Student/Parent Handbook 2026-2027



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Millboro Elementary School

411 Church Street
Millboro, VA 24460
Phone: 997-5452 or 839-5804
Fax: 540-997-0123

2026-2027 BATH COUNTY PUBLIC SCHOOLS DIVISION CALENDAR

SB APPROVED: 2/3/2026

July 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY

- 2 — *CLOSED - Observe July 4th Holiday*
- 30 — New Teachers Report 8:15 am-3:30 pm

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST (15 days)

- 3-10 — All Teachers Report 8:15 am-3:30 pm (Inservice/Teacher Workdays)
- *11* — **FIRST PUPIL DAY**

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SEPTEMBER (21 days)

- *7* — *SCHOOLs CLOSED - Labor Day*
- 15 — Progress Reports Sent Home
- 18 — **EARLY RELEASE 12:30 PM** (If Delayed Opening-Becomes Full Day)
- Teacher Workday (Data Day) 1:00-3:30 pm

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER (21 Days)

- 16 — **EARLY RELEASE 12:30 PM** (If Delayed Opening-Becomes Full Day)
- 1st Grading Period Ends (48 days)
- Teacher Workday 1:00-3:30 pm
- 22 — **PUPIL HOLIDAY**
- All Staff Report @ 11:30 AM
- Parent-Teacher Conferences (Report Cards) 1:00-4:00 PM & 4:30-7:00 PM

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER (16 days)

- 19 — Progress Reports Sent Home
- *23-27* — *SCHOOLs CLOSED - Fall Break*

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER (14 days)

- 18 — **EARLY RELEASE 12:30 PM** (If Delayed Opening-Becomes Full Day)
- 2nd Grading Period Ends (39 days)
- Teacher Workday 1:00-3:30 pm
- *21-31* — *SCHOOLs CLOSED - Winter Break*

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY (18 days)

- *1* — *SCHOOLs CLOSED - Winter Break*
- 4 — **PUPIL HOLIDAY** Teacher Workday 8:15 am-3:30 pm
- 5 — School Resumes / Students Return
- 11 — Report Cards Sent Home
- *18* — *SCHOOLs CLOSED - Martin L. King Jr. Day*

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

FEBRUARY (18 days)

- 11 — **EARLY RELEASE 12:30 PM** Parent-Teacher Conferences (Progress Reports) 1:00-4:00 PM & 4:30-7:00 PM
- *12-15* — *SCHOOLs CLOSED - Spring Break*

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH (20 days)

- 12 — **EARLY RELEASE 12:30 PM** (If Delayed Opening-Becomes Full Day)
- 3rd Grading Period Ends (46 days)
- Teacher Workday 1:00-3:30 pm
- 18 — Report Cards Sent Home
- *26-30* — *SCHOOLs CLOSED - Spring Break*

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL (22 days)

- 21 — Progress Reports Sent Home

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY (15 days)

- 21 — **EARLY RELEASE 12:30 PM** (If Delayed Opening-Becomes Full Day)
- 4th Grading Period Ends (47 days)
- **LAST PUPIL DAY** (180 days)
- Teacher Workday 1:00-3:30 pm
- 24-25 — Teacher Workday 8:15 am-3:30 pm
- 27 — Report Cards Sent Home
- *31* — *CLOSED - Memorial Day*

SCHOOL DAYS =	**180**
PUPIL HOLIDAYS =	**24**
EARLY RELEASES =	**6**
TEACHER INSERVICE/WORKDAYS =	**11**
UNSCHEDULED WORKDAYS =	**9**

	SCHOOL DAYS	PUPIL HOLIDAYS	EARLY RELEASE DAYS	TEACHER INSERVICE/ WORKDAYS
AUGUST	14	0	0	6
SEPTEMBER	21	1	1	0
OCTOBER	22	1	1	1
NOVEMBER	15	5	0	0
DECEMBER	15	8	1	0
JANUARY	18	4	0	1
FEBRUARY	19	1	1	1
MARCH	21	1	1	0
APRIL	19	3	0	0
MAY	16	0	1	2
	180	**24**	**6**	**11**

TOTAL CONTRACTED DAYS	**200**
Total Scheduled Workdays	**191**
Unscheduled Workdays	**9**

GRADING PERIOD ENDS	NO. DAYS	PROGRESS REPORTS	REPORT CARDS
1st – October 17	48	September 15	October 23 *
2nd – December 19	39	November 20	January 12
3rd – March 13	46	February 12 *	March 19
4th – May 22	47	April 22	June 1
TOTAL	180	* Parent-Teacher Conferences	

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

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

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

MILLBORO ELEMENTARY SCHOOL

411 Church Street
Millboro, VA 24460
Ph: (540)997-5452 or 839-5804
Fax: 997-0123
E-mail address: www.bath. k12.va.us/mes/home/index.html



INTRODUCTION

Millboro Elementary School has served as the elementary school for the eastern section of Bath County since 1970 - after the consolidation of the two county high schools. Prior to 1970, the elementary and high schools were housed together.

The present facility was completed in the fall of 1989. It is a spacious, modern facility with fourteen classrooms; a classroom facility for the handicapped; a large media center capable of housing 10,000 books and seating 40 students; a computer lab; cafeteria with a seating capacity of 150; a gymnasium (middle school regulation with bleacher seating for 400); art room; music room; conference room; speech room; guidance office and room; records room; administrative offices; and adequate storage facilities.

The school grounds have been designed with asphalt play areas, grassy play areas, soccer field, playground equipment, tennis court, nature trail, picnic area, ball fields, and adequate parking.

With an average enrollment of 145 students in grades PK – 7, Millboro Elementary School is staffed with well-trained, experienced teachers and supportive personnel who strive to instill in each individual a need for self-discipline, physical fitness, and academic excellence. The primary goal of Millboro Elementary School is to prepare the "total" child with the necessary skills--academic, physical, and social--to be successful in high school and to be a contributing young member of the community.

Many programs for the exceptional child have been added to give every child the best possible education. Curricula have been developed in all areas to insure the implementation of the Virginia Standards of Learning and to ensure that every child of Bath County receives a comparable education.

Millboro Elementary is a rural school characterized by community involvement and a close school-community relationship. The stability of the school staff and families in the community makes this possible. The school is staffed with well-trained, experienced teachers and supportive personnel who strive to instill in each individual a need for self-discipline, physical fitness, and academic excellence.

2026-27 Personnel Directory



Division Superintendent, Clerk of the Board – Mr. John Taylor
Director of Administrative Services – Mrs. Allison Hicklin
Director of Special Education & Pupil Personnel Services – Mrs. Suzanna Paxton
Supervisor of Instruction, Personnel & Federal Programs – Mrs. Melinda Hooker
Technology Supervisor – Mr. Larry Bird
Business Manager – Mr. Justin Rider
Supervisor, School Nutrition & Wellness – Mrs. Debbie Swearengin

School Board Members

Claire Tennant, Williamsville District;
Jason Miller, Valley Springs District;
Linda Puhle, Millboro District;
Stephen Hiner, Warm Springs District; and
Karen Hise, Cedar Creek District

Mrs. Allison Hicklin, Principal
Mrs. Kayla Berry, Secretary

Grade Level Teachers

Mrs. Samantha Ricketts – Preschool
Mrs. Kerri Campbell – Kindergarten
Mrs. Kayla Woolridge – Kindergarten
Mrs. Nikki Campbell – First Grade
Ms. Melanie Baughan – Second Grade
Mrs. Ashely Huffman – Third Grade
Ms. Kim Manion –Fourth Grade
Mrs. Kristen Balser –
Sixth, & Seventh Grade History,
Special Education
Mrs. Jessica Freeman
Fifth, Sixth, & Seventh Grade Math
Ms. Haley Woodzell
Sixth & Seventh Grade Language Arts
Fifth Grade History
Mrs. Santana Smith –
Fifth Grade Science & Language Arts
Sixth & Seventh Grade Science

Specialists

Mrs. Mary Cox – Guidance Counselor
Mrs. Denise Eaton – Special Education
Mr. Xander Farris – Physical Ed/Health
Mrs. Lorri Gibson – Speech Language Therapist
Mr. Gabriel Gravini – Music/Band
Mrs. Lauren Mabry– Librarian
Mrs. Charity Marshall – Special Education
Mrs. Danielle Martin – Physical Therapist
Mrs. Kasey Phillips – Art
Mr. Dallas Reynolds – Behavior Specialist
Head Teacher
Ms. Shiela Riley – Occupational Therapist
Mrs. Kiely Treschitta – Title I Reading Teacher

Instructional Assistants

Ms. Savannah Altizer-Preschool
Ms. Haley Clark
Mrs. Heavenlee Lee
Mrs. Brianne Forbes
Mrs. Elizabeth Rexrode
Mrs. Julie Simmons – Computer Lab
Mrs. Heather Thompson

Support Staff

Mrs. Stacy Schumacher– Cafeteria Manager
Mrs. Shirley Ingram – Cafeteria
Mrs. Joyce Lewis – Cafeteria
Mrs. Natalie Loan - Cafeteria
Mr. Eddie Ailstock – Head Custodian
Mr. Scott DuCasse – Night Custodian

Bus Drivers

Mr. John Lockridge
Mrs. Tammy Stinespring
Ms. Sharon Wells

PHILOSOPHY OF MILLBORO ELEMENTARY SCHOOL

Believing education to be both the basis for and the unifying force in a democratic society, the faculty and staff of Millboro 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 Millboro 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 Millboro Elementary School commit ourselves to the re-evaluation and modification of teaching techniques and instructional methods to take into account these changes.



Mission Statement

Millboro Elementary School will be a community of learners in which all members develop strengths empowering them to accomplish their vision and to encourage a partnership with the community at large.

OBJECTIVES FOR MILLBORO 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.



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School Day Begins
8:25 am
School Day Ends
3:25 pm

Parent Communication Expectations

We value open, respectful, and productive communication between parents and school staff. To maintain a safe and supportive environment for everyone, we expect all interactions—whether in person, by phone, email, or other methods—to be conducted in a courteous and professional manner.

Profanity, threats, or aggressive behavior directed toward staff will not be tolerated and may result in limited communication channels or further action by school administration.

Our shared goal is to work together in the best interest of all students. Thank you for helping us create a positive school climate.

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

1. ANNOUNCEMENTS

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

2. 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.

3. 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 contact the school to report the student's absence by 10:00 am. If no contact is made, 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 whenever a student does not attend school and the school is not aware of the reason for the absence.

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 absences, tardies and early dismissals, noting the time and reason given by the parent/guardian. Parents or guardians will be notified in writing when absences reach five (5), ten (10) and fifteen (15) days and when tardies and early dismissals become excessive.

Five (5) Absences per state requirement:
1. A five-day notification letter
2. Phone conference with parent/guardian(s) and student

Ten (10) Absences per state requirement:
1. A 10-day notification letter
2. Mandatory in-person conference with parent/guardian(s) and student
3. Beginning of documentation of referral to Juvenile Court.

Fifteen (15) Absences per state requirement:
1. A 15-day notification letter
2. Referral to Juvenile and Domestic Relations Court

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused". Early intervention with the student and parent or parents takes place for repeated unexcused absences.

Three tardies and/or early checkouts 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.

4. 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. **Please make sure notes/calls are to the office prior to 2:30.**

5. CAFETERIA

Bath County Public Schools offer meals that meet the USDA Dietary Guidelines for Americans. Students are encouraged to enjoy the nutritious school meals that support learning and academic success. All children eat in the cafeteria. Student behavior at meals should be based on courtesy, good table manners, and cleanliness.

Meals at No Charge for Enrolled Students

Through the CEP program all students will receive breakfast and lunch at no charge.

Extras/A la Carte

- Extras and a la carte items must be purchased by adding funds to your child's account through My School Bucks.
- **Extras or a la carte items may not be charged.** (Policy JHCH)

Payment for Extras or A la Carte

- Meals will be provided at no charge to enrolled students; however, fees apply for extras and a la carte purchases.
- **Extras or a la carte items may not be charged.** (Policy JHCH)
- Cash can be put on student lunch accounts every Monday. You can also use My School Bucks to add funds. Contact the school office if you need assistance with My School Bucks. Upload funds through https://www.myschoolbucks.com

Adult Prices

Breakfast	$3.00
Lunch	$5.00

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. Cups are provided

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.

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

6. CALENDARS

The 2026-27 division calendar is printed on the inside front cover of this handbook. Calendar is subject to change due to inclement weather days.

7. 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.

8. 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.

9. 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 stored in their locker. 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 will be confiscated from the student and the parent/guardian will be required to pick it up.

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.
3) Digital devices are to be turned off and placed in lockers. Those not placed in a secure location and turned off will be confiscated 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:

Elementary K-7 Schools:

First Offense	Parent/Guardian contacted, verbal warning, and the device will be confiscated until the end of the school day. Documentation will be kept solely to note there has been a first offense.
Second Offense	Parent/Guardian will be contacted, the device will be confiscated, and the parent/guardian must retrieve the device from school.
Third Offense	Parent/Guardian will be contacted, the device will be confiscated, and the parent/guardian must retrieve the device from school. In addition, for a period of 15 calendar days, the student shall be restricted from possessing a cell phone or other personal electronic device at school during instructional hours. The student may either leave their device at home or will be required to check their device into the office at arrival and retrieve it following dismissal. Students who violate this restriction will be subject to further discipline.

8) The above consequences will apply regardless of 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.

10. DISCIPLINE and SCHOOL RULES

Our goal in discipline and conduct is to provide Millboro 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.)

11. 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.

- Tennis shoes must be worn during PE and recess. See #37

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.

12. DRILLS

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

Fire drills are held every 10 days 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 drills will be held each semester.

Two lockdown drills will be conducted within the first 20 days of school. There will be two additional lockdowns conducted after the first 60 days of school.

These drills are a very important process and staff and students are expected to take it seriously.

*VA CODE 22.1-137.2
A. Every public school shall provide the parents of enrolled students with at least 24 hours notice before the school conducts any lock-down drills. Nothing in this section requires such notice to include exact date and time of the lockdown drill
B. Pre-k and Kindergarten students shall be exempt from mandatory participation in lock down drills during the first 60 days of school. Each pre-k and kindergarten student shall participate in each lock down drill after the first 60 days of each school session.

13. DRUGS, ALCOHOL, and TOBACCO

Millboro 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)

14. EARLY ARRIVAL AT SCHOOL

Students should not arrive at school before 8:00 AM. All K – 4 students should report to the cafeteria if they plan to eat breakfast or their classroom if they are not eating. All 5 – 7 student should report to their homeroom. 5-7 students will go to the cafeteria for breakfast at 8:15. Preschool students will be met at the entrance to the school and escorted to their classroom.

15. EMERGENCY CARE INFORMATION

Emergency care information will be collected during our online registration process at the beginning of each school year.

16. EMERGENCY SCHOOL CLOSINGS

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

17. 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 May 2019, a booster dose of TdaP vaccine is required for all children entering 7th 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** must be presented at initial school registration.

18. 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.

At the teacher's discretion, students may bring electronic devices to use on the bus. Millboro Elementary School is not responsible for the devices. If the devices are not used properly, they will be confiscated by the teacher and returned at the end of the school day. Taking pictures of others without their permission is not acceptable.

19. 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.

20. 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.

21. 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:

90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69	D	Passing
Below 60	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 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 1-7 (planners) and PK-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.

22. 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.

The ASCA Student Standards can be applied to three broad domains: academic,career,and social/emotional development. These domains promote mindsets and behaviors that enhance the learning process and create a culture of college-, career- and life- readiness for every student.

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.

23. 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. 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.

24. 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 scoliosis information will be sent home with 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.

25. HOMEWORK

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.

26. 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.

27. INSURANCE (School Related Accidents)

See division wide handbook for information.

28. 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.

29. 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.

Three tardies and/or early checkouts equal one absence.

30. LIBRARY SERVICES

The Library Media Center will be open from 8:15 AM to 3:30 PM, Tuesdays and Thursdays. 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.

31. LOCKERS

Lockers are provided for students in grades 4, 5, 6 and 7. Each student is responsible for keeping his assigned locker clean and orderly.

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.

32. 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.

33. 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.

34. 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.

35. PARENT ORGANIZATION (Citizens for Education – C.F.E.)

If anyone is interested in volunteering to be on the CFE Board, please contact the office.

President: Taylor Hodgen
Vice President: Haley Woodzell
Secretary: Erin Roberts
Treasurer: Kim Manion

36. 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.

37. 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.

38. PROMOTION, RETENTION and REMEDIATION

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

39. 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.

40. 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.

41. 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.

42. 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 symptom and fever free without the assistance of medication for 24 hours.

43. 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.

44. 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

45. 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.

46. 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
Broken Binding – $6
Damaged Corner (per corner) – $2
Excessive Writing – $5
Lost Book – Cost of Replacement
Rebinding – $10
Torn Pages – $5
Water Damage – Cost of Replacement

47. 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.

48. 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.

49. TRANSPORTATION

See the division required notifications for more information.

50. 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.

51. 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. Please bring your driver's license when you come.

52. 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.

Another way to volunteer is to serve on an advisory committee. Current advisory committees include Calendar, Career and Technical Education, School Wellness, Special Education, Technology and Jackson River Governor's School. Contact your school office if you wish to volunteer for an advisory committee.

Appendix A

ROAR MATRIX

	Millboro Elementary School – Home of the Wildcats		
	All Settings	**Hallway**	**Cafeteria**
R **Respectful**	• Listen to others and wait your turn • Treat others like you would like to be treated	• Move quietly down the right side of the hallway	• Be polite • Put trays, silverware and trash in the correct place
O **Organized**	• Be prepared with needed materials • Return material to proper place	• Keep locker neat and organized, including the area around your locker	• Know your number and have your money ready
A **Appropriate**	• Follow directions • Do your best • Keep hands, feet and objects to yourself	• Keep hands and personal items next to your body • Provide personal space • Walk at an appropriate speed	• Use your inside voice • Touch only your tray and your food
R **Responsible**	• Do your job • Stay on-task	• Go directly and safely to your destination • Watch out for others while walking	• Clean up any mess • Report spills

ROAR Pledge:
I have Wildcat Pride.
I am one of many, all doing our part.
I will be Respectful, Organized, Appropriate, and Responsible
As I develop my mind, body and heart.
I will succeed.

We Are a School on a Mission! Millboro Elementary will be a community of learners in which all members develop strengths empowering them to accomplish their vision and to encourage a partnership with the community at large.

Millboro Elementary School – Home of the Wildcats

	Bathroom	Bus	Playground	Staff
R **Respectful**	• Give others privacy • Use a quiet voice • Wait your turn	• Listen and obey the bus driver's directions	• Wait your turn and share equipment • Invite others to play	• Stay positive (with students and adults)
O **Organized**	• Keep the bathroom clean	• Keep track of your belongings • Keep the aisles clear	• Collect equipment & your own belongings • Return equipment to its proper place	• Be consistent with discipline
A **Appropriate**	• Conserve supplies • Leave the lights on • Report damage to staff	• Remain seated • Keep body and objects inside the bus • Wait for the bus to stop before getting up	• Use playground equipment properly • Follow the rules and directions • Be a good sport	• Model Behaviors
R **Responsible**	• Flush, wash hands, turn off the faucets and dry hands • Return to class quickly	• Put trash in the trash can • Act in a safe manner	• Line up immediately when called or signaled • Watch out for others	• Monitor students at all times • Arrive / Pick up class on time

Bath County Public School
2023 Consequences Chart Grades K - 7

Infraction	Definition	1st Major Offense	2nd Major Offense	3rd Major Offense
Alcohol	The sale, possession or consumption of alcohol, BCPS Policy JFCI.	10 Days OSS; Refer for counseling; can recommend expulsion.	10 Days OSS; Refer for counseling; can recommend expulsion.	10 Days OSS; Refer for counseling; can recommend expulsion.
Assault/Battery	Intentional stricking of a person against his or her will. BCPS Policy JFC-R.	1-5 Days OSS; referred to the board and for criminal charges.	1-10 Days OSS; referred to the board and for criminal charges.	1-10 Days OSS; referred to the board and for criminal charges.
Bullying	Using repeated negative behaviors intended to frighten or cause harm. Verbal, written threats or physical harm. BCHS Policy JFC-R	Mediation, notify parent/guardian.	1-3 Days ISS, notify parent/guardian.	1-3 Days OSS, notify parent/guardian.
Bus Misconduct	Violation of BCPS Bus Rules	Assigned seat on bus. Notify parent/guardian.	1-2 Day ISS. Notify parent/guardian.	1-3 Day bus suspension; Notify parent/guardian.
Bomb Threat or Bomb Facsimile, Possession, False Fire Alarm	Bomb threats or false information concerning the placement of explosives or destructive substances. BCPS Policy JFCD.	10 Days OSS; recommendation of expulsion. Refer for criminal charges.	10 Days OSS; recommendation of expulsion. Refer for criminal charges.	Possible recommendation of expulsion, refer for criminal charges.
Cell Phones, Other Electronic Devices such as MP3 players, PSP players, laser pointers, etc.	Unauthorized display and/or use of cell phones, or portable communication devices on school property prior to 3:20 pm.	Confiscation - Picked up from the office at the end of the day. Notify Parent/Guardian.	Confiscation - Picked up from the office at the end of the day. Notify Parent/Guardian.	Confiscation - Picked up from the office at the end of the day.Notify Parent/Guardian.
Cheating on quizzes, tests, papers, and/or projects	Copying another's work or test answers, cheat sheets, giving or receiving information during a test, plagiarism, copyright violation.	Conference with Principal, Notify Parent/Guardian.	1/2 Days ISS, Parent/Guardian conference.	1Days ISS. Parent/Guardian conference.
Cyber Bullying	Use of communication technologies, such as cell phones, internet, social networks in a deliberate, hostile behavior.	Mediation, notify parent/guardian.	1-3 Days ISS, notify parent/guardian.	1-3 Days OSS, notify parent/guardian.
Disrespect or Defiance **Minor** rolling eyes, not following directions, refusing to do work in class.	Refusal to carry out a request by any staff member. MINOR	Conference with Principal. Notify Parent/Guardian.	1/2 ISS Conference with Principal. Notify Parent/Guardian.	1 ISS Conference with Principal. Notify Parent/Guardian.
Disrespect or Defiance **Major** arguing, blatant refusal, profanity, obscenity.	Refusal to carry out a request by any staff member. MAJOR	1/2 ISS Conference with Principal. Notify Parent/Guardian.	1 Day ISS Conference with Principal. Notify Parent/Guardian.	1-3 Day ISS Conference with Principal. Notify Parent/Guardian.
Disruptive Behavior, Minor Misconduct	Running, shouting, other minor misconduct.	1 Hour ISS. Parent/Guardian notification.	1/2 Day ISS. Parent/Guardian notification.	1 Day ISS. Parent/Guardian notification.
Dress Code Violation		Request change of clothing. (school or parent provided) Parent/Guardian notification.	Request change of clothing. (school or parent provided) Parent/Guardian notification. Lunch detention	Request change of clothing. (school or parent provided) Parent/Guardian notification. 1/2 Day ISS
Drugs in School	Bath County Policy JFCF	10 Days OSS; recommendation of explusion. Refer for criminal charges.	10 Days OSS; recommendation of explusion. Refer for criminal charges.	10 Days OSS; recommendation of explusion. Refer for criminal charges.
Forgery	Signing notes or use of forged or altered documents.	Warning. Parent/Guardian notification.	1/2 Day ISS. Parent/Guardian notification.	1 Day ISS. Parent/Guardian notification.
General Misconduct or Behavior (3 minors = 1 major) or (4 different minors = 1 major)	Examples include but are not limited to: failure to work or sleeping in class; spreading rumors; horseplay; minor insubordination; hitting a person unintentionally with an object.	1/2 Day ISS. Parent/Guardian notification	1 Day ISS. Parent/Guardian notification.	1-3 Days ISS. Parent/Guardian notification.

Administration may implement a more severe disciplinary measure based on special circumstances.
Consequences pertain to ALL school related events. When assigning consequences, consideration will be given to age and grade level.

Bath County Public School
2023 Consequences Chart Grades K - 7

Infraction	Definition	1st Major Offense	2nd Major Offense	3rd Major Offense
Hitting someone with an object	Striking another person intentionally with an object.	1/2 Day ISS. Parent/Guardian notification.	1 Day ISS. Parent/Guardian notification.	1-3 Day ISS. Parent/Guardian notification.
Lying to an Administrator	Lying to an administrator	1 Day ISS. Parent/Guardian notification.	1 Day ISS. Parent/Guardian notification.	2 Days OSS. Parent/Guardian notification.
PE non-dress	Not changing from one's street clothing to gym clothing and gym shoes for participation in class.	Parent/Guardian notification. Does not play during PE time.	1 Period of ISS. Parent/Guardian notification.	1 Day ISS. Parent/Guardian conference.
Profanity and/or obscenity (Indirect)	Use of inappropriate language and/or materials.	1/2 Day ISS. Parent/Guardian notification.	1 Day ISS. Parent/Guardian notification.	1-3 Days ISS. Parent/Guardian notification.
Profanity and/or obscenity (Directed)	Use of inappropriate language, obscene gestures, and/or material directed toward another person.	1 Day ISS. Parent/Guardian notification.	2 Days ISS. Parent/Guardian notification.	3-5 Days ISS. Parent/Guardian notification.
Sexual/Racial Harassment	BCPS Policy JFHA/GBA	Responses may range from mediation and/or counseling to recommendation of expulsion with referral for criminal charges.	Responses may range from mediation and/or counseling to recommendation of expulsion with referral for criminal charges.	Responses may range from mediation and/or counseling to recommendation of expulsion with referral for criminal charges.
Technology Violation (intentionally visiting inappropriate websites, physical misuse of hardware.)	Unethical use or misue of technology.	1/2 Day ISS. Parent/Guardian notification. Extended loss of privileges.	1 Day ISS. Parent/Guardian notification. Extended loss of privileges.	1-3 Days ISS. Parent/Guardian notification. Extended loss of privileges.
Theft	Stealing property belonging to another person or school. BCPS Policy JFC-R.	1 Day ISS. Parent/Guardian notification.	2 Days ISS. Parent/Guardian notification.	1 Day OSS. Parent/Guardian notification.
Tobacco Products (including vape)	See BCPS Policy JFCH for more information.	1-3 Days OSS. Refer for criminal charges. Parent/Guardian conference.	1-5 Days OSS. Refer for criminal charges. Parent/Guardiann conference.	1-10 Days OSS. Recommendation of expulsion. Refer for criminal charges. Parent/Guardian conference.
Vandalism	The willful destruction or defacement of school or student property. BCPS Policy ECAB.	1-3 Days ISS. Restitution for destruction of property.	1-3 Days ISS. Restitution for the destruction of property.	1-3 Days OSS. Restitution for destruction of property. Community service at school.
Verbal Confrontation (student to student)	Verbal confrontation without the use of profanity.	Conference with principal. Parent/gardian notification	1/2 Day ISS; parent/guardian conference with prinicipal.	1 Day ISS; parent/guardian conference with prinicipal.
Violence: Fighting, Stalking	Participating in, instigating,or aiding in a fight. Failure to cease upon employee's direction.	1-3 Days OSS. Parent/Guardian conference.	1-3 Days OSS. Parent/Guardiann conference.	1-5 Days OSS. Parent/Guardian conference.
Violence: Verbal Abuse and/or Threats	Threatening, insulting, or in any other manner verbally abusing another person.	1-3 Days ISS. Parent/Guardian conference.	1-3 Days ISS. Parent/Guardian conference.	1-3 Days OSS. Parent/Guardian conference.
Weapons in School or a School Related Function	Violation of BCPS Policy JFCD	10 Days OSS. Recommendation of expulsion. Refer for criminal charges.	10 Days OSS. Recommendation of expulsion. Refer for criminal charges.	10 Days OSS. Recommendation of expulsion. Refer for criminal charges.

Administration has the disgression to implement a different disciplinary action based upon special circumstances. Consequences pertain to ALL school related events. When assigning consequences, consideration will be given to age and grade level.

Parents/guardians shall be notified by administration on each consequences and discipline action.
ISS = In School Suspension, OSS = Out of School Suspension.

Administration may implement a more severe disciplinary measure based on special circumstances.
Consequences pertain to ALL school related events. When assigning consequences, consideration will be given to age and grade level.