The teacher will conduct frequent and ongoing evaluation. Teachers will differentiate between *formative* assessment, which is designed to improve student learning during an instruction on a topic, and *summative* assessment, which is meant to measure learning after instruction on a topic.
3. Because students learn and may demonstrate understanding in different ways, assessments should be varied across a grading period. They may include tests, quizzes, projects and written papers graded with rubrics, notebook checks, homework, teacher observation checklists of academic skills, and other forms.
4. Teachers are encouraged to assign cooperative learning tasks/group work for instructional purposes. Students should be graded on work they do individually, either within or outside the group.
5. Teachers determine the weight of test/assignment items and the procedures for scoring tests/assignments appropriate for a specific class or subject area.
6. Extra credit assignments should be given cautiously so grades closely reflect actual student learning. Extra credit assignments should be viewed as additional opportunities to meet course standards.
7. Teachers may use letters or other symbols (i.e. check mark, plus sign) on daily assignments and in teacher grade books for assignments for which a numerical value is not appropriate.
8. Assignments, quizzes, and tests will be evaluated and/or graded, returned promptly, and reviewed with students before the next related assessment is administered. Students shall be allowed to keep or have access to all graded assessments when practical to use as study aides for future assessments.
9. Students are expected to complete all assigned work. When they do not complete work by the assigned deadline, they may be required to complete it at another assigned time during or outside the school day. Parents should be notified when work completion becomes a problem, and the teacher should make multiple attempts to have students complete the work. Work not completed within the assigned time period may be assigned a penalty after the teacher seeks to determine the cause of a student’s failure to complete assigned work. If the student’s failure to turn in work is justified, the student’s work may be turned in late with an appropriate grade assigned. Partially completed work or work not turned in at all will be graded according to the amount and quality of work completed, and this may include a grade of “zero” if it is not turned in at all within a reasonable time frame.
10. A teacher must accept late work if the student has an excused absence and has made arrangements to make up the work according to Policy JED. Work assigned previous to an absence is due the day a student returns to school unless special arrangements have been made in advance. Extenuating circumstances should be considered.
11. Nine Week, Semester and Final Grades

Because the purpose of grading student work is to communicate and foster student achievement, the following practices are called for:

1. Formative assessments, including quizzes, checklists, teacher observations, “quick checks,” and other brief assessments, should be administered at least once per week. Collectively, they may be weighted at no more than 30% of an overall grade. Within this category, daily homework that is considered a formative assessment may count no more than 10% of the overall grade. Summative assessments, including tests, projects, writing assignments, and other assessments, will be weighted at least 70% of an overall grade.
2. A single test/assignment cannot account for more than 25% of the nine-week grade, and an exam cannot account for more than 10% of the semester grade.
3. Teachers are encouraged to use grading practices that limit the impact of “outlier” grades on quarter averages and that recognize student learning over time.
4. Teachers should give specific comments about student learning and behavior (if necessary) on report cards.
5. Homework

Homework can provide an essential communication link between the school and the home. In addition, homework should be an important tool in developing independent thought, self-direction, and self-discipline. It can assist the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

1. Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
2. Homework should be assigned in such a manner that it will be clearly understood by all students.
3. Homework should serve a valid purpose and be closely related to classroom activities.
4. A student's access to resource materials should be considered when making assignments.
5. Students should receive timely feedback on their homework.
6. Teachers should seek to determine the causes if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
7. Excessive homework, like the absence of homework, should be avoided. To avoid excessive homework, general guidelines for homework are:
8. Elementary teachers instructing the same students shall communicate with each other to ensure that those in grades 1-3 have no more than about one hour of homework and those in grades 4 and 5 have no more than about one and one-half hours of homework.
9. In grades 6-12, each subject assignment should not require more than 20-30 minutes per night for an average student
10. It is understood that a variance in homework completion time may result from students’ differing skill levels.
11. Homework should not be used for disciplinary purposes.
12. Teachers and administrators should take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.
13. Elementary Schools (Grades K-5)
14. Report cards will be issued at nine week intervals on the 5th day following the last day of the previous nine weeks period. Final report cards will be issued to students on the last day of school.
15. All students will be issued an interim after the end of the fourth week of the grading period. Students who are performing below a C (or who receive an N or U) or who receive an I (Incomplete) will receive a second interim after the end of the seventh week.
16. At least three times during each nine weeks, teachers will communicate students’ academic progress with parents by sending home graded work.
17. Students will not receive letter grades for handwriting, social growth and citizenship, physical education, music, technology, and art. Students will receive non-point grades in these programs (S= Satisfactory, N= Needs Improvement, U= Unsatisfactory). Social growth and citizenship will also be addressed in specific teacher comments.
18. Nine-week grades in kindergarten, first grade, and second grade will be assigned as follows. These grades will be based on specific learning standards. No final or semester grades will be assigned in these grades.

4= Above proficient

3= Proficient

2= Below proficient

1= Insufficient evidence of proficiency

NA= Not assessed this grading period

1. Nine-week grades in grades 3-5 will be assigned as follows. Quarter grades within a half-point will be rounded up to the nearest whole number when averaged.

|  |  |  |  |
| --- | --- | --- | --- |
| A | 90-100 | Highly Proficient |  |
| B | 80-89 | Above Proficient |  |
| C | 70-79 | Proficient |  |
| D | 60-69 | Below Proficient |  |
| F | Below 60 | Insufficient Evidence of Proficiency |  |
| - |  | Not applicable |  |
| I |  | Incomplete work |  |

1. Middle Schools (Grades 6-8)
2. Report cards will be issued at nine week intervals on the 5th day following the last day of the previous nine weeks period. Final report cards will be issued to students on the last day of school or mailed home.
3. All students will be issued an interim after the end of the fourth week of the grading period. Students who are performing below a C or who receive an I (Incomplete) will receive a second interim after the end of the seventh week.
4. Nine-week grades for all courses will be calculated using the following scale. Quarter grades within a half-point will be rounded up to the nearest whole number when averaged.

|  |  |  |  |
| --- | --- | --- | --- |
| A | 90-100 | Highly Proficient |  |
| B | 80-89 | Above Proficient |  |
| C | 70-79 | Proficient |  |
| D | 60-69 | Below Proficient |  |
| F | Below 60 | Insufficient Evidence of Proficiency |  |
| - |  | Not applicable |  |
| I |  | Incomplete work |  |

1. Semester grades will not be assigned for middle school courses. Final grades will be determined by averaging the four nine-week grades. When determining the final average, any nine-week average below 50 will be converted to a 50 for averaging purposes.
2. In any high school credit-bearing course taken in middle school, a parent may request that the grade be omitted from the student’s transcript and the student not earn high school credit for the course (See Policy IKEB). High school courses taught in the middle schools will follow high school grading procedures. Semester and exam grades will be assigned for high school courses taken at the middle school. If the credit is stricken from the transcript, the SOL score cannot be used toward verified credits needed for graduation.
3. High School (Grades 9-12)
4. Report cards will be issued at nine week intervals on the 5th day following the last day of the previous nine weeks period. Final report cards will be mailed to students.
5. All students will be issued an interim after the end of the fourth week of the grading period. Students who are performing below a C or who receive an I (Incomplete) will receive a second interim after the end of the seventh week.
6. Nine-week grades for all courses will be calculated using the following scale. Quarter grades within a half-point will be rounded up to the nearest whole number when averaged.

|  |  |  |  |
| --- | --- | --- | --- |
| A | 90-100 | Highly Proficient |  |
| B | 80-89 | Above Proficient |  |
| C | 70-79 | Proficient |  |
| D | 60-69 | Below Proficient |  |
| F | Below 60 | Insufficient Evidence of Proficiency |  |
| - |  | Not applicable |  |
| I |  | Incomplete work |  |

1. A semester grade will be determined by averaging the two nine-week grades and the exam grade, which may not count for more than 10%. When determining a semester or final average, any nine-week average below 40 will be converted to a 40 for averaging purposes. The exam grade will not be used to determine the semester or final grade for students who are exempt from exams according to Policy IKC and choose not to take the final exam. The final grade will be determined by averaging the two semester grades together.
2. Cumulative Grade Point Average (GPA)
3. For the purpose of determining a student’s cumulative grade point average (GPA), each final course grade will be assigned the corresponding point value or the weighted grade point value, if appropriate, and averaged.

|  |  |
| --- | --- |
| A | 4.0 |
| B | 3.0 |
| C | 2.0 |
| D | 1.0 |
| F | 0 |

1. Weighted Grades: Grades for Advance Placement courses, Governor’s School courses, and selected dual enrollment college courses will have the following weighted point values for the purpose of final grade point averaging. College courses in English, math, science, and history/social sciences fulfilling graduation requirements and taken on college campuses will be weighted on this scale.

|  |  |
| --- | --- |
| A | 5.0 |
| B | 4.0 |
| C | 3.0 |
| D | 2.0 |
| F | 0 |

1. Grades for Pre-Advanced Placement courses will have the following weighted point values for the purpose of final grade point averaging. Elective area college courses (courses not fulfilling graduation requirements) taken on college campuses will be weighted on this scale.

|  |  |
| --- | --- |
| A | 4.5 |
| B | 3.5 |
| C | 2.5 |
| D | 1.5 |
| F | 0 |

1. Senior Class Rank

High school class rank is determined by numerically ordering cumulative grade point averages of students classified as seniors. Class rank will be figured at the end of the third nine-week period based upon final grades from previously completed high school credit bearing courses, the average of the three nine-weeks grades in current classes, the grades from the most recently completed grading period for governor’s school or college classes, and the first semester exam if applicable.

1. Honor Roll

Students in grades 3-12 earn a place on the A Honor Roll or the A/B Honor Roll by meeting the following criteria based on nine-weeks grades:

1. A Honor Roll: A student earns an A only in each course for which a grade is assigned. Elementary resource class grades must be at the S level (no N or U grades).
2. A/B Honor Roll: A student earns an A or B only in each course for which a grade is assigned. Elementary resource class grades must be at the S level (no N or U grades).

Students who have been suspended out of school during the grading period are not eligible for Honor Roll recognition, regardless of academic grades. Attendance and handwriting are not considered in awarding Honor Roll.

1. Withdrawing and Adding Courses

Students shall be counseled about their choices for classes and the limitations on adding and withdrawing courses during the spring course enrollment period. Principals must approve any course changes once the academic year begins. Students will be permitted to make course changes prior to the end of the fifth week of school with principal approval. Any courses dropped after the drop/add period will receive a “Withdrawn-Passing” or “Withdrawn-Failing” status on the student transcript.

Adopted by Superintendent: July 13, 2000

Revised: June 2002; August 2003; May 2004; September 2006; September 2012; February 2013

1. LIBRARY

The library is an important part of the school's instructional program. Students meet at least once per week for library instruction and book exchange. The library is open before and after school as well as throughout the day. Parents are asked to encourage their children to be responsible for library books checked out. Books are due one week from the day checked out. If a book is lost or damaged, the student is expected to pay its replacement cost. There will be a $5.00 minimum fee.

1. FAMILY LIFE

Bedford County Public Schools implemented Family Life Education in all grades beginning in the fall of 1989. The program adheres to the Standards of Learning Objectives and regulations approved by the State Board of Education for Virginia public schools. The program has been reviewed by a community involvement team comprised of school personnel, school board members, parents, clergy, and the medical profession, in addition to being approved by the Bedford County School Board.

Parents are encouraged to review the content for the Family Life Education and supplemental materials being used to teach the Standards of Learning Objectives. Copies of the curriculum are available for review at the school.

1. “OPT-OUT” PROCEDURE

The "Opt-Out" procedure has been developed to ensure communication with the parent or guardian for permission for students to be excused from all or part of the Family Life Education Program. Parents may exercise the "opt-out" procedure for any or all of the Family Life Education Standards of Learning Objectives by completing the form sent home with each child. In the event you do not have this form, you may request one from the office. The "opt-out" provision does not apply to those objectives which are required to be taught by state statute.

DAILY OPERATIONS

1. SCHOOL HOURS
2. Morning:

The school building will be open at 7:30 a.m. to begin the regular school day. Classroom instruction will begin at 7:55 a.m. Students are to go directly to their homeroom upon arrival after 7:30 a.m. Students who participate in the breakfast program should go directly to the cafeteria, eat and go to their homeroom. Students arriving after 7:55 a.m. **will be counted tardy.**

1. Afternoon:

School will be dismissed at 2:35 p.m. **All students will be dismissed at this time.** Parents’ cooperation in this area is very important. Bus service is provided to Wee Care at Boonsboro Methodist Church for before and after school care.

**PLEASE NOTE:** The school cannot assume responsibility for students who are transported to school by private transportation before 7:30 a.m. To ensure the safety of your child we request that **no student arrive before 7:30 a.m.** On days of inclement weather when we are opening two hours late, student arrival should be no earlier than 9:15 a.m. When school closes one hour early, dismissal is at 1:35 p.m. and when school closes two hours early, dismissal is at 12:35 p.m.

1. TARDIES

To help promote continuity in our educational program students are expected to be in their classrooms by 7:55 a.m. **There is no grace period for tardies.** Parents are asked to get students to school before regular classroom instruction begins. When students are tardy to school **an adult must escort the child to the office** and sign the student into the school. The primary reason for this procedure is to ensure the safety of the student.

1. ABSENCES

When a student must remain at home due to illness, parents are requested to call the school office before school begins. If an absence is not reported, school personnel will attempt to contact the parents. Students returning to school following an absence are asked to give their teacher a written statement, signed and dated by parent or guardian, describing the reason for the absence. **We request that students be absent 2 days before calling the school for assignments. It is the responsibility of the parent and the student to arrange for any make-up work with the teacher. It is important** **to note Bedford County’s attendance policy in the Code of Student Conduct**. Students who do not attend class will not be counted present.

1. EARLY DEPARTURE

Parents are asked **NOT** to pick up students before school is dismissed; early dismissals are disruptive to the other students in the classroom. Any early dismissal of a student during the day will be through the administrative office only. If a student must leave school early, parents are requested to (1) send a note to the teacher at the beginning of the school day stating the date and time of departure, (2) sign out the student in the office, escort the student to the car and (3) sign in the student if returning the same day. Students may not leave the school with any adult other than parents or contact person listed on the Emergency Card. Parents must notify the school if any other person is permitted to transport their child from school.

**PLEASE NOTE:** students will not be called for early dismissal until the parent/guardian/authorized adult arrives in the office to sign out the student.

1. EMERGENCY CASES

The principal may determine emergency dismissal or emergency detention if there is danger of physical injury. In case of snow, sleet, etc., the Superintendent may make a decision to cancel school; when this occurs, all major radio and television stations will be notified by the Superintendent's office. Alternate snow routes will be used when necessary. Any questions regarding school closing can be answered by calling the School Board Office **540-586-1045, (then press) \*333** or by going to the Bedford County Schools website. Parents may sign up for email alerts at the county website.

1. PARKING / LOADING AND UNLOADING STUDENTS

Parking is provided for parents in the lot between the school and the Boonsboro Rescue Squad. Please do not park in the circle as this impedes the flow of traffic. NO PRIVATE VEHICLES ARE ALLOWED IN THE BUS ZONE.

1. BUSES

Children in grades K-3 will not be let off the bus unless an adult is in sight or a note has been sent giving permission to do so. If a child desires to ride a bus home with a friend, **both** children must have a note from their parents giving permission for a student to go home with another student. The notes must state the bus number that both students are to ride. Since **we cannot interrupt classes to deliver personal messages,** we ask that all after-school plans be made before students arrive at school.

Free school bus transportation is provided for all students residing within the Boonsboro attendance zone. Students who attend Boonsboro but do not live in our attendance zone must provide their own transportation. Students must behave in a respectful manner while riding school buses to and from home or on school trips. For additional regulations see Student Conduct on Buses, Code of Student Conduct.

Emergency bus evacuation drills are conducted at least twice a year to help students know the evacuation procedures to use in case of an emergency. Parents are asked to periodically review with their child the importance of safe conduct on the bus at all times.

1. FIRE DRILLS

Fire drills are required by law and will be held during the school year in accordance with State Law 22.1-137 which states: In every public school there shall be a fire drill at least once every week during the first twenty school days of each school session, and more often if necessary, in order that pupils may be thoroughly practiced in such drills. During the remainder of the school session fire drills shall be held at least monthly.

1. VISITORS

Parents or guardians are welcome to visit the school. **HOWEVER, ALL PARENTS AND VISITORS ARE REQUIRED TO SIGN IN AT THE OFFICE AS SOON AS THEY ENTER THE BUILDING. THEY ARE ALSO ASKED TO SIGN OUT WHEN LEAVING.** Parents who would like to visit their child’s classroom during instructional time are welcomed to make an appointment in advance with the principal. **PARENTS ARE ASKED TO REFRAIN FROM GOING TO CLASSROOMS IN THE MORNING AFTER 7:55 WHEN THE INSTRUCTIONAL DAY HAS BEGUN.**

1. TELEPHONE

Use of the telephone by students is limited to emergency calls and school business calls. A note from the student’s teacher is required before the telephone may be used. Parents may leave messages to students and teachers with the school secretary. Every effort will be made to deliver the message effectively. **If there is transportation change for your child, please try to telephone before 2:00 that day.** Classes will not be interrupted for messages.

Parents and visitors are asked to turn off cell phones and remove Blue Tooth devices upon entering the school building. **Cell phones carried by students are not to be displayed or in use unless given special permission by the teacher (e.g., for a lesson activity) or the building principal.**

1. ELECTRONIC DEVICES / TOYS

Electronic devices to include but not limited to iPods, MP3 players, DS and Gameboys are not allowed at school unless given special permission by the teacher (e.g., for a lesson activity). Toys of any kind are not allowed at school, unless they are part of a special project endorsed by the teacher. **Toys that are out at school will be taken and the parent will be called to come and collect them.**

1. DRESS CODE

Students are expected to dress appropriately at all times. Clothing should be comfortable but not call attention to the student or be disruptive in the classroom. Pants must be able to stay on the waist and should not impede walking/running. Students may not wear T-shirts or other clothing displaying objectionable pictures or language. T-shirts advertising alcohol or tobacco products are also not permitted. **Tennis shoes are necessary for physical education every day.** Please refer to the Bedford County Public Schools Student Dress Code.

1. EMERGENCY CARD

Schools must have an Emergency Card on file for each child with all telephone numbers for parents and telephone numbers for one other adult who may be called in case of an emergency or illness. **IT IS CRUCIAL THAT PARENTS KEEP THIS INFORMATION CURRENT.**

An amendment to the Virginia Code provides that, unless a court order has been issued to the contrary, the non-custodial parent must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

1. FEES

A list of school fees, including breakfast/lunch charges, will be sent home with students at the beginning of the year.

1. CAFETERIA

Boonsboro Elementary provides a daily lunch for students and adults for a nominal charge. Students are encouraged to pre-pay their lunches by the week or month. A free or reduced lunch is available to those who fall within the income guidelines established by the USDA. Applications for these lunches may be obtained from the school office.

Occasionally a student will forget to bring lunch money to school. For this reason, we will permit a student to charge his or her lunch for that day. We do, however, limit the number of charges to **three**; when these are paid, a student may charge again if needed. **Charged lunches create an extra bookkeeping burden on the cafeteria staff; therefore parents are urged to help us keep the number of charges to a minimum.**

1. BEDFORD COUNTY PUBLIC SCHOOLS NUTRITION PROGRAM BAD CHECK POLICY:

The Bedford County School Board has contracted with **Envision Payment Solutions** for the electronic collection of checks returned for insufficient funds. The school cafeteria will gladly accept your checks; however, in the event your check is returned, your account will be debited electronically for the face amount and fees allowed by the state of Virginia. Checks that are sent into the school cafeteria must contain a current phone number and the student(s) name. Checks written to the school cafeteria that are returned for insufficient funds are sent directly to Envision Payment Solutions for collection and are no longer handled by the School Nutrition Program. **This *Bad Check Policy* also applies to any checks submitted to Boonsboro Elementary Main Office.**

A breakfast program is provided for students and adults. Students buying breakfast or lunch for the week should pay in the cafeteria on Monday morning. Parents are welcomed and encouraged to eat with their children, however we encourage parents to patronize our cafeteria by purchasing a school lunch. Fast foods are discouraged.

The cafeteria serves as a lunchroom where excellent food is served. It is also a place where good human relations and good manners are developed. All students are expected to practice good table manners and to clean up their eating areas when done.

1. DISCIPLINE

Students are expected to treat others politely and with respect. Good citizenship requires one to be prompt, courteous, and respectful. One of our main goals is to provide a positive learning environment where self-discipline is instilled.

No student will be permitted to interfere with the teaching process or to prevent another student from learning. Children are expected to treat adults and classmates with respect, to use school property with care and consideration, to have necessary books and supplies, and to complete assignments on time.

When necessary, appropriate disciplinary measures may be administered. It is important for the home and the school to work cooperatively with a discipline plan designed to help a student if behavior does not meet expectations.

**All students and parents are required by law (VA code 22.1-279.3) to read and sign the Bedford County Student Code of Conduct.**

**SCHOOL-WIDE DISCIPLINE PROGRAM**

**Adopted August, 2013**

The faculty and staff of Boonsboro Elementary are committed to developing a positive community. We utilize a school-wide discipline plan that focuses on a pro-active approach to solving problematic behaviors. The students are taught appropriate school behavior and all faculty and staff reinforce those desired behaviors.

All students are taught the Boonsboro Elementary School (BES) motto:

**B**e responsible

**E**ncourage everyone

**S**how respect

These are our expectations. The children are taught how these expectations look and sound in all school settings, e.g. in the classroom, hallways, cafeteria, bathrooms, playgrounds, and on the bus. Teachers help students adopt these behaviors by teaching and modeling appropriate behaviors the first few weeks of school. This positive approach helps students take responsibility for their own actions.

In the event that a child requires more than a verbal correction, we use a discipline form to record the behavior incident. Discipline responses are based on the Student Code of Conduct. Parents are always informed when a discipline form has been submitted to administration. The faculty and staff of BES encourage you to partner with us to provide a safe school community and a positive learning environment for all children.

1. GENERAL RULES (In addition, see Code of Student Conduct Book):

The rules and regulations that govern the student body at Boonsboro Elementary were developed to ensure the safety and appropriate conduct of each student. The staff requests that parents read and discuss the following rules with their children:

1. Students are expected to attend school regularly and on time.
2. Students are expected to conduct themselves in an orderly and courteous manner.
3. Students are expected to accept the leadership and authority of the principal, teachers, and school staff.
4. Students are expected to be attentive in class and complete assignments punctually to the best of their abilities.
5. A student's parents or guardians will be responsible for any school property destroyed or defaced.
6. Students are expected to show respect for the rights and property of others.
7. Students are prohibited from bringing toys, sports equipment, or electronic devices, and any weapons or look-alike weapons to school.
8. All the above rules are also to be observed at after-school activities.
9. STUDENT RECORDS

The Bedford County School Board has adopted *Management of the Student's Scholastic Record in the Public Schools of Virginia* (Revised, 1989) as the formal procedures and regulations regarding the management of all student records. Any questions regarding the management access or release of student information should be directed to the building principal or Office of Pupil Personnel Services.

All students will have a cumulative folder that is housed in their base school. Authorized school personnel have access to these records. Student records are available to help plan in the education of the child. The student's teacher shall use these records carefully and for the benefit of the student. Under no circumstances shall third parties view the student record without written consent of the pupil's parent or legal guardian and the building principal's knowledge and consent.

Upon appointment, the parent or legal guardian may see his or her child's cumulative folder with authorized school personnel present. By the time a pupil spends his tenth year in school, he may view his permanent folder under supervision of authorized personnel. Any student 18 years old or older has access to his records.

1. PARTIES

Two parties are held in the classrooms each year. The dates have traditionally fallen towards the end of each semester. The school establishes the specific dates each school year. **Invitations to private parties may not be passed out at school.**  They should be mailed.

**Personal addresses and phone numbers cannot be given out through the office.** They can be found in the Student Directory.

1. SCHOOL PICTURES

School pictures are taken at the school as a service to parents and students. Pictures are usually taken in the fall and spring. Profits from the sale of pictures go toward the purchase of instructional materials. No purchase is required at any time by the student or parent.

1. CRISIS PLAN

In the event that our school needs to be evacuated, a crisis plan is in place. The children will be bused or walked to a safe location where parents would be notified to pick them up.

1. PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

The Virginia code now requires all public school students to participate in the Pledge of Allegiance and the moment of silence each day. “No student shall be compelled to recite the pledge if he, his parent or legal guardian objects on religious, philosophical, or other grounds to his participating in this exercise. Students who are exempt from reciting the pledge shall quietly stand or sit at their desks while others recite the pledge”.

PARENTS

1. RESIDENCY

The Code of Virginia states that a parent or guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child. All students attending Bedford County Public Schools must live with a parent or legal guardian whose **primary residence** is in Bedford County. Students living outside of Bedford County may apply to attend as tuition paying students.

1. CONFERENCES

Boonsboro Elementary School encourages the use of conferences between the child's home and the school. Parent/Teacher conferences are held two times during the school year to provide an opportunity for parents and teachers to discuss and plan student progress. These conferences are individually scheduled at the convenience of parent and teacher. Conferences are also held any time a parent or teacher feels the need and are not necessarily required to be face-to-face meetings. Parents are asked to call the school office to schedule conferences with teachers**.**

1. NON-CUSTODIAL PARENTS

**The Code of Virginia allows non-custodial parents to participate in school related activities such as lunch breaks, conferences, and extracurricular activities. The law states that unless there is a court order to the contrary, non-custodial parents cannot be denied the opportunity to participate in school related activities.**

1. PARENT INVOLVEMENT

One of the major strengths of Boonsboro Elementary School is parent participation as partners in their child's education. Many opportunities are available for parent involvement, including: open house, field trips, active participation in P.T.A., volunteer parents and room helpers.

Parents' involvement in the education of their children is not confined to the school property. Parents are encouraged to read with their children on a regular basis; talk with their children about their daily school experiences; and observe their children as homework and class projects are completed.

A parent's active involvement in the education of a child is very important to that child. When a child observes the importance that parents place on education the child's interest in education is heightened. Your cooperative participation in the education of your child beyond the classroom walls helps all of us.

1. P.T.A.

The Boonsboro Elementary School Parent-Teacher Association (P.T.A.) is an active organization in the school community. **All parents are encouraged to join this organization.** Parents are urged to *attend* and *participate* in the regularly scheduled P.T.A. meetings which are held the third Thursday of the month. Your involvement is very important to us. A schedule of general membership meetings and programs will be sent home at the beginning of the school year.

1. FUNDRAISING ACTIVITIES

Throughout the school year the P.T.A. and the school will promote fundraising activities to enhance the educational programs of the school. Participation in any fundraising activity is voluntary, no student or family is required to participate. At no time will elementary school students be required to participate in door-to-door solicitation.

1. HEALTH SERVICES

The staff is concerned with the health and safety of students. A registered nurse is assigned to supervise health services and maintain contact with parents. The Boonsboro school nurse is available daily from 8:30 a.m. - 1:30 p.m.

The health program is an integral part of the physical education and instructional programs. In case of accident or illness, only first aid will be administered. Parents will be notified if the situation should require emergency treatment. If adults listed on the Emergency Card cannot be contacted the family physician will be called for instructions or the Rescue Squad may be called.

1. VISION AND HEARING

Students in Kindergarten, 3rd Grade, and all new students, are screened for possible vision and hearing problems. Students in other grades may be screened as time permits. If problems are suspected, parents will be notified.

1. SPECIAL PROBLEMS

If a child has a special health problem, it should be written on the Emergency Information Card and the teacher should be informed in writing by the parent. A meeting with the school nurse should be scheduled.

1. MEDICATION

Medication will be administered only in accordance with the instructions on the original medication container, and the original container must be accompanied by a completed “Permission to Dispense Medication” form. All medications must be kept in the school clinic. **The school is not allowed to administer aspirin or any internal drug without parent permission.**

If medicine must be given at school, we must have the correct dosage in the original bottle labeled with child's name and the time to give the medication. **Medication to be given 3 times per day should be given before the child leaves home, when he or she returns home and then at bedtime. If possible, medicine should be given at home.**  **Medicine sent to school not meeting the conditions above WILL NOTbe administered to the child.**

1. IMMUNIZATIONS

State law requires certain immunizations: diphtheria, tetanus, whooping cough, polio, mumps, measles, chicken pox, and hepatitis B. **In order for a student to attend school, medically validated records of such immunizations must be on file.**

TITLE IX GRIEVANCE PROCEDURE

Bedford County Public Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs, activities, or employment practices, as required by Title VI, Title IX and Section 504.

The person responsible for the coordination of the school division efforts to meet its obligations under Section 504 and Title IX and their implementing regulations is: Dr. Douglas Schuch, Division Superintendent; P.O. Box 748; Bedford, VA 24523 (586-1045, Ext. 257).

WHO TO ASK

|  |  |
| --- | --- |
| Accelerated Reader – Anna Jenkins | Media Center – Sylvia Vrobel |
| Assemblies – Beth Williams | Music – Katie Lum |
| Attendance – Tracy Ferguson | SOLs – Beth Williams & Sara Robinson |
| Bookkeeping – Kathy Abbott | Student Records – Tracy Ferguson |
| Cafeteria – Danna Malone | TAG – Anne Barrow |
| Clinic – Gwen Natyzak | Testing – Sara Robinson |
| Guidance Services – Sara Robinson | Tuition – Kathy Abbott |
| Immunizations/Medications – Gwen Natyzak | Yearbook – Kathy Abbott |
| Instruction – Beth Williams |  |

Boonsboro Elementary School

Principal: Mrs. Elizabeth Williams

1234 Eagle Circle Drive; Lynchburg, VA 24503

434-384-2881(Office) 434-384-4661(Fax)

**NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student’s scholastic records. They are:

1. The right to inspect and review the student’s scholastic records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the school principal or his/her designee a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s scholastic records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student’s privacy under FERPA.

* Parents or eligible students may ask Bedford County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to provide written consent before the school discloses personally identifiable information (PII) contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent.

* FERPA permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on a School Board; a person or company the school division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review the scholastic records in order to fulfill his or her professional responsibility.
* Upon request, the school will disclose scholastic records without consent of the parent/guardian or other person having control or charge of the student, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. Whenever a student transfers from Bedford County Public Schools, a copy of the scholastic record, including disciplinary records will be transferred to the school division the students transfers to upon request from the receiving school division. Disciplinary records include school records related to disciplinary action taken against a student for violating School Board rules or policies on school property or at school-sponsored events.
* Reference Bedford County Public Schools Policy JO – Student Records for additional exceptions that FERPA authorizes disclosure of personally identifiable information without consent.

1. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U. S. Department of Education

400 Maryland Avenue, SW

Washington, D. C. 20202

**NOTICE FOR DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Bedford County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bedford County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bedford County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

* A playbill, showing your student’s role in a drama production;
* The annual yearbook;
* Honor roll or other recognition lists;
* Graduation programs; and
* Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Directory information for high school students will be released to military recruiters or institutions of higher education that request this information. If you do not want Bedford County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 28, 2013. The high school will provide an “opt-out” form if requested. Bedford County Public Schoolshas designated the following information as directory information**:**

* Student’s name
* Address
* Telephone listing
* Grade level
* E-mail address
* Photograph
* Date and place of birth
* Major field of study
* Dates of attendance
* Participation in officially recognized activities and sports
* Weight and height of members of athletic teams
* Degrees, honors, and awards received
* Most recent educational agency of institution attended
* Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –

1. Political affiliations or beliefs of the student or student’s parent;

2. Mental or psychological problems of the student or student’s family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance,

administered by the school or its agent, and not necessary to protect the immediate health and

safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or

screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from

students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing,

sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

Bedford County Public School District has adoptedpolicies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes (Reference: BCPS Policy KFB, School – Community Relations). Bedford County Public Schools will notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Bedford County Public Schoolswill notify parents and eligible students of the specific or approximate dates of the activities or surveys if the District has identified them at the start of the year. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out. Parents will also be provided an opportunity to review any pertinent surveys. The following are covered under this requirement:

* Collection, disclosure, or use of personal information for marketing, sales or other distribution;
* Administration of any protected information survey not funded in whole or in part by ED;
* Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202