

**Valley
Elementary
School**

98 Panther Drive
Hot Springs, VA 24445
Phone: 839-5395 or 839-5394
Fax: 540-839-5392



BATH COUNTY PUBLIC SCHOOLS

2015-2016 DIVISION CALENDAR

Bath County High School
464 Charger Lane Hot Springs, VA 24445
540-839-2431

Valley Elementary School
98 Panther Drive Hot Springs, VA 24445
540-839-5395

Millboro Elementary School
411 Church Street Millboro, VA 24460
540-997-5452 / 540-839-5804

Monday	August 10.....	New Teachers Report (8:15 AM-3:30 PM)
Tues.-Tuesday	August 11-18.....	All Teachers Report (8:15 AM-3:30 PM; 30 min. lunch) (Inservice & Workdays will be defined by Pre-School Workday Calendar)
Wednesday	August 19.....	FIRST PUPIL DAY
Monday	September 7.....	Labor Day Holiday
Monday	September 21.....	Progress Reports Sent Home
Friday	September 25.....	Early Release 12:30 PM (If Delayed Opening – Becomes Full Day) Teacher Inservice 1:00-3:30 PM
Thursday	October 22.....	1st Grading Period Ends Early Release 12:30 PM (If Delayed Opening – Becomes Full Day) Teacher Workday 1:00-3:30 PM
Thursday	October 29.....	Pupil Holiday Teacher Inservice 8:00 AM-12:00 PM Parent-Teacher Conferences (Report Cards) 1:00-4:00 PM & 4:30-7:00 PM
Thursday	November 19.....	Progress Reports Sent Home
Mon.-Friday	November 23-27.....	Fall Break -- Thanksgiving Holiday
Thurs.-Monday	December 17-21.....	BCHS Exams - Full Day (pending any days missed)** (Exams + Review)
Tuesday	December 22.....	BCHS Exams (pending any days missed)** Early Release 12:30 PM (If Delayed Opening – Becomes Full Day) Teacher Workday 1:00-3:30 PM
Wed.-Friday	Dec. 23-Jan. 1.....	Christmas & New Year's Holiday
Monday	January 4.....	School Resumes / Students Return
Friday	January 15.....	2nd Grading Period Ends / End of Term I Early Release 12:30 PM (If Delayed Opening – Becomes Full Day) Teacher Workday 1:00-3:30 PM
Monday	January 18.....	Pupil Holiday / Teacher Workday 8:15 AM-3:30 PM
Monday	January 25.....	Report Cards Sent Home
Thursday	February 25.....	Pupil Holiday / Teacher Inservice 8:00 AM-12:00 PM Parent-Teacher Conferences (Progress Reports) 1:00-4:00 PM & 4:30-7:00 PM
Friday	February 26.....	Pupil Holiday / Teacher Workday 8:15 AM-3:30 PM
Thursday	March 24.....	3rd Grading Period Ends Early Release 12:30 PM (If Delayed Opening – Becomes Full Day) Teacher Workday 1:00-3:30 PM
Fri.-Tuesday	March 25-29.....	Spring Break
Tuesday	April 5.....	Report Cards Sent Home
Monday	April 18.....	Pupil Holiday / Teacher Inservice 8:15 AM-3:30 PM
Monday	April 25.....	Progress Reports Sent Home
Tues.-Thurs.	May 24-26.....	BCHS Senior Exams - Full Day (pending any days missed)** (Exams + Review)
Monday	May 30.....	Memorial Day Holiday
Tues.-Thurs.	May 31-June 2.....	BCHS Exams - Full Day (pending any days missed)** (Exams + Review)
Friday	June 3.....	BCHS Exams (pending any days missed)** Early Release 12:30 PM (If Delayed Opening – Becomes Full Day) LAST PUPIL DAY Teacher Workday 1:00-3:30 PM
Mon.-Tuesday	June 6, 7.....	Teacher Workdays (8:15 AM-3:30 PM; 30 min. lunch) (There will be <u>two</u> (2) teacher workdays following the last pupil day.)
Friday	June 10.....	Report Cards Mailed Home (no later than one week after last day of school)

School Board Approved 4/8/15

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A current copy of
division policies is
available on the
division's website and
in the main office.

2015-16 Personnel Directory

Division Superintendent, Clerk of the Board, Instruction & Personnel – Sue Hirsh
Director, Technology, Testing, Administrative Services – Paul Lancaster
Director, Special Education & Pupil Personnel Services – Jane Hall
Business Manager – Justin Rider
Director, School Nutrition & Wellness – Lumina Shifflett



School Board Members

Rhonda Grimm, Williamsville District;
Cathy Lowry, Valley Springs District;
Bill Manion, Millboro District;
Ellen Miller, Warm Springs District; and
Eddie Ryder, Cedar Creek District

Mr. Kevin Kendall, Principal
Mrs. Tracie Reed, Secretary/Bookkeeper
Mrs. Sarah Burns, Secretary

Grade Level Teachers

Mrs. Lori Ford- Preschool
Mrs. Anita McGuire - Kindergarten
Mrs. Marjorie Hevener - Kindergarten
Mrs. Erin Simmons - First Grade
Mrs. Tina Fisher - First Grade
Mrs. Erin Gilbert - Second Grade
Miss. Esther Allman - Second Grade
Mrs. Selina Abbott - Third Grade
Mrs. Melinda Turner - Third Grade
Mrs. Diane Davis - Fourth Grade
Mrs. Jean Harold - Fifth Grade
Mrs. Karen Gaduyon - Fifth Grade
Mrs. Alex Avery - Sixth Grade Homeroom
Sixth and Seventh Grade Science
Mrs. Kristy Humphreys-Sixth Grade Homeroom
Sixth and Seventh Grade Social Studies
Mrs. Angie Keyser - Seventh Grade Homeroom
Sixth and Seventh Grade English
Mrs. Susanna Paxton-Seventh Grade Homeroom
Sixth and Seventh Grade Math

Specialists

Mrs. Debbie Chaplin - Librarian
Miss. Katie Mihaly - Guidance Counselor
Ms. Kimberly Craig - Art
Mrs. Jamie Cvecich - Special Education
Mrs. Beth Hart - Special Education
Mrs. Sarah Redington - Special Education
Mrs. Shannan Waldeck - Title I Reading
Miss. Charity Reish - RTI
Ms. Connie Forsyth - Physical Ed/Health
Mr. Keith Lindsay - Physical Ed/Health
Mrs. Lorri Gibson - Speech/Language Therapist

Mrs. Melinda Hooker - Band
Mrs. Tammy Lindsay - Music/Title I Director
Ms. Sarah Lythgoe - Phys. Therapist Assistant
Ms. Melanie Mason - Physical Therapist
Miss. Katelyn Willoughby - Behavior Specialist
Ms. Shiela Riley - Occupational Therapist

Instructional Assistants

Ms. Krista Armstrong - Computer Lab
Mrs. Marissa Chestnut - Preschool
Mrs. Michelle Bush - Title I
Mrs. Kimberly Call
Mrs. Becky George
Mr. Jason Rowe

Support Staff

Mrs. Deborah Swearengin- Cafeteria Manager
Mrs. Lisa McComb - Cafeteria
Mrs. Brett Moyers - Cafeteria
Mrs. Kathy Robertson - Cafeteria
Mrs. Kimberly Smith - Cafeteria
Mr. Hershel Adkins - Custodian
Mr. Paul Dean - Custodian
Mr. Keith McElwee - Custodian

Bus Drivers

Ms. Beverly Adkins
Mr. Stevie Hodge
Mr. David Liptrap
Mr. Ronnie Liptrap Sr.
Mr. Gray Peery
Mr. Harold Keyser
Mr. Steve Sweitzer

PHILOSOPHY OF VALLEY ELEMENTARY SCHOOL

Believing education to be both the basis for and the unifying force in a democratic society, the faculty and staff of Valley Elementary School seek to develop each student to his/her fullest potential. Hopefully, this will enable him/her to become a contributing member of society. To this end we strive to instill in each individual, respect, self-discipline, responsibility, appreciation of the aesthetic, and critical thinking.

The faculty and staff of Valley Elementary School also seek to provide a learning environment that enables a student to perform basic academic skills in accordance with his/her ability; develop habits conducive to sound health, safe living and mental well-being; discover the joy of learning through understanding, caring, patient teachers.

In a rapidly developing society, change is inevitable. New teaching techniques and instructional methods are steadily coming to light. The faculty and staff of Valley Elementary School commit ourselves to the re-evaluation and modification of teaching techniques and instructional methods to take into account these changes.



Mission Statement

Valley Elementary School will provide all children with opportunities to develop their potential in a secure, nurturing, and stimulating environment, through the cooperative efforts of staff, parents, and the community.

OBJECTIVES FOR VALLEY ELEMENTARY SCHOOL

1. Create a classroom environment in which each child can reach his/her potential and experience some degree of success in the learning process.
2. Develop communication skills that enable the individual to share ideas with his/her peers as well as older adults.
3. Provide opportunity for children to assume responsibility for learning through activities such as planning, executing and evaluating individual and group work within the classroom.
4. Enable the individual to master the life-skills needed to live successfully in a changing environment.
5. Encourage critical thinking so that each student can make intelligent decisions in regard to environmental, social, political and cultural issues.
6. Arouse in each student an appreciation for his/her heritage, a sense of patriotism, and a respect for the natural world.
7. Provide the structure for assertive discipline through which each individual can assume responsibility for his/her behavior at school.



1. ACCELERATED READER

Accelerated reader is a voluntary reading incentive program. The purpose of the program is to encourage children to read more during the school year and to foster a love of reading that will carry on through their lives. The program offers incentives to encourage student participation. At the end of the year, students completing the requirements of the program will be eligible to participate in final reward activity of the principal's choosing. **Students ineligible for the reward activity should still attend school – it is a regular school day. If a student chooses not to attend school because they are ineligible to attend the reward, they then become unable to participate in the AR program the following year.** More information on the AR program will be handed out at the beginning of the school year.

2. ANNOUNCEMENTS

The school day will begin with the Pledge of Allegiance, the ROAR Pledge, the Moment of Silence and any necessary announcements.

3. ASSEMBLIES

A student's behavior at assemblies should be refined and courteous. Whether guests are present or not, each student is responsible for the impression made by the school as a whole. Unacceptable assembly conduct includes whistling, uncalled-for-clapping, boisterousness, and talking during a program. Unacceptable behavior during an assembly could result in the child's removal from the assembly.

4. ATTENDANCE

Regular school attendance is necessary for students to receive the full benefit of public education. In addition, state compulsory attendance laws mandate school attendance until age eighteen. As such, all parents and students must accept responsibility for regular student attendance in school.

When a student is absent from school, parents or guardians should call the school to report the student's absence by 10:00 am. If no telephone is available, then upon the student's return to school, the parent or guardian must send a written note stating the reason for the student's absence. Parents or guardians will be notified by telephone whenever a student does not attend school and the school is not aware of the reason for the absence.

All absences other than those listed below as unexcused shall be considered 'excused' if oral or written communication is received from the parent or guardian **within two school days**. Three types of absences are considered unexcused:

1. No oral or written communication regarding a student's absence is received from the parent or guardian within two school days
2. Skipping School
3. Out of school suspension

The following reasons given for excused absences will not affect a student's ability to earn course credit.

1. Medical/dental appointments or personal illness (medical documentation required)
2. Illness, death, or funeral in the family limited to parents, siblings, aunts, uncles, and grandparents
3. Students sent home by the school nurse
4. Recognized religious holidays
5. Lawyer/court official meeting (court documentation required)
6. School-sponsored activities
7. Pre-arranged absences with prior approval of the building administrator

Attendance letters will be sent home to parents or guardians notifying them when a student has been absent a total of five and ten days during a school year. Upon accumulation of fifteen days of school absences, the principal will send a summary of absences and reasons given for the absences to the superintendent. Juvenile court officials will be notified of excessive student absences; court intervention will be sought after other strategies have proven ineffective. A daily record will be maintained for tardies and early dismissals, noting the time and reason given by the parent/guardian. Parents or guardians will be notified in writing when tardies and early dismissals become excessive. Three tardies and/or early dismissals equal one absence.

Makeup work for absences will be due three days after the student returns to school (Example: If a student is absent on Monday, and returns on Tuesday, then makeup work is due on Friday). For absences of more than one day, students will be given an extra day (up to a maximum of five days) to complete makeup work for each additional day of absence. The building administrator may make exceptions for extenuating circumstances (Example: hospitalization).

The following is used to define perfect and outstanding attendance.

Perfect Attendance*

Attending school all day constitutes perfect attendance. This includes no absences, no tardies, and no daily early departures during the school year.

Outstanding Attendance*

Students that miss three or less days during the school year have outstanding attendance. This may include full days missed and/or tardies or early departures.

See BCPS policy JED and JED-R for more information.

5. BUS PASSES

If a student wishes to go home with another student, **both students must bring permission slips from home** stating that such action is permissible with **both sets of parents. Notes should contain date, name, phone number of parent/guardian granting such permission, and the address of the home your child will be going to.** Passes to ride another bus or to get off at a stop other than the student's designated stop must be obtained from the office. Any student who does not obtain the pass will be denied permission to ride another bus, nor will he/she be allowed to get off the bus at any stop other than his/her own stop. If it is necessary for a student to ride another bus periodically throughout the year, parents should write "for the year" on the initial request.

6. CAFETERIA

Students are encouraged to enjoy the nutritious meals served at school. All children eat in the cafeteria whether they buy or bring their lunch. Student behavior at meals should be based on courtesy, good table manners, and cleanliness.

CAFETERIA RULES

- Sit at assigned table(s) and remain seated until finished eating, **except to get a drink of water.**
- Make one trip to return tray and/or dispose of trash.
- Discard recyclable materials in the container provided.
- Enjoy talking with your friends at a conversational level – NO loud talking or shouting.
- **Soft drinks**, in cans or bottles, are **NOT allowed** in the cafeteria.
- Selling or trading food or drink to/with other students is **NOT allowed.**
- Follow the directions of all school staff.
- Food must be eaten in the cafeteria. Students are not allowed to take trays to the classroom to eat.
- Students may have water with his/her meal. Please ask the cashier for a cup of water or get water in the provided cup from the water fountain.

The parent or guardian of a student with an allergy and/or special dietary needs, **must annually submit** the form "Physicians Statement for Students with Special Dietary Needs". This form is available through the main office and must be returned to the cafeteria manager in order for changes to be made in the foods served to that student. The doctor needs to list the substitutions that are to be used for the student. Should a student have a milk allergy, juice may not be served as the substitute, lactose-free milk will be offered in place of milk.

Prices for school meals are as follows:

Breakfast	PS – Grade 5	\$.90 (Reduced \$.30)
	Grades 6 & 7	\$1.15
	Adult	\$1.50
Lunch	PS – Grade 5	\$1.65 (Reduced \$.40)
	Grades 6 & 7	\$1.90
	Adult	\$2.75

Extra milk, juice, or a la carte items may be purchased at posted prices.

Students have an assigned identification number they will use when going through the breakfast and lunch line. Students may pay for meals in advance or as they come through the line to eat a meal. We are not operating the cafeteria with charge accounts. Please be sure to keep money in your child's account at all times. If you are not sure about how much money is in your child's account, please phone the cafeteria at 839-5393 between the hours of 9:30 and 10:30 AM or between 2:00 and 2:30 PM and the cafeteria manager will look up that information for you. **Parents are responsible for informing the cafeteria staff that their child may not purchase additional food items from his/her account.**

On the first day of school, each student will receive an application for free/reduced price meals. If appropriate, the application should be completed and returned to school for review and approval. Parents or guardians will receive written communication noting approval or disapproval. Students receiving free/reduced price meals the previous year will continue to be served for a maximum of the first 30 school days. **If a free-and-reduced application is not completed within the first 30 days of school, parents are responsible for paying for any food items purchased by their child after the 30th school day.** When your child or children receive free or reduced lunches and get extra food, parents are responsible for paying for the extra food.

Parents or guardians of students receiving free/reduced price meals are required to inform the school of any income increase during the school year. As income decreases, application for free/reduced price meals may be made at any time. During each school year, there will be a random review (audit) of free/reduced price meal applications. **Proof of income will be required for any applications randomly chosen for verification.**

BREAKFAST AND LUNCH

Bath County Schools offer meals that meet the Dietary Guidelines for Americans set by the United States Department of Agriculture.

For breakfast there are three required food items offered daily: grain, milk, fruit or vegetable. Usually two grains are offered, but sometimes there will be one grain and one meat item offered at Breakfast. One cup fruit or vegetables are served at breakfast, only one-half cup may be juice. At least one-half cup must be taken to count as a reimbursable meal.

NOTE: Breakfast is not served on days when school opening is delayed. Lunch begins soon after arrival to school.

Breakfast is priced as a unit at .90¢ for students in grades PS-5, and \$1.15 for students in grades 6 and 7. If a student chooses only two items for breakfast, then they must be charged a la carte prices per item chosen because this is not considered a reimbursable meal. The price for two items may exceed a full breakfast price.

If your child/children do not eat breakfast at home, please encourage him/them to eat breakfast at school. Studies have shown that students, who eat breakfast, concentrate and perform better in school.

For lunch, students must be offered five required items. Food items offered include meat, dairy, grain, fruit, and vegetable. Students in PreK-5 pay \$1.65 for lunch, and grades 6-7 pay \$1.90 for lunch.

Grades 2-7 are given the option of "Offer vs. Serve" (OVS). It is designed to cut back on food waste. Students in grades 2-5 may decline one item. Students in grades 6 and 7 may decline two items. All grades must be served at least one-half cup of a fruit or vegetable to be considered a meal.

Lunch is priced as a unit. If a student chooses to decline one or two items he/she still pays the price of \$1.65 for students in grades 2-5 and \$1.90 for students in grades 6 and 7. If three items or four items are not chosen, (depending on grade level), then the student pays the a la carte prices, which usually cost more than the price of a full meal.

The cafeteria staff will help students understand what will count as a full meal. It is our goal to serve the students nutritious reimbursable meals in hopes of the student performing to his/her full potential in the classroom. Please encourage your son/daughter to ask questions while going through the line.

CAFETERIA COLLECTION PROCEDURES

Our system for collecting breakfast/lunch monies is computerized and is set up to allow for prepayment for the meals. Parents may choose to pay by the week, month, or more if so desired. As the student eats his/her meal the amount for said meal and any a la carte items are deducted from his account. If a student forgets his lunch money, he will not be denied his meal. Should a student owe money for meals, we will attempt to reach a parent by phone and/or a letter will be sent to the parent asking for money to be sent to cover the meals.

7. CALENDARS

The 2015-2016 division calendar is printed on the inside front cover of this handbook. Monthly school calendars will be available on the Bath County Public Schools web page (<http://www.bath.k12.va.us>), and monthly school calendars will be distributed. Calendars are subject to change due to inclement weather days.

8. CHEATING

Cheating is not acceptable conduct. A student suspected of or caught cheating will be confronted immediately, privately if possible. The student will be allowed to complete the assignment, but the teacher will conduct an investigation and, if necessary, refer the situation to the principal.

9. CHECKS

Any person passes any check or draft, for payment to the school, which is subsequently returned for insufficient funds or because there is no account or the account has been closed, shall pay to the school a fee, in the amount of twenty dollars (\$20.00), in addition to the amount of such check or draft.

10. DIGITAL DEVICE REGULATION (cellular phones, mp3 players, iPods, iPads, Tablets etc.)

BCPS regulation JFC-R: Possession of cellular telephones, or similar devices: Students may possess a cellular telephone, or other communications device, mp3 player, iPod, iPad, or other Tablet on school property, including school buses, provided that the device must remain off and out of sight during the instructional day. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

Bath County Public Schools recognizes parental concern about student safety while traveling to and from school and events and while at school. Therefore, BCPS will allow students to possess digital devices (including any electronic recording, play-back or storage device) provided the following rules are strictly adhered to:

- 1) **Bath County Public Schools-faculty or staff members will not be held responsible at any time for any form of loss, theft, and/or damage to any digital device that is brought to school.**
- 2) Digital devices must be TURNED OFF upon entering the school building and can be turned back on upon leaving the building. Use of personal iPads and other tablets of 5 inches or greater during class will be left up to teacher discretion.
- 3) Digital devices are to be turned off and placed in lockers, backpacks or purses. Those not placed will be subject to confiscation if seen or heard.
- 4) Students are expected to report to the office to make any outgoing calls.
- 5) Parents are expected to call the school to contact their children.
- 6) At no time should a student ask a bus driver to speak to a parent or guardian on a cellular phone. **ALL** changes in bus transportation **MUST** be routed through the main office so that proper bus passes and documentation can occur. Should an unfortunate event occur, it is imperative that the school have accurate information as to the whereabouts of each student.
- 7) Violation of this policy will result in the following consequences:
 - a. 1st offense

Digital device will be confiscated and brought to the office for **ONE DAY.** (Device will only be returned to parent or guardian. Digital devices will not be returned to students.)

b. 2nd offense

Digital device will be confiscated and placed in the school safe for **ONE WEEK (7 days).** (Device will only be returned to parent or guardian. Digital devices will not be returned to students.)

c. 3rd offense

Digital device will be confiscated for **THIRTY (30) days** and placed in the school safe. The student will be assigned in-school suspension. (Device will only be returned to parent or guardian. Digital devices will not be returned to students.)

d. Offenses beyond three:

Digital device will be confiscated for another period of **THIRTY (30) days** and the student may be suspended from school. (Device will only be returned to parent or guardian. Digital devices will not be returned to students.)

e. Refusal to relinquish device:

A student may be asked by any staff member to relinquish their digital device. Failure to do so will be viewed as defiance and referred to the office. The principal then reserves the right to confiscate the device for any of the established time periods. Failure to relinquish the device to the principal will result in suspension.

- 8) The above consequences will apply regardless of to whom the digital device belongs. In other words, student A borrows student B's phone and is in violation of the policy. Student B's phone is confiscated. Student A has committed his/her first offense. Next offense by student A will place him/her at the 2nd offense level.

11. DISCIPLINE and SCHOOL RULES

Our goal in discipline and conduct is to provide Valley Elementary a positive and safe place to learn. However, we are also aware that discipline concerns will come up each day. Some of those concerns can be easily handled in the classroom by the teacher. Each teacher will have a written plan that communicates to the students and to parents the expectations and consequences in classroom behavior. This plan will also be on file in the office.

A character development program is also in effect to recognize students modeling positive character traits. Each month a different trait is featured and the guidance counselor, as classroom teacher, works with the trait during lessons and other activities to point out the actions of someone with this trait.

Everyday concerns will be taken care of through the teacher in working with the student and/or talking with parents before bringing that concern to the principal. When the student is sent to the office, he/she will come with a referral to the office that describes what has been done to work with the student in the past or what has brought this to an office referral.

Certain violations of the school Standards of Conduct warrant a direct office referral without working with the student to solve the situation in other ways. The following are those referrals that can have students sent to the office without going through the entire classroom plan:

1. Dress code violations-- Result in calling the parents by the principal to bring appropriate clothing.
2. Profane, Obscene or Abusive Language
3. Threats or intimidation
4. Fighting
5. Any drug or alcohol possession
6. Possession or use of a weapon
7. Unacceptable use of the Internet
8. Vandalism

A committee of teachers and staff members from both elementary schools worked collaboratively to create a matrix of school expectations. (See appendix A.) This committee also created a school wide reward system which includes three levels of rewards for students to recognize their positive behavior. More information will come home with students the first week of school.

12. DRESS CODE

The administration maintains the right to demand that clothing be appropriate and not distract from the learning environment. Students should consider school as a place of business where they are learning both academic and

social skills. Therefore, they are expected to wear attire appropriate for business/school day activities. The following are specific regulations governing this area:

- Hats, headgear, and dark glasses will not be worn or carried inside the school building. Hooded sweatshirts are acceptable. However, hoods may not be worn in the building during the school day.
- All shorts, dresses, and skirts, etc. must fit appropriately and must extend below the longest finger on either hand when both arms and hands are fully extended at the student's side. Due to the physical characteristics of certain students, any exceptions to this rule must be approved by the parent and the school administration.
- All appropriate undergarments must be worn and completely covered at all times. Undergarments should not be visible through shirts or tops. **Students may not wear pajamas to school.**
- Shirts/blouses altered or enlarged at the waist, neck, or under arms, are not appropriate attire. Shirts/blouses must fit appropriately, and the midriff must be covered at all times.
- Any student in grade 3 or above is not allowed spaghetti strap shirts or dresses.
- No excess cleavage should be revealed. Shirts must pass the "fingertip test". (Thumbs should be placed at the arm pit and hands extended straight across the chest parallel to the floor. If the shirt is below the fingers, then it is too low.)
- Shoes must be worn at all times, and shoes designed to be tied are to be tied. **Hunting boots are not allowed.** Flip flops are not permitted due to safety concerns.
- Lewd or suggestive clothing may not be worn (*Example*: "Big Johnson" tee shirts). Clothing or jewelry that advertises, glorifies, or symbolizes any illegal substance, including tobacco and/or alcohol products, should not be worn. Also, "Confederate" logo shirts will not be permitted.
- Pants must be worn around the waist as designed. Sagging pants and shorts hanging on hips are forbidden. Any pants worn low enough to expose boxers or underpants, even when covered with a shirt, are unacceptable.

No rule or regulation can adequately address changes in style or other inappropriate wearing of apparel. The principal will utilize her discretion in dealing with circumstances not specifically addressed in this handbook.

13. DRILLS

Drills and procedures will be discussed with students during the first week of school.

Fire drills are held each week during the first month of school and monthly, at irregular intervals, throughout the remainder of the school year. Exit routes are posted in each classroom. In the event of fire or other emergency, rules for leaving the building are as follows:

- Walk without talking.
- Move quickly and quietly to designated area.
- Quietly remain in designated area until the area leader releases you back into the building.

School bus drivers will conduct evacuation drills throughout the school year.

Tornado and lock down drills will be held each semester.

14. DRUGS, ALCOHOL, and TOBACCO

Valley Elementary School is a Drug Free School. Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is **prohibited on school property**. Please see the "Tobacco-Free School for Staff and Students" in the policy manual. (Policy GBEC)

Health instruction (K-7) will include drug, tobacco and alcohol prevention instruction. (Policy GBEC)

15. EARLY ARRIVAL AT SCHOOL

Students should not arrive at school before 7:45 AM. All students should report to the cafeteria. All students will be released to their homerooms at 8:15. Preschool students will be met at the entrance to the school and escorted to their classroom.

16. EMERGENCY CARE FORM

At Open House or on the first day of school, each student will be given an emergency care form to be completed annually by a parent or guardian. The form should be completed and returned to school the following day. Parents or guardians should notify the school if any information changes during the school year.

17. EMERGENCY SCHOOL CLOSINGS

BCPS uses the School Messenger System in case of inclement weather and emergency closings. See the division wide handbook for more information.

18. ENTRANCE REQUIREMENTS

Before being admitted to a public school for the first time, a student must provide documentation of a complete **physical examination** within one calendar year prior to entrance. Beginning July 1, 1992, form MCH 213-C must be used. The State Health Department provides this form to local health departments, private physicians, private schools, and day care centers. The form is also distributed at kindergarten registration.

Upon entry or transfer, documentary proof shall be provided of adequate **immunization** with the prescribed number of doses of vaccine indicated, as appropriate for the child's age:

DTP, DtaP, DT, or Td – Minimum of 3 doses with one being on or after the fourth birthday. Effective July 1, 2006, a booster dose of TdaP vaccine is required for all children entering 6th grade.

Polio – Minimum of 3 doses of OPV or IPV in any combination with one being on or after the fourth birthday.

Hib – Required only for children up to 60 months of age.

Hepatitis B – Minimum of 3 doses for all children born on or after January 1, 1994. Note: **Beginning July 1, 2001**, all children who have not received 3 doses of **Hepatitis B vaccine will be required to receive such immunization prior to entering school.**

Measles (Minimum of 2 doses), **Mumps** (1 dose), **Rubella** (1 dose) – Most children receive 2 doses of each because the vaccine is usually given as **MMR**).

Varicella – All susceptible children born on and after January 1, 1997, shall be required to have a dose of **chickenpox** vaccine not earlier than the age of 12 months.

An **original birth certificate** and **social security number** must be presented at initial school registration.

19. FIELD TRIPS

Field trips offer opportunities to extend learning opportunities for students, and it should be noted that field trips are a **privilege** offered to students that exhibit proper conduct in the classroom, in the school building and while riding the school bus. No student will be denied participation in a field trip because of the expense of the trip.

When field trips are planned, students who continually violate the school discipline plan, up to the time of the field trip, could be denied the opportunity for the trip. A student receiving a principal approved office referral within three weeks of a field trip will not be allowed to participate in the field trip. Academic difficulties (e.g. incomplete assignments) could also be a cause for denial of field trip opportunities. If a student misses a field trip, he or she could be required to do an alternative assignment of the teacher's choice.

Parents are encouraged to serve as field trip chaperones. Chaperones must ride the school bus. Parents that volunteer to go on field trips should not bring other children with them. Teachers and the principal will select

chaperones from the list of approved volunteers. Chaperones must complete the necessary forms in order to chaperone. Forms are available online or in the main office.

20. FUNDRAISING

Fundraising activities involving students must be approved at both school and division levels. Door-to-door sales by students are not allowed. Students may not participate at school in a fundraiser that is not directly related to the school.

21. GIFTED PROGRAM

The Bath County Public Schools recognize the need to develop the potential of each child's intellectual ability and curiosity. A number of students in each grade level require additional educational challenges beyond the scope of the regular curricula. Within this group of higher functioning students is a smaller number of students, functioning significantly above their peers, who require even more challenging educational experiences in order to maximize their individual potential. This latter group of students is identified as "gifted", and an individualized plan for differentiated instruction is developed for each student in one or both of the following areas - intellectual aptitude and specific academic aptitude.

Students are identified through the Child Study Team process, including screening, exploration of alternatives within the classroom setting, assessment, and implementation of individual student plans. Students may be referred to the committee by teachers, parents, students, and/or other qualified persons.

22. GRADING and REPORT CARDS

The evaluation of student achievement is an important teacher responsibility. The following grading system is in effect:

Kindergarten and Grade 1:

S	Satisfactory
W	Working On
N	Needs Improvement
Blank	Skill Has Not Been Introduced

Grades 2 – 7:

94-100	A	Excellent
86-93	B	Above Average
78-85	C	Average
70-77	D	Passing
Below 70	F	Failing

Art, Band, Music and Grade 2 History and Science:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

*An Incomplete is given only in cases due to illness or emergency the student is unable to complete assignments. An Incomplete on the report card becomes an "F" if work is not completed within an agreed upon time. Make-up work is the responsibility of the student.

Report cards will be issued four (4) times each school year, at the end of each 9-week term, and progress reports (for all students) will be sent home at the midpoint of each term. Parents or guardians should sign report cards and progress reports, as requested, and return them to school within three days.

Two parent-teacher conference days will be scheduled during the 2015-2016 school year, at the end of term 1 and the end of term 3. In addition to conferences scheduled on these days, a parent-teacher conference to discuss student progress can be scheduled at any time at the request of either party.

Pupils who fail two consecutive nine weeks will be referred to the Child Study Team.

Grade promotion requires an annual 70% achievement of curriculum objectives. Grade placement may be allowed for pupils who do not achieve 70% on non-basic subjects; however, retention will be automatic for those failing a course for the second year. Failure by students "placed" in a grade to achieve 70% achievement will result in automatic retention the following year.

To promote communication between school and home and to encourage organizational skills, homework planners and folders will be provided to all students in grades 2-7 (planners) and 2-7 (folders). Additional or replacement homework planners (\$1.50) or folders (\$1.00) may be purchased in school office.

Grades are available online for parents of students in grades 2 through 7. At the beginning of the year, you will receive log in information specific to your child.

23. GUIDANCE and COUNSELING PROGRAM

The Bath County School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student's parents object.

For the purposes of this policy, the following definitions apply:

- a) Academic Guidance - Guidance which assists students and their parents to acquire knowledge of the curricular choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary opportunities;
- b) Career Guidance - Guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities; and
- c) Personal/Social Counseling - Counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities, and aptitudes. Such counseling may be provided either (i) in groups in which generic issues of social development are addressed or (ii) through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s).

At least annually, parents will be notified in writing about the academic and career guidance programs, and the personal/social counseling programs which are available to students within the school division. Parents will be advised concerning the purpose, general description of the programs, how parents may review materials to be used in the programs, and procedures by which parents may limit the student's participation in the program. Information and records of personal/social counseling will be kept confidential and separate and not disclosed to third parties without parental consent or as otherwise provided by law.

It is the policy of the Bath County School Board with respect to personal/social counseling that parents may "Opt-Out" by notifying the school division in writing if a student is not to participate in the personal/social counseling program.

Counseling techniques that are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology are prohibited. See BCPS policy IJ for more information.

24. HALLS AND RESTROOMS

A student should be in the hall only at the beginning and close of school and while moving from one class to another unless he/she has staff permission or a special duty that requires him to be there. A student in the hall during class time must have a written pass indicating name, date, time, and reason for hall travel. Students are expected to be courteous at all times, considerate of students and teachers in classrooms, and to keep to the right when moving in the halls. Running and shouting in the halls are unacceptable.

Restroom breaks will be included in class schedules. Students are expected to travel directly to and from the restrooms. No horseplay or misuse of facilities will be tolerated.

25. HEALTH SCREENINGS

Health screenings are performed by the school nurse with assistance from the health department nurse. Vision and hearing screenings will be done on all new, third, and seventh grade students and a scoliosis screening will be done on all sixth graders. Also, the height and weight of all students is taken at the beginning of each school year by the physical education teacher.

A BMI (Body Mass Index) screening will also be done for 6th and 7th grade students. This screening is to track the incidence of overweight children so early intervention can possibly reverse the trend leading to adult obesity. Adult obesity leads to a higher risk for chronic, often fatal illnesses such as diabetes, heart disease, hypertension and stroke.

26. HOMEWORK

Homework can provide an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and his/her family, can be greatly enhanced by a sound program of homework. 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. Homework should be evaluated promptly and returned to the student. Appropriate rewards should be given to those students who successfully complete assigned work. Effort and competency should be recognized and rewarded.
6. Teachers should seek to determine the cause 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.
8. Homework should not be used for disciplinary purposes.
9. Teachers and administrators should take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.

27. HONOR ROLL (Grades 3-7)

Academic recognition is given through the Honor Roll published at the end of each 9-week grading period. The Principal's List will recognize students receiving all A's. The Teachers' List will recognize students receiving all A's and B's. In addition to grades, a student must have a satisfactory grade in ungraded subjects - physical education, art, music, and band.

To determine year end honor roll, an average will be taken of all four grading periods.

28. INSURANCE (School Related Accidents)

See division wide handbook for information.

29. LEARNING OBJECTIVES

Each grade level will provide the learning objectives and/or SOL's to be taught during the school year. SOL testing will be conducted at the end of each school year for grades 3 through 7. See BCPS policy IAA for more information.

30. LEAVING SCHOOL

A student is not allowed to leave the school building or grounds, except by his regular school bus, without permission from a parent or guardian. **Parents or guardians should report to the school office to sign out a student before taking a student from school.**

Any student leaving school grounds (including the school bus) without proper authorization is subject to suspension. A student who leaves the school building during an after-dark activity will be considered as trespassing. Parents and/or local law enforcement officers will be notified, as appropriate.

31. LIBRARY SERVICES

The Library Media Center will be open from 8:15 AM to 3:30 PM, Monday, Wednesday and Friday. Students are encouraged to use the library as much as possible as they become independent readers and researchers.

Preschool – fourth grade students will have scheduled library classes each week. Instruction will facilitate skills, promote interest in reading, and allow time for checking out materials. Classroom teachers will coordinate additional opportunities for student research.

Students are taught the proper care of books, and special attention should be given to ensuring the long life of library materials. Overdue notices are periodically issued. Parents or guardians will be responsible for lost or damaged items. The library media specialist with the principal's approval will set charges for damage or loss. Such fees will be based on the age, cost, and condition of the item(s).

LIBRARY RULES

- Conversation or loud noises should not disrupt those working in the library.
- The library should be kept neat and clean.
- Books and other materials should be handled carefully and returned to the designated area for re-shelving by the library staff.
- Magazines, newspapers, and reference materials should be returned to shelves after use.
- Only school staff should move AV equipment.

32. LOCKERS

Lockers are provided for students in grades 6 and 7. Each student is responsible for keeping his assigned locker clean and orderly. **Students may provide their own combination locks (no keys) and the combination must be turned into the office.**

The student privilege of using a locker may be taken away for damage or misuse. With reasonable suspicion (reasonable grounds to believe that property will be found which violates school regulations or may be harmful to the school or students) lockers may be searched by the school administration.

33. LOST and FOUND

Articles found in and around the school should be placed in the LOST and FOUND that will be located in the cafeteria. Owners may claim their property by identifying it. All clothing and other items remaining at the end of each semester will be donated or discarded.

-Parents are encouraged to see that their children's belongings are marked with their names.

34. MEDICATION

Medications will be administered at school following School Board Policy. A copy of the policy, "Administering Medications to Students", (**Policy JHCD**), is available in the division wide handbook. Questions regarding the policy should be directed to the principal. Medication Authorization Forms available upon request.

35. MINUTE OF SILENCE

Effective July 1, 2000, schools are required to open the school day with a minute of silence. The Code of Virginia, § 22.1-203 states:

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each division shall establish the daily observance of one minute of silence in each classroom of the division.

During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his/her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.

The Code of Virginia (§22.1-202) now requires each School Board require the daily recitation of the Pledge of Allegiance in each classroom of the school division. During the Pledge of Allegiance, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in appropriate salute if in uniform; however, 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 thus exempt from reciting the Pledge shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others who are reciting the Pledge.

36. PARENT ORGANIZATION (Parent Teacher Organization - PTO)

The PTO board will meet once a month. In addition, there will be several evening meetings open to the public. The 2015-2016 officers are:

PTO Committee Members:

Joyce Brown

Shannon Gwin

Tammy Hupman

37. PARTIES

Classroom parties to celebrate a holiday or to recognize special accomplishments may be planned for students; however, their number should be limited. Teachers will secure approval from the principal before planning or announcing a party.

38. PHYSICAL EDUCATION

Students will participate in physical education classes. If a child is to be excused from P.E. for one or two (1-2) days for health reasons, the school will accept a note from a parent/guardian. If the excuse involves three (3) or more days, a doctor's note is required.

For safety, proper shoes should be worn for P.E.; sandals, slides, and stocking feet are unacceptable. Only tennis shoes should be worn in the gym and they must be properly laced and tied.

39. PROMOTION, RETENTION and REMEDIATION

See BCPS policy IGA-R in appendix A for more information.

40. PROMOTION – SEVENTH GRADE

Seventh graders will have the opportunity to participate in a seventh grade promotion ceremony if they meet all requirements to be promoted to the eighth grade.

41. SCHOOL SPONSORED EVENTS

Students that are absent from school or check out early on the day of a school sponsored event, may not participate in the school sponsored event. Students must be present at least half the school day to participate.

42. SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may perform a search of a student or a student's property under the circumstances outlined in BCPS policy JFG.

43. SICKNESS AT SCHOOL

Parents/guardians will be called to pick up children who become ill at school. Children that have recently been sick should not send their children to school until they have been fever free for 24 hours.

44. SPECIAL EDUCATION SERVICES

The Bath County Public Schools offer a full range of special education services to students with disabilities. Students are initially identified through the Child Study Team process, including screening and exploring alternatives within the classroom setting. When problems persist, the school may follow with assessment and implementation of individual student plans. Special education services must always be provided in the least restrictive environments. Students with disabilities will be integrated into the regular school program to the maximum extent appropriate. Services may be itinerant or classroom based.

All children, within sixty (60) days of initial enrollment in a public school will be screened in the following areas to determine if formal assessment is indicated: 1) speech, voice, and language; 2) vision and hearing; and 3) fine and gross motor function.

The Child Study Team meets regularly to review records of those children referred through the screening process. The committee includes the school counselor, the school psychologist, the school principal or designee, the referring teacher/source, other teachers and specialists, as appropriate.

Actions on referrals will be taken within 10 days. Actions taken by the committee are documented in writing and referrals for formal assessment are made when necessary.

45. TEACHER QUALIFICATIONS

Parents may request information regarding the professional qualifications of your child's classroom teacher. This information will include the following:

- whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- whether the teacher is teaching under emergency or other provisional status through which state qualification and licensing criteria have been waived
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- whether the child is provided services by paraprofessionals

46. TELEPHONE and FAX

Students may not use the office telephone for personal calls except in an emergency and with staff permission. Students may not receive telephone calls at school. When it is necessary for a parent or guardian to communicate with their child(ren), please contact the school secretary.

47. TEXTBOOKS

There is no charge for textbooks. Each student issued textbooks will be given a contract noting titles/numbers and the condition of each book. Parents or guardians should note book conditions, sign, and return the contract to school. **TEXTBOOKS ARE TO BE KEPT CLEAN, COVERED, AND HANDLED CAREFULLY.** At

the end of the school year, parents or guardians will be responsible for paying for damaged or lost books. A schedule of textbook damage fees is listed below:

Bent Cover – \$6	Lost Book – Cost of Replacement
Broken Binding – \$6	Rebinding – \$10
Damaged Corner (per corner) – \$2	Torn Pages – \$5
Excessive Writing – \$5	Water Damage – Cost of Replacement

48. TITLE I PROGRAM

Title I is a federally funded program that provides supplemental reading and/or math instruction to help students achieve reading comprehension, computation and/or problem solving skills. Emphasis is placed on early intervention. Regular classroom teachers refer students who are experiencing difficulties to the program. The students are screened and selected to participate on the basis of their classroom performance and diagnostic testing. Participating students receive instruction from their regular classroom teacher and from a professional Title I teacher. Instruction is correlated with county curricula and delivered through one-on-one or small group tutoring.

Parents of selected students are notified and permission to deliver services is requested. Parental involvement in the Title I program is encouraged through an annual parent meeting, parent workshops, newsletters, resource materials, progress reports, and volunteer opportunities.

49. TOBACCO-FREE SCHOOL

Use of tobacco products by staff, students and visitors is prohibited on school property. See BCPS policy GBEC and KGC for more information.

50. TRANSPORTATION

See the division wide handbook for more information.

51. VANDALISM and PROPERTY DAMAGE

Efforts are continually made to maintain a safe, attractive, and instructionally appropriate school facility. Students are expected to respect school property. If a student accidentally damages something, he/she should immediately report it to a teacher or the school office. See BCPS policy JFC-R for more information.

52. VISITORS

For the safety of students and staff and the protection of instructional time, **ALL visitors, including parents or guardians, should use the main school entrance and report to the office upon arrival at school.** Visitors will be issued a badge before being allowed to visit classrooms or other areas of the building.

53. VOLUNTEERS

Parents and other community members are encouraged to become active participants in school activities by providing, extending, and/or supporting educational opportunities for children, and serving on school and division committees. Individuals who would like to become involved in the school program by sharing their time and talents should contact the school office. The involvement of volunteers is an important component of a successful school. Volunteers must fill out a volunteer form and be approved by administration.

