



Valley Elementary

Student / Parent Handbook – 2026-2027

98 Panther Drive

Hot Springs, Virginia 24445

540-839-5395 (P)

540-839-5392 (F)

At A Glance

ALL RULES IN THE VES STUDENT HANDBOOK MUST BE FOLLOWED, WITH SPECIAL EMPHAIS PLACED ON THE FOLLOWING:

1. BCPS cell phone policy will comply with **BCPS REGULATION JFCZ** per legislative executive order passed July 1, 2025.
2. Please refer to the dress code (VES handbook item #11). The Dress code will be amended at the principal's discretion if not properly followed.
3. All backpacks will remain in student lockers.
4. All students must wear appropriate footwear to participate in physical education. (VES handbook item #36)
5. Student who are absent will have 1 day per day missed to complete make-up work with no penalty. If students do not complete make-up work in the allotted time, the grade will become zero (0). (VES handbook item# 24)
6. Students at Valley Elementary School (VES) must maintain appropriate behavior to participate in field trips. This includes refraining from disruptive conduct, avoiding referrals, maintaining consistent attendance, and ensuring they do not have any failing grades. Thank you for your understanding and cooperation. (VES handbook item # 18)
7. Excessive **tardies to school** or **early check outs** will contribute to chronic absenteeism. (VES handbook item # 3)
8. VES encourages all parents to sign-up for the Parent Portal to keep track of student grades, attendance and tardies. There will be someone who can help with this process at Back to School Night.
9. Bus and car-rider notes must be submitted to the main office at the beginning of the school day. To ensure the safety and timely coordination of transportation, please refrain from calling to make late changes regarding your child's transportation arrangements. Thank you for your cooperation.

****NEW****

10. Students will have designated times to fill water bottles (PE and Lunch). Students will not be permitted to leave class to fill water bottles. Water bottles must contain water only. If a student is caught with anything other than water, they will only be permitted to carry a clear water bottle.
11. If you sign up for band, you must complete the entire year. You may not drop out of band before the year is completed. (This is also stated in the band agreement.)

I HAVE READ AND UNDERSTAND THE ABOVE IN ADDITION TO THE ENTIRE VES STUDENT PARENT HANDBOOK AND RULES.

PLEASE SIGN AND RETURN:

Student Printed Name: _____ Student Signature: _____

Parent Printed Name: _____ Parent Signature: _____

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
 School Resumes / Students Return
 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
 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 BOARD APPROVED: 2/3/2026

	SCHOOL DAYS	PUPIL HOLIDAYS	EARLY RELEASE DAYS	TEACHER INSERVICE/ WORKDAYS
AUGUST	15	0	0	6
SEPTEMBER	21	1	1	0
OCTOBER	21	1	1	1
NOVEMBER	16	5	0	0
DECEMBER	14	9	1	0
JANUARY	18	3	0	1
FEBRUARY	18	2	1	1
MARCH	20	3	1	0
APRIL	22	0	0	0
MAY	15	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 16	48	September 15	October 22*
2nd – December 18	39	November 19	January 11
3rd – March 12	46	February 11*	March 18
4th – May 21	47	April 21	May 27
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

1. Announcements
2. Assemblies
3. Attendance
4. Bus Passes
5. Cafeteria
6. Calendars
7. Cheating
8. Checks
9. Digital Devices
10. Discipline
11. Dress Code
12. Drills
13. Drugs, Alcohol & Tobacco
14. Early Arrival at School
15. Emergency Care Form
16. Emergency School Closings
17. Entrance Requirements
18. Field Trips
19. Fundraising
20. Grading and Report Cards
21. Guidance and Counseling Program
22. Halls and Restrooms
23. Health Screenings
24. Homework
25. Honor Roll (Grades 3 – 7)
26. Insurance
27. Learning Objectives
28. Leaving School
29. Library Services
30. Lockers
31. Lost and Found
32. Medication
33. Minute of Silence
34. Parent Organization (CFE)
35. Parties
36. Physical Education
37. Promotion, Retention and Remediation
38. Promotion – 7th Grade
39. School Sponsored Events
40. Search and Seizure
41. Sickness at School
42. Special Education Services
43. Teacher Qualifications
44. Telephone and Fax
45. Textbooks
46. Title I Program (Reading and/or Math)
47. Tobacco - Free School
48. Transportation
49. Vandalism and Property Damage
50. Visitors
51. Volunteers
52. Parent Communication Expectations
53. Water Bottles

School day begins at 8:25 and ends at 3:25.

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

2026 - 2027 Personnel Directory

Division Superintendent, Clerk of the Board, Director of Instruction – John Taylor
Director of Administrative Services – Allison Hicklin
Director, Special Education & Pupil Personnel Services – TBD
Technology Supervisor – Larry Bird
Business Manager – Justin Rider
Director, School Nutrition & Wellness – Deborah “Debbie” Swearengin

School Board Members

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

Mrs. Michelle Eldredge, Principal

Ms. Carolyn Loan, Secretary/Bookkeeper
Mrs. Megan Foster, Secretary/Transportation

Grade Level Teachers

Ms. Briana Ryder - Preschool
Mrs. Carrington Robertson - Kindergarten
Mrs. Marjorie Hevener - Kindergarten
Mrs. Nancy Fry - First Grade
Mrs. Melinda Turner - First Grade
Mrs. Tina Fisher - Second Grade
Ms. Faith Nichols – Second Grade
Mrs. Laramie McCallister - Third Grade Homeroom
Mrs. Shanice Austin – Third Grade Homeroom
Mrs. Jean Harold - Fourth Grade Homeroom
Fourth & Fifth Grade Math & Science
Mrs. Sandra Williams - Fifth Grade Homeroom
Fourth & Fifth Grade Language Arts & History
Ms. Alexis Schultz - Sixth Grade Homeroom
Sixth and Seventh Grade English and Science
Mr. Zach Nedzbala - Seventh Grade Homeroom
Sixth and Seventh Grade Math, History & Civics

Specialists

Mrs. Lauren Mabry - Librarian
Ms. Katie Mihaly - School Counselor
Mrs. Kasey Phillips - Art
Ms. Darah Hevener - Special Education
Mrs. Marie Ruckel - Special Education
Mrs. Marta Szychowska-Cauley - Special Education
Mrs. Shannan Waldeck - Title I Reading and ITRT
Mr. Dillon Fry - Physical Ed/Health
Mrs. Lorri Gibson - Speech/Language Therapist

Mr. Gabriel Gravini - Elementary Music/Band
Ms. Shiela Riley - Occupational Therapist

Instructional Assistants

Ms. Makenna Ailstock – Preschool Assistant
Mrs. Abby Batten – Instructional Assistant
Mrs. Michelle Bush - Instructional Assistant
Mrs. Becky George - Instructional Assistant
Mrs. Marissa Chestnut - Instructional Assistant
Mrs. Hannah Propst - Computer Lab
Mrs. Lori Nelson - Instructional Assistant
Mrs. Janice Webb - Instructional Assistant

Support Staff

Mrs. Brett Moyers - Cafeteria Manager
Mrs. Jeanne Lindsay - Cafeteria
Mrs. Zoey Simmons - Cafeteria
Mrs. Mary Hupman - Custodian
Mr. James Rogers - Custodian

Bus Drivers

Mr. Mason Ailstock
Mr. Darrell Chestnut
Mr. Timothy Hodge
Mr. Harold Keyser
Mr. Steve Sweitzer
Mr. Kevin Williams



PHILOSOPHY OF VALLEY ELEMENTARY SCHOOL

At Valley Elementary School, we believe that education is the cornerstone and unifying force of a democratic society. Our dedicated faculty and staff are committed to helping each student reach their fullest potential, empowering them to become engaged and contributing members of their communities. We aim to instill values such as respect, self-discipline, responsibility, appreciation for the arts, and critical thinking in every student.

Moreover, we strive to foster a learning environment that allows students to apply their academic skills based on their unique abilities, develop healthy habits that support overall well-being, and discover the joy of learning through the guidance of caring, attentive, and patient educators.

In a world that is constantly changing, we recognize that innovation is essential. New teaching strategies and instructional approaches are regularly emerging. The faculty and staff at Valley Elementary School are dedicated to continuously evaluating and adapting our teaching methods to embrace these advancements effectively.



Mission Statement

Valley Elementary School is committed to providing every child with the opportunity to achieve their full potential in a secure, nurturing, and intellectually stimulating environment. This commitment is made possible through the collaborative efforts of our dedicated staff, engaged parents, and supportive community.

OBJECTIVES FOR VALLEY ELEMENTARY SCHOOL

Foster an Inclusive Learning Environment

Create a classroom atmosphere where every child has the opportunity to reach their full potential and experience success in the learning process.

Enhance Communication Skills

Develop effective communication skills that empower students to express their ideas clearly to both their peers and adults.

Promote Responsibility for Learning

Provide opportunities for children to take ownership of their learning through activities that involve planning, executing, and evaluating both individual and group work.

Master Essential Life Skills

Equip students with the necessary life skills to navigate and succeed in a constantly changing environment.

Encourage Critical Thinking

Stimulate critical thinking abilities in students, enabling them to make informed decisions regarding environmental, social, political, and cultural issues.

Cultivate Appreciation for Heritage

Inspire each student to develop an appreciation for their cultural heritage, a sense of patriotism, and a respect for the natural world.

Implement Assertive Discipline

Establish a framework for assertive discipline that encourages each individual to take responsibility for their behavior within the school environment.



1. ANNOUNCEMENTS

The school day will begin with the Pledge of Allegiance, the Valley Student 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 the age of 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.

Student attendance is a cooperative effort, and the School Board involves parents and students in accepting the responsibility for good attendance. Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law. All absences shall be identified as documented (note/excuse received) or not documented (no note/excuse received). Each student should present documentation to the main office **within 2 days of absence**.

Absences, check-ins or check-outs for any of the reasons listed below shall not contribute to the maximum number of absences allowed by this policy.

1. State mandated testing or other school/division testing programs.
2. School sponsored field trips or activities.
3. Late buses or buses which failed to run
4. Conference with school counselor, administrator, or other related staff members.
5. Involuntary court appearance (copy of court order or subpoena required)
6. Death in the family or household (verification may be required)
7. Religious holidays (verification may be required)

A student is considered Present if he/she/they:

1. Reports to the classroom or other approved area at the time of the tardy bell (8:25AM)
2. Attends a school sponsored event.

A student is considered Tardy if he/she/they:

1. Reports to school after (8:25 AM)
 2. Picked up earlier than the dismissal time of 3:25 PM
- *3 tardies are equivalent to 1 day absent.**

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

Our goal is to improve student attendance for the 2026 - 2027 school year. All students that were chronically absent last year will be closely monitored during the 2026 - 2027 school year. Any student that reaches the chronically absent threshold at the end of any grading period will be removed from good school standing and will be required to attend after school tutoring to recover lost learning.

Each grading period is approximately 45 days (about 1 and a half months) so any student exceeding 4 absences in a grading period will reach the chronically absent threshold. In addition, students that are chronically absent during the school year may not be allowed to participate in extracurricular activities. If during the 4th quarter a student's absences exceed 17, they will be removed from good school standing and taken to recover lost learning.

Good attendance is crucial to a student's academic success, personal development, and future opportunities. It promotes a holistic educational experience that benefits students in multiple aspects of their lives. Let's work together to help your child achieve excellence.

Make-up Work

1. Please be aware that teachers adjust their lesson plans according to proper pacing of class progress; therefore, it is difficult to collect make-up work the same day of a student's absence. Students are responsible for collecting their make-up work upon return.
2. If you anticipate a student missing three (3) or more days due to viruses, injuries, surgeries, etc., please call the main Office before 9:00AM to request work to be picked up at the end of the day.
3. Students have one (1) day per day missed to make-up work without penalty. Tests should be scheduled within one day of returning. If students do not complete make-up work in the allotted time, the grade will become a zero (0).

The following is used to define perfect and outstanding attendance.

Perfect Attendance*

Attending school all day constitutes perfect attendance. This includes no absences, no tardiness, 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 tardiness or early departures.

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

4. BUS PASSES

Bus and car-rider notes must be submitted to the main office at the beginning of the school day; to ensure the safety and timely coordination of transportation, please refrain from calling to make late changes regarding your child's arrangements. If a student wishes to go home with another student, **both students must provide permission slips from their parents/guardians indicating approval from both households**. These notes must include the date, the student's name, a parent/guardian phone number, and the address of the destination. Additionally, passes from the office are required for any student wishing to ride a different bus or exit at a stop other than their assigned one; students without a pass will not be permitted to do so. If a student needs to ride another bus on a recurring basis, parents should indicate "for the year" on the initial request.

5. CAFETERIA

Bath County Public Schools offer meals that meet the USDA Dietary Guidelines for Americans. Students are encouraged to enjoy 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)
- Money may be added to student accounts by "Cash Only" on every Monday or go through My School Bucks. Contact the school office if you need assistance with My School Bucks Upload funds through <https://www.myschoolbucks.com>. Please note that My School Bucks charges a fee of \$3.50.

Closed Campus lunch policy

Outside food is not to be purchased and brought to school to be delivered to the student during lunch.

MySchoolBucks

Pay for school meals and fees securely online! With MySchoolBucks, parents can also view cafeteria purchases, access meal balances, register for activities, purchase event tickets, browse school items, and more.

www.myschoolbucks.com

Adult Prices

Breakfast \$3.00

Lunch \$5.10

CAFETERIA RULES

- Sit at the 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 and energy drinks** in cans or bottles are **NOT allowed.**
- 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.
- No gum is permitted in school.

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 to the food 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 a substitute, lactose-free milk will be offered in place of milk.

BREAKFAST AND LUNCH

All students may receive a no-cost 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 a vegetable. Usually two grains are offered, but sometimes there will be one grain and one meat item offered at Breakfast. One cup of 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 at school.

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 a vegetable.

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.

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.

Nonverbal Students

To help our nonverbal students decide what items they would like, we have pictures of all food items that are offered. The special education teacher will work with those students in their choice for lunch items.

6. CALENDARS

The 2026-2027 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 (<https://www.bath.k12.va.us>), and monthly school calendars will be distributed. Calendars are 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 teacher will contact the parents then notify the principal. Disciplinary action will be determined by 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:
 - a. Digital devices will be confiscated and brought to the office. Parent/Guardian will be notified to pick up the device the following day.
 - b. 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 and assign 1-3 days of ISS for defiance.
- 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 Valley Elementary with 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.

A character development program is also in effect to recognize students modeling positive character traits. Each month a different trait is featured and the school 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 – If available clothing will be provided, otherwise the parent will be contacted.
2. Profane, Obscene or Abusive Language
3. Threats or intimidation
4. Fighting

5. Any drug, including vape, 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 in the first week of school.

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.**
- Students **may not bring blankets** 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. No off the shoulder shirts.
- Spaghetti strap shirts or dresses are not allowed.
- 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.
- 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 their 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 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 the designated area.

- Quietly remain in the 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.

13. DRUGS, ALCOHOL, and TOBACCO

Valley Elementary School is a Drug Free School. Smoking, chewing or any other use of any tobacco products, including vape 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 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.

15. 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. Parents or guardians should notify the school if any information changes during the school year.

16. 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.

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. 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. Please note that while the report of the comprehensive physical must contain the elements prescribed by the State Health Commissioner, state law does not require it to be on the School Entrance Form MCH 213G (PDF) in order to be accepted by the local school board. Thus, school divisions cannot deny enrollment to a student who provides the necessary report on a different form, as long as it is attached to a MCH 213G form.

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:



SCHOOL & DAY CARE MINIMUM IMMUNIZATION REQUIREMENTS

Effective: July 2022

Documentary proof shall be provided of adequate age-appropriate immunization with the prescribed number of doses of vaccine indicated below for attendance at a public or private elementary, middle or secondary school, child care center, nursery school, family day care home or developmental center. Vaccines must be administered in accordance with the harmonized schedule of the Centers for Disease Control and Prevention, American Academy of Pediatrics, and American Academy of Family Physicians and must be administered within spacing and age requirements (available at <http://www.vdh.virginia.gov/Epidemiology/Immunization/acip.htm>). **Children vaccinated in accordance with either the current harmonized schedule or the harmonized catch-up schedules (including meeting all minimum age and interval requirements) are considered to be appropriately immunized for school attendance. (See “Supplemental Guidance for School-required Vaccines” for additional information.)**

Diphtheria, Tetanus, & Pertussis (DTaP, DTP, or Tdap) - A minimum of 4 properly space doses. A child must have at least one dose of DTaP or DTP vaccine on or after the fourth birthday. DT (Diphtheria, Tetanus) vaccine is required for children who are medically exempt from the pertussis containing vaccine (DTaP or DTP). Adult Td is required for children 7 years of age and older who do not meet the minimum requirements for tetanus and diphtheria. Effective A booster dose of Tdap vaccine is required for all children entering the 7th grade. **See supplemental guidance document for additional information.**

Meningococcal Conjugate (MenACWY) Vaccine - Effective July 1, 2021, a minimum of 2 doses of MenACWY vaccine. The first dose should be administered prior to entering 7th grade. The final dose should be administered prior to entering 12th grade.

Human Papillomavirus (HPV) Vaccine - Effective July 1, 2021, a complete series of 2 doses of HPV vaccine is required for students entering the 7th grade. The first dose shall be administered before the child enters the 7th grade. After reviewing educational materials approved by the Board of Health, the parent or guardian, at the parents or guardians sole discretion, may elect for the child not to receive the HPV vaccine.

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

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

Haemophilus Influenzae Type b (Hib) Vaccine - This vaccine is required ONLY for children up to 60 months of age. A primary series consists of either 2 or 3 doses (depending on the manufacturer). However, the child's current age and not the number of prior doses received govern the number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.

Pneumococcal (PCV) Vaccine - This vaccine is required ONLY for children less than 60 months of age. One to four doses, dependent on age at first dose, of pneumococcal conjugate vaccine are required.

Rotavirus Vaccine - This vaccine is required ONLY for children less than 8 months of age. Effective July 1, 2021, 2 or 3 doses of Rotavirus Vaccine (dependent upon the manufacturer) is required.

Polio (IPV) Vaccine - A minimum of 4 doses of polio vaccine. One dose must be administered on or after the fourth birthday. **See supplemental guidance document for additional information.**

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

Hepatitis A (HAV) Vaccine – Effective July 1, 2021, a minimum of 2 doses of Hepatitis A vaccine. The first dose should be administered at age 12 months or older.

*For further information, please call the Division of Immunization at 1-800-568-1929 (in state only) or 804-864-8055. An **original birth certificate** must be presented 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.

Possible reasons a student could be denied participation in a field trip:

1. students who continually violate the school discipline plan up to the time of the field trip
2. A student receiving a principal approved office referral within five weeks of a field trip
3. Academic difficulties (e.g., incomplete assignments) failing a class.
4. Chronic Absenteeism 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 may 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.

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 in a fundraiser that is not directly related to the school.

20. 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 where 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 2026-2027 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 60% achievement of curriculum objectives. Grade placement may be allowed for pupils who do not achieve 60% 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 60% 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-2 (folders). Additional or replacement homework planners (\$10.00) or folders (\$2.00) may be purchased in the 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.

21. SCHOOL COUNSELING PROGRAM

The school counseling program at Valley Elementary School is dedicated to supporting students in their academic, career, and social-emotional development through a comprehensive counseling curriculum, individualized student planning, and responsive services. The counseling curriculum emphasizes the cultivation of competencies in areas such as social-emotional skills, study strategies, communication, problem-solving, conflict resolution, personal responsibility, and career exploration. This is accomplished through a combination of individual, small group, and classroom instruction.

Counselors are available to help students address personal and social challenges that may affect their educational performance through short-term individual counseling. Establishing a strong partnership between school and home is vital to fostering the academic, social, and emotional growth of children. Counselors encourage parents to schedule meetings to discuss their child's progress and well-being.

Parental consent is required for students to participate in small group, multi-session counseling that addresses specific concerns. However, exceptions are made in crisis situations or if parents/guardians cannot be reached after documented attempts to contact them. Parents can review the materials utilized in the school counseling program by reaching out to the Valley Elementary counseling office. Additionally, parents/guardians must provide written notification to the school if they wish for their child to opt out of participating in the personal/social counseling curriculum.

22. 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.

23. 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 may also be done for 6th and 7th grade students. This is not mandated by the state but encouraged. 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. Parents may choose to opt out of the BMI screening for their child(ren).

24. HOMEWORK

Homework serves as a critical communication bridge between school and home. The quality of work completed at home is a key indicator of a program or course's effectiveness. A robust home-school partnership can yield significant benefits for students and their families, greatly enhanced by a well-structured homework program. Moreover, homework is an essential tool for fostering independent thinking, self-direction, and self-discipline. It encourages students to develop strong work habits and make effective use of their time.

****Guidelines for Homework:****

1. Homework assignments should be given only after students have been thoroughly introduced to and understand the skills needed to successfully complete the tasks.
2. Assignments must be clear and comprehensible for all students.
3. Homework should have a valid educational purpose and be closely tied to classroom learning activities.
4. Consideration must be given to a student's access to resource materials when assigning homework.
5. Homework should be evaluated in a timely manner and returned to students with feedback.
6. Teachers should investigate the reasons behind a student's consistent failure to complete assignments. They should not refrain from assigning homework due to concerns that students may not complete it.
7. Both excessive homework and the lack of homework should be avoided.
8. Homework should not be utilized as a form of discipline.
9. Teachers and administrators are encouraged to communicate the division's homework policy to parents and seek their support in fostering effective homework practices.

25. 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.

26. INSURANCE (School Related Accidents)

See the division wide handbook for information.

27. 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.

28. LEAVING SCHOOL

A student is not allowed to leave the school building or grounds, except on 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. Parents and/or local law enforcement officers will be notified, as appropriate.

****Please remember that when you pick your child up earlier than 3:25 PM, this will count as tardy. Three (3) tardies will equal one (1) day absent.**

29. LIBRARY SERVICES

The Library Media Center will be open for independent readers and researchers from 8:15 AM to 3:30 PM on designated days.

Students in preschool through fourth grade will participate in scheduled library classes each week.

These classes will focus on developing skills, fostering an interest in reading, and providing time for checking out materials. Classroom teachers will also coordinate additional opportunities for student research.

Students will be instructed on the proper care of books, emphasizing the importance of preserving library materials for long-term use. Periodic overdue notices will be issued, and parents or guardians will be held responsible for any lost or damaged items. The library media specialist, with the principal's approval, will determine charges for damage or loss based on the age, cost, and condition of the item(s).

****LIBRARY RULES: ****

- Conversations or loud noises should not disrupt others who are working in the library.
- The library must be always kept neat and clean.
- Books and materials should be handled carefully and returned to the designated area for re-shelving by library staff.
- Magazines, newspapers, and reference materials should be placed back on the shelves after use.
- Only school staff are authorized to move audiovisual (AV) equipment.

30. LOCKERS

Lockers are provided for students in grades 4 -7. Each student is responsible for keeping his assigned locker clean and orderly. Lockers are subject to charges and/or loss of locker privileges.

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.

31. LOST and FOUND

Articles of clothing found in and around the school should be placed in the LOST and FOUND that will be located in the front foyer of the Main Entrance. Non-clothing items should be brought to the office and will be placed in a LOST and FOUND box. 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.

32. 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.

33. 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 to 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.

34. PARENT ORGANIZATION (Parent Teacher Organization - PTO)

The PTO committee will meet once a month. The meetings will be held on the second Monday of each month at 6:00 pm in the VES cafeteria.

PTO Committee Members: Volunteer Faculty and Staff

Celine Pritt – President

Candise Hiner – Vice President

Erica Doyle – Treasurer

35. 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. Only store-bought items may be brought to school to share. This is due to the concern for students with allergies or other medical conditions.

36. 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, boots, hunting boots, crocs, and stocking feet are unacceptable. Only tennis shoes should be worn in the gym, and they must be properly laced and tied. **Unacceptable shoes will result in the student sitting out of PE for the day.**

37. PROMOTION, RETENTION and REMEDIATION

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

38. 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.

39. 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.

40. SEARCH AND SEIZURE

To maintain order and discipline in 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.

41. SICKNESS AT SCHOOL

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

42. 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.

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.

Action 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.

43. 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 with services by paraprofessionals

44. 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.

45. 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 notebook conditions, sign, and return the contract to school. **TEXTBOOKS ARE TO BE KEPT CLEAN 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

46. 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.

47. TOBACCO-FREE SCHOOL

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

48. TRANSPORTATION

See the division wide handbook for more information.

49. 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.

50. 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. **You must bring your driver's license or identification to the school office.**

51. 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 the administration.

Another way to volunteer is to serve on an advisory committee. Current advisory committees include Calendar, Career and Technical Education, Wellness (School Health Advisory/Concussion Management), Special Education, Technology- Contact your school office if you wish to-serve on an advisory committee.

52. 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 matter. 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.

53. WATER BOTTLES

Students will have designated times to fill water bottles (PE and Lunch). Students will not be permitted to leave class to fill water bottles. Water bottles must contain water only. If a student is caught with anything other than water, they will only be permitted to carry a clear water bottle.