

**Eagle Rock Elementary School  
Parent- Student Handbook  
2018-2019**



**Desire is the key to motivation,  
but it's determination and commitment to an  
unrelenting pursuit of your goal  
- a commitment to excellence -  
that will enable you to attain the success you seek!**

**Mario Andretti**

## SCHOOL FACULTY AND STAFF

Principal	Sandy Gould
Secretary	Mary Kate Kessler
Preschool	Diane Lowe
Kindergarten	Rachel Davis
Kindergarten	Melissa Fleming
Grade 1	Dodie Thompson
Grade 2	Kelly Miller
Grade 3	Elizabeth Hipes
Grade 4	Lauren Tribble
Grade 4	Melissa McKinney
Grade 5	Cynthia Harris
Librarian	Leigh Delp
Title 1	Jill Quillen
Special Educator	Norma Hall
Special Educator	Amy Warren
Guidance	Hilah Divers
Music	Beth Radford
Gifted	Karen Busher
Art	Holly Clary
School Health Nurse	Mary Bobbitt
Speech & Language	Kim Morris
Technology Specialist	Leah Stephenson
Instructional Aide	Diane Buchanan
Instructional Aide	Stephanie Riddle
Instructional Aide	Connie Snavelly
Cafeteria Manager	Connie Sink
Cafeteria	Janet Howes
Cafeteria Aide	Loretta Markham
Cafeteria Aide	Betty Teaford
Head Custodian	John Huthwaite
Custodian	Natasha Young
Custodian	Genia Deel

## 2018-19 PTA Officers

President	Amy Angle
Secretary	Heather Huffman
Treasurer	Stephanie Riddle
Teacher Representative	Norma Hall

## **SCHOOL HOURS**

<b>Office</b>	<b>7:30 A.M. - 3:30 P.M.</b>
<b>Pupils</b>	<b>7:40 A.M. – 2:25 P.M.</b>
<b>Teachers</b>	<b>7:30 A.M. - 2:30 P.M.</b>

## **PHILOSOPHY AND OBJECTIVES**

### **THE NATIONAL EDUCATION GOALS**

- All children in America will start school ready to learn.
- The high school graduation rate will increase to at least 90 percent.
- American students will leave Grades 4, 8, and 12, having demonstrated competency in challenging subject matter, including English, mathematics, science, history, and geography; and every school in America will ensure that all students learn to use their minds well, so they may be prepared for responsible citizenship, further learning, and productive employment in our modern economy.
- American students will be the first in the world in science and mathematics achievement.
- Every adult American will be literate and will possess the knowledge and skills necessary to compete in global economy and exercise the rights and responsibilities of citizenship.
- Every school in America will be free of drugs and violence and will offer a disciplined environment conducive to learning.

### **GOALS OF PUBLIC EDUCATION IN VIRGINIA**

The goals of public education in Virginia are based on the concept that educational excellence and equity are promoted by establishing a program that specifies a core of expectations for each and every student, supplemented with enhancement and specialization. Schools will be prepared to receive and educate each student such that:

1. all students will demonstrate competence in a core of knowledge that is critical to their understanding of the world in which they will live;
2. all students will develop a system of ethics and values reflecting individual and shared responsibilities for themselves and to the community in an increasingly global society;
3. and all graduates will be prepared to directly enter and continue in the skilled work force, or to enter and complete further academic and technical education.

Schools have a unique responsibility for achieving these goals and for making that a collaborative effort with families, businesses, and the community.

## **BOTETOURT COUNTY PUBLIC SCHOOLS MISSION STATEMENT**

It is the mission of Botetourt County Schools to ensure that all students participate in quality learning experiences necessary to grow, to adapt and to meet the challenges of responsible citizenship in a changing world.

## **DESIRED STUDENT RESULTS**

- Students will exhibit growth in the Virginia Standards of Learning.
- Students integrate knowledge using thinking and reasoning skills.
- Students communicate effectively through listening, speaking, and writing.
- Students develop personal and social responsibility.

## **STATEMENT OF PHILOSOPHY**

The County School Board of Botetourt County believes...

- that the way of the cherished in the United States is founded on a great spiritual heritage, the ability of the people to govern themselves through representative government, and a recognition of the dignity and integrity of the individual.
- that the home, the church, and the school are basic institutions responsible for the development of our children.
- That to preserve the ideals upon which our country was founded and to meet the great challenges facing our country and the world today, it is imperative that we maintain a public school system that functions according to democratic principles and has as its primary objective the development of worthy members of our society.
- That school practices and policies evolve from knowledge of the nature of boys and girls, convictions regarding the environment most conducive to learning, and a commitment to the fundamental principles underlying our form of government.

The Eagle Rock Elementary faculty, staff, students, parents, and community are invited to provide input and feedback on the mission statement, school beliefs, and desired result of student learning. **Please address responses to Eagle Rock Elementary, 145 Eagles Nest Drive, Eagle Rock, VA 24085 or call 884-2421.**

## ACADEMIC INFORMATION AND INSTRUCTION

### **ASSEMBLY PROGRAMS**

During the year we will have a variety of assembly programs with both students and professionals participating. We usually contract for these assemblies and try to provide them with the help of the PTA. Assemblies are presented to reinforce the instructional program and motivate students.

### **FIELD TRIPS**

Field trips are designed to be useful extensions of the academic program and correlate with the Virginia Standards of Learning. Written permission from parents must be given before a student may go on a field trip. Students are not allowed to call home to get permission to go on a field trip. **SBP IICA & SBP IICA-BR.**

### **HOMEWORK**

Homework is the extension of activities begun in school by the student under the guidance of the teachers and continued at home. Being aware of the importance of reading skills for school success, Botetourt County Public Schools encourage thirty (30) minutes of reading as one homework assignment for every elementary student. Working together, home and school can guide the student as knowledge is discovered and independence is achieved. **Homework requests** (for students who are absent due to illness) **should be made by 8:30 A.M.** This allows teachers the opportunity to collect the assignments without the loss of instructional time. **Parents may pick up their child's homework between 2:00 p.m. and 3:30 p.m. in the school office. SBP-IKB**

### **INSTRUCTIONAL TIME**

Eagle Rock Elementary School has a 6 hour instructional day with an additional ½ hour for lunch. The principal, faculty and staff make every effort to eliminate interruptions and protect allocated instructional time. Please make sure students are on time (7:55 am) as repeated tardies adversely impact achievement. Be reminded that if students need breakfast they should arrive no later than 7:45am. The morning bell rings at 7:55 reminding students to start their day. Any student arriving in class after that time will be considered tardy unless there is a bus delay.

### **INSTRUCTIONAL PROGRAM**

The Botetourt County School Board shall develop and implement a program of instruction for grades kindergarten through 12 that is aligned to the Standards of Learning established by the Board of Education and that meets or exceeds the requirements of the Board of Education. The program of instruction shall emphasize reading, writing, speaking, mathematical concepts and computations, proficiency in the use of computers and related technology, and scientific concepts and processes; essential skills and concepts of citizenship, including knowledge of Virginia history and world and United States history, economics, government, foreign languages, international cultures, health and physical

education, environmental issues and geography necessary for responsible participation in American society and in the international community; fine arts, which may include, but need not be limited to, music

and art, and practical arts; knowledge and skills needed to qualify for further education, gainful employment, or training in a career or technical field; and development of the ability to apply such skills and knowledge in preparation for eventual employment and lifelong learning and to achieve economic self-sufficiency. **SBP- IKF**

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

The Botetourt County School Board recognizes that a moment of silence prepares students & staff for their their respective day. Therefore, a moment of silence is observed each morning. The Pledge of Allegiance is recited each morning. No student is compelled to recite the pledge if the student or parent objects on religious, philosophical, or other grounds. Students who do not recite the pledge must remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance. **SBP-IEA**

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

We believe that each child develops at a rate that is appropriate for him or her. Students have the opportunity to progress in direct relationship to their abilities and interests. Therefore, each student is evaluated on the basis of the capacity and potential of that individual. We believe that it is the basic responsibility of the school to see that students strive to do their best. However, we find that parent encouragement from the home provides an even stronger opportunity for success. This challenge provides students the opportunity to progress beyond traditional boundaries. Pupils are evaluated by informal and formal means. Teacher tests, observations, and standardized tests are used to measure pupil progress. You may see your grades at any time by logging on to the parent portal.

### **Grading Scale : SBP IAA-BR**

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

## **SCHOOL BOARD POLICY**

The School Board Policy Manual may also be accessed on the county's website at [www.bcps.k12.va.us](http://www.bcps.k12.va.us)

## **SCHOOL PARTIES**

**Birthday parties/snacks at school are not allowed unless you wish to provide a store bought snack at break in pre-school and kindergarten OR at lunch in all other grades.** You may also want to consider participating in our "Books for Birthday" program. You can donate money for the purchase of a book to be placed in his/her honor in the library. Another option is that you may choose to purchase ice cream for the class. **There are students with SEVERE allergies in our school so we must strictly enforce this policy.** The students have a Winter Holiday Party, Valentine Party, and end of year celebration each year. Distributing invitations for individual parties during school hours **is prohibited.**

## **STANDARDS OF LEARNING (SOL)**

All schools are required to provide a program of instruction that corresponds to the Virginia Standards of Learning for English, Mathematics, Science, and History/Social Science. Virginia SOLs and academic objectives by grade level will be sent home annually this can also be found on the Botetourt County Website or Virginia Department of Education website. SOL tests will be administered in the Spring of each year. SOL results will be used as one criterion for making decisions regarding promotion/retention See: <http://www.doe.virginia.gov/testing/>

## **RETENTIONS & PROMOTIONS:**

Promotions in grades K-5 are made annually based on the student's overall progress in achieving the standards established for each grade level. The teachers referring students for retention must meet the criteria set forth in policy and prepare the school's consideration form to the retention committee for consideration. Retention has serious implications and must be a last resort. **SBP IKF-SR2**

## **STUDENT FEES**

Students are not charged a materials fee. Each grade will be given a supply list at the end of the year. If you need assistance purchasing these items please let the school counselor or principal know and we will be happy to provide the necessary supplies.

## **TEACHER QUALIFICATIONS**

Parents may request information regarding the professional qualifications of the student's classroom teacher.

## **ACCEPTABLE USE -Computer System Agreement**

Students/Parents are required to read and understand this agreement annually that is kept on file before being permitted to use the Division's computer system. This is part of our online registration information. Students will be actively supervised using school division computers. During the first student's or class's use of the school network or Internet, the teacher or supervising staff person will outline and discuss in the Division Handbook.

## **PARENT INVOLVEMENT**

**We believe the parents are the most important teachers that a child has. In order to help your child be successful, parental support is needed. Through the cooperation of parents, teachers, and staff, the quality of education at Eagle Rock Elementary School will be better than ever. Parents are encouraged to join the PTA, volunteer in school, and become a part of the Parent Advisory committee.**

## **CALLS TO TEACHERS**

Teachers are glad to return a parent's call at a time when they are not responsible for instructing and supervising students. If you would like to talk with your child's teacher, please call the school and leave a message for the teacher to call you.

## **CLIENT SURVEY**

The Botetourt County Teacher Evaluation Plan requires teachers to administer client surveys to students and parents. Designated teachers will administer these surveys at specific times during the school year. Both student and parent surveys will be returned to the teacher anonymously. Please feel free to contact the principal with questions concerning client surveys.

## **CONFERENCES WITH TEACHERS**

Two days of the school year are set aside as Parent-Teacher Conference days. A special effort will be made to schedule conferences for all parents who want to talk to a teacher on these days. Parents are also encouraged to request conferences with teachers any time during the school year when questions or concerns arise. Dates and times are on the school calendar and reminders will be sent home.

## **DAILY FOLDER**

Each day, students will bring home a folder containing homework, completed work and reminders of upcoming events. It is important that you look at the information in the folder daily and discuss the information with your child.

## **EDUCATIONAL RECORDS**

Individual educational records are maintained for each student, Grades PreK-5. The content of the Education/Scholastic Record is limited to data needed by the school to assist the student in his/her personal, social, educational, and vocational development and as his/her post high school placement. Parents may review these records by contacting the principal.



## **FUNDRAISING**

School sponsored fundraising activities, which involve elementary students in door-to-door solicitation, shall be prohibited. Only pre-approved fundraising activities are allowed.

## **PARENT - TEACHER ASSOCIATION**

Each parent is encouraged to be involved in the activities of both the school and the Eagle Rock PTA to maximize learning for children at Eagle Rock. The following dates are tentative. We will add and provide more information which will be available on the school website and on the school calendar. **All meetings will begin at 7 pm.**

## **SCHOOL WEBSITE**

The school maintains a website to help parents and the community stay informed with what is happening at the school. The website includes the school calendar, homework, upcoming events at the school, and teacher links to instructional websites. The website may be accessed at <http://eres.bcps.k12.va.us>

## **VISITORS**

Upon entering the building, all visitors (anyone other than students or staff) are required to immediately report to the school office to register. A visitor's badge will be issued and must be worn while the visitor is in the school. Badges should be returned to the main office when the visitor leaves the building.

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

## **VISITATION**

We are very happy for parents to visit the school so that they are familiar with our school program and to understand the methods by which their children are being taught. However, in order to avoid unnecessary distractions to class work, we request that a parent who wishes to speak to the teacher or visit a class contact the office so that the most convenient arrangement can be made.

**Parents are not to go directly to a teacher's classroom. In order not to disrupt instruction, all cell phones should be turned off or no ringtone when visiting in the school.**

## ATTENDANCE

### ABSENCES

**Parents are requested to contact the school by phone by 8:30 A.M. if their child will not be in attendance that day.** School Board policy complies with Virginia State Code requiring the school to notify you when your child is absent. Your call saves time for the school staff and keeps you from being inconvenienced at work. The following reasons shall be unacceptable for absences from class: a.) car trouble, b.) missing the bus, c.) personal business, d.) oversleeping, e.) needed at home, f.) working on a job, g.) other reasons deemed unacceptable by the principal.

When your child is absent, please send a written excuse with the date of the absence(s) and reason.

**Students with five unverified absences will be referred to Botetourt County School's attendance officer.** An unverified absence is one in which there has been no parental contact, either by phone or written excuse. Continued absences will also be reported to the attendance officer. Every effort should be made to avoid absence from school. Although students can make up missed work, there is no substitute for actually being in the class. Missing this valuable instruction time can lead to serious academic problems. **SBP JED, SBP JED-SR1**

### CHECKING OUT OF SCHOOL (PRIOR TO DISMISSAL AND AT DISMISSAL)

Any parent who wants to pick up a child during the school day and at dismissal (no matter what the purpose), must come to the school office to do so. If you wish to pick your child up in the car rider line then you will not be required to sign out. Students leaving school during the school day, including dismissal, must be signed out. Identification from any adult who comes to pick up a child and whom is not recognized is required. We reserve the right not to release the child to anyone other than the custodial parent; in case of doubt, we will phone the custodial parent to confirm that someone else has been authorized to pick up a student. You will be given a form to complete listing individuals who have permission to pick a student up. Please be sure to complete those and turn them into the office.

### EARLY ARRIVALS

The school assumes no responsibility for supervision of children who **arrive at the building before 7:40 A.M.** The school is not equipped to supervise students prior to this time. Students must remain in the front hall until the first bus arrives and not in the office.

### TARDINESS

A student arriving late to school (after 7:55 A.M.) will be required to report to the office for a tardy slip before going to the classroom. **A parent should come to the office with the student and sign in the student.** If a student's bus is late, he/she will not be counted tardy. However, being late to school for any other reason will be shown as tardy on his/her attendance report. **Parents should make every effort to get students to school on time as instruction begins at 8:00.** It is very important that children form at an early age the habit of always being on time. Help your child learn this valuable lesson by seeing that he/she arrives at school promptly. Students are encouraged to enter the classroom by themselves. This builds confidence in the child and prevents classroom distractions. Students who do not arrive at school on time miss important instructional time that affects academic progress.

## **ELEMENTARY ATTENDANCE GUIDELINES FOR RECOGNITION AND PARTICIPATION IN SCHOOL EVENTS**

**Acknowledging that attendance impacts a student's academic progress, students in elementary school will be recognized for the following:**

- (1) Perfect Attendance:** The student is present for some portion of 180 days
- (2) SOL Scores:** The top three highest scorers are recognized with each subject areas test.

A perfect score on a SOL test will also be acknowledged.

**If a student reports to school but is not present in the classroom, he/she will be counted absent. A student may not participate in an event before or after school if he/she is absent due to illness, is present at school for less than one hour, or leaves school early due to illness.**

**A student may not participate in an event before or after school if he/she has in-school suspension or after-school detention. SBP JED-SK2**

## **STUDENT CONDUCT**

**This school will continually strive to guide the physical, mental, social, and emotional development of its students. The cooperation of the home is essential if we are to accomplish our goal. A child must have consistent patterns of desirable behavior and opportunities to practice them if he is to be prepared for a productive and rewarding life.** Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur. All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing student conduct and compulsory school attendance. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parent's' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties. **SBP JFC-R**

## **BULLYING PREVENTION PROGRAM**

BCPS has a bullying prevention program with the purpose of ensuring that each of our students remains as safe as possible in our school and can feel comfortable wherever they are throughout the school day. **Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressor and victim; and it is repeated over time or causes severe emotional trauma. It can include cyber bullying. Bullying does not include ordinary teasing, horseplay, argument or peer conflict.** Students are made aware of behaviors that are considered to be bullying behaviors and what to do if these are observed. There are consequences in place for reported bullying behaviors. BCPS has developed a comprehensive protocol and educational components to address bullying in our schools

## **CLOTHING**

We encourage students to dress neatly and wear clothes that are appropriate for school. Clothing that draws comments from other students often causes unhappiness for the wearer. If the student's attire is thought to be disruptive, a private conference will be held with the student. **The following clothing is not permitted:**

Hats/scarves/bandannas (without special permission)

Tops exposing midriff or underclothing

Spaghetti strap tank tops or tank tops with straps less than 1 inch wide (3<sup>rd</sup>-5<sup>th</sup> grade)

Clothing displaying alcohol/tobacco logos, weapons or profanity

Shorts or skirts should not be shorter than one index card length up from the knee

Please mark your child's clothing with name and grade. Please instruct your child to check the "lost and found" items in the cafeteria for any missing article. Parents are invited to do the same should they find it necessary. **SBP JFC-SR2 & Division Handbook**

## **CRIME LINE**

In accordance with the *Code of Virginia* § 22.1-280.2, Botetourt County schools will participate in School Crime Line. Students who have information regarding hazards, threats, or crimes may anonymously call Crime Line at 540-344-8500. Calls could bring cash rewards of up to \$100, which would be paid off school property to ensure confidentiality.

## **DISCIPLINE**

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a problem the teacher may conference with the student, conference with the parent, use classroom disciplinary procedures, refer the situation directly to the building principal, or students may refer themselves for peer mediation.

## **MONEY AND ITEMS BROUGHT TO SCHOOL**

Cell phones, electronic toys/games, ipods or CD players must be turned off and kept in a backpack at all times. If students are caught using any of these items during the school day they may be confiscated. Any money brought for school accounts or activities must be placed in an envelope and clearly marked. Bringing additional money to school is discouraged. The school does not assume responsibility for lost money or any items previously mentioned.

**SBP JFCR**

## **GENERAL EXPECTATIONS OF STUDENT CONDUCT**

Students are expected to respect themselves, others and the school. Students are expected to:

Use good manners at all times.

Take care of personal belongings.

Use appropriate manners in the cafeteria.

Complete classwork and homework.

Put forth their best effort.

Obey all staff members.

Keep their hands to themselves.

Leave all dangerous objects at home.

Go quietly and promptly from one place to another.

Walk quietly.

Treat each other with respect.

Treat cafeteria workers and the custodial staff politely.

Follow the playground equipment rules explained by teachers.

Play games by the rules.

Help keep the cafeteria clean.

Help keep their classrooms and school clean.

Keep the halls clean and take care of the artwork.

Failure to go by student expectations may result in loss of privileges, notice to parents, and referral to the principal and suspensions.

The Botetourt County Public Schools Parent/Student Handbook is available to parents at the beginning of the school year with online registration paperwork. **The "Parent and Student Verification" requires the signature of each parent or guardian and student (in Grades 3-5) to verify that they have read the information. SBP JFC, SBP JFCR & Division Handbook**

## **STUDENT SERVICES**

### **AFTER SCHOOL DIRECTED STUDY PROGRAM**

The program provides elementary students with help and guidance with homework and remediation of skills. The program is designed for students who can be expected to benefit from assisted independent study.

### **ART**

Art instruction will be provided by a certified art teacher to students in pre-school – grade 5. Art lessons will provide students opportunities to learn about a variety of art mediums.

### **GIFTED /JOURNEY PROGRAM**

Students may be referred and recommended for this Program by parents or teachers. Once students are determined eligible, services will be provided through our gifted program.

### **GUIDANCE**

As a part of the Botetourt County instructional program, guidance and counseling services are offered at the elementary level. The guidance and counseling program serves the needs of all children at each stage of their development. With the counselor's help, children will be helped to better understand themselves and others. Each school provides the following guidance and counseling services to all students: Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities. Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities. Personal/social 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. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling. The counselor meets with children in classroom guidance, individually, and in small groups. In order to provide an effective program, the guidance counselor works cooperatively with the teachers, parents and students. If you have any questions concerning the guidance/counseling program, please contact the school. **(SBP IJ)**

### **HELPING HANDS FOUR-YEAR OLD PRESCHOOL**

Eagle Rock Elementary School has a four-year old preschool program for Botetourt County Schools. This program is designed to help children learn the basic academic and social skills needed to be successful in kindergarten. An application and interview must be completed to gain entrance to the program. Please contact the Principal, for additional information concerning the program.

## **MEDIA - LIBRARY**

The media specialist makes available books and magazines, audiovisuals, and equipment to all students and teachers in an effort to better coordinate the school academic program. A professional library is also maintained for teachers and parents. The specialist participates in curriculum planning and identifies and purchases resources to enrich units of study.

## **MUSIC**

The music specialist offers a variety of musical experiences for students. The general music program includes singing, listening, music appreciation, rhythmic experiences, and introduction of instruments, music reading and creative experiences. Chorus will also be offered for students in 4<sup>th</sup> & 5<sup>th</sup> grades after school.

## **PALS (Phonological Awareness Literacy Screening)**

PALS provides early reading intervention services to students in Kindergarten through Grade 3 who are experiencing weaknesses in reading skills. Students are screened in the fall to identify those children who do not have the early reading skills necessary for success in learning to read. Additional help is provided for those identified students during the school day.

## **PEER MEDIATION**

Students will be taught mediation skills and techniques during classroom guidance. Fifth grade students selected by their classmates may be asked to serve as Peer Mediators will receive advanced training to help other students solve their own problems. By handling many problems between students in this manner, more serious problems can be prevented before they develop.

## **PHYSICAL EDUCATION**

Tennis shoes are required for safety during gym class. Students who do not have tennis shoes will not be allowed to participate in P.E. If your child cannot take physical education, send a note explaining why he/she cannot participate and how long he/she will be unable to join in activities.

## **SPECIAL EDUCATION**

Special Education classes are offered to qualified students with handicapping conditions. Federal and state criteria are used to identify students who qualify for special education. Parents with questions or concerns are urged to contact the principal.

## **STUDENT SCREENING**

New students will be screened within 60 days of their initial enrollment in the areas of speech, hearing, vision & motor skills. In addition, students in grade 3 will receive vision screenings.

## **TECHNOLOGY**

Technology is an important part of the instructional program. Technology will be integrated into classroom instruction.

## **TEXTBOOKS**

Students will be responsible for the textbooks that are issued to them to use during the school year. Students who lose or damage a textbook will have to replace it at its current cost.

## **TITLE I**

Remediation services for students meeting specific criteria will be provided in reading and math Title I services.

## **WEEKDAY RELIGIOUS EDUCATION**

Students in predetermined grades (determined annually) have the option of attending religious education classes once a week for 30 minutes if parents approve their absence from academic classes. This non-school program is taught off the school premises in a trailer located at the back of the school building on an adjoining property. Students will be escorted to and from the trailer by the area minister teaching the class. Please understand that the school has no responsibility for your child's safety or behavior from the time they are picked up at their class until they return. This is considered release time from school and will be offered during recess or Encore time. Students who do not participate will continue with their regular school day schedule.

## **YMCA AFTER SCHOOL CHILD CARE      **NO LONGER AVAILABLE TO THIS AREA!****

**In the past the Alleghany Highlands YMCA has** provided after school child care at the school. They do not have enough students participating in the program to substantiate running the program here at Eagle Rock Elementary. The program operated from 2:25-6:00 p.m. each day that schools are in session. Daily rates were also available. Financial assistance was available to those who qualify.. **For more information, please call 540-862-8682. The YMCA will provide to parents of registered children a phone number that needs to be used if you need to contact them. The school office will not handle phone calls or relay messages for the after school day care program.**

## **CAFETERIA**

Eagle Rock School serves nutritious meals every day. **Students eating breakfast should arrive at school no later than 7:45 a.m.** If your child is **tardy**, he or she will not be allowed to eat breakfast. Students should report directly to breakfast when they get off the buses each day. The morning bell rings at 7:55 which is when students are expected to empty their trays and head to class.

***IF we have 1 hour delay, we will offer a small, simple breakfast on those days if your child needs to purchase one. The breakfast might consist of something like cereal, a breakfast bar or pop tart and milk/juice. Our lunches begin at 10:45 so in order to have lunch ready we need to keep it simple but also help our students start their day ready to learn. We will not be able to offer breakfast on 2 hour delay days!***



## **CAFETERIA ACCOUNTS**

It is important that your child have money for breakfast and/or lunch. If your child does not have money, a reminder will be sent home. Charges should not accumulate and should be paid immediately. Each student has an account in the school cafeteria. A computerized system in the cafeteria allows parents to purchase any number of breakfasts, lunches, or snacks. If you do not wish for your child to purchase extras you must send in a note to the cafeteria. Students who bring money to school for making various types of purchases should, if at all possible, have correct change. This will greatly facilitate the collection for the teacher, especially in the primary grades. Also, after a student incurs a negative balance they will be offered an alternate lunch such as peanut butter and jelly or a cheese sandwich (if available). Ala cart items may not be charged. Any student who owes money on his/her account more than two times during the school year will not be allowed to charge extras on the account.

Prices anticipated are: Student breakfast \$1.90, Student lunch \$2.90

**PRICES ARE SUBJECT TO CHANGE** so please check the Division Website for up to date pricing information. BCPS offers an online payment system for your child's lunch account. It is a simple and secure transaction online which keeps records of your child's purchases. You can pay on an account; create an alert for low balances, track & review purchase history and set up automatic and recurring payments. You must go online and register your student & create an account at [www.myschoolbucks.com](http://www.myschoolbucks.com) you can prepay with credit, debit or electronic check.

## **FREE OR REDUCED BREAKFASTS AND LUNCHES**

Free or reduced price meals will be available during the school year for children who are eligible. The parent requesting the free or reduced price lunch must complete an application giving the information showing eligibility. The applications may be obtained in the school office. People whose income rises above the scale while they are on free or reduced lunches must notify the principal. Children on direct certification do not need to complete an application. You must apply yearly for this assistance.

## **BREAKFAST AND LUNCH MENUS**

Breakfast and lunch menus will be sent home at the beginning of the year. These will also be made available on the website. These are available so that your child will know if he/she wishes to buy on that particular day. When packing your child's lunch try to pack nutritious foods. Pack foods that will remain with your child the rest of the day. Botetourt County Schools participate in the offer vs. serve program of the National School Lunch Program. Offer vs. serve allows students to decline to take all offered food/milk items on the tray. Students are required to take a minimum of three of the required items (for example: a meat, vegetable and milk would meet the requirement).

**Soft drinks are not allowed for students during the day even in lunches. Parents are also requested not to bring lunches from fast food businesses into cafeteria as a consideration to other students & food allergies. Any adult desiring to purchase a lunch should call the office by 9:00 A.M.**

## **ICE CREAM**

Ice cream or frozen fruit juice bars may be purchased by your child for 75 cents and can be paid for with cash or using your child's lunch account. Students who owe money on their lunch account may not charge ice cream on their account.

## **TRANSPORTATION**

### **TRANSPORTATION / BUS**

All students are required to sign an agreement regarding the *Regulations for Pupils Riding School Buses* which can be found on \_\_\_\_\_ (it is one of the check boxes in online registration paperwork.. Parents should go over the rules with their child, and sign and return the form to the teacher. In order to promote the safety and welfare of all pupils transported by county school buses, orderly conduct must be observed at all times by all pupils. We will need your cooperation in maintaining such conduct. Pupils should respect and obey those in authority. Please take time to discuss bus safety and its importance with your child. We hope it will never be necessary to deprive a child of bus privileges.

### **BUS RULES AND REGULATIONS FOR STUDENTS**

1. Arrive at the bus stop on time.
2. Line up quietly and away from the highway.
3. Carry books and lunch boxes in one hand in order to use the handrail to help board the bus.
4. Sit in assigned seats and remain seated at all times while the bus is moving.
5. Remain seated until the bus comes to a full stop.
6. Cooperate with the bus driver and fellow students to promote safety on the bus.
7. Conduct yourself in a manner that is becoming to a good citizen.
8. Drinking, eating, and chewing gum are prohibited on the bus.
9. Bottles and glass containers are dangerous and are prohibited on the bus.
10. Ride only the bus to which you are assigned.
11. Have a written note with address from a parent and written approval from the principal or his/her designee in order to ride a bus other than your assigned bus.
12. Do not board or leave the bus at any stop other than your own.
13. Loud, profane, or abusive language is prohibited on the bus.
14. Keep arms, legs, and head inside the bus and out of the aisle.
15. Do not play with emergency door.
16. If you must cross the road when you get off the bus, look both ways. Be sure cars are not coming. Look at the bus driver or school staff and they will tell you when it is safe to cross. (Note: Most fatal accidents occur when getting off the bus.) If you have to cross the road, cross in front of the school bus. (Never cross in back of the bus.)
17. Riders will be required to pay for any damage they do to the bus.
18. Tape recorders, record players, radios, electronic games, and animals are not permitted on the bus unless permission is granted by the principal and approved by the driver.

**Any student not obeying these bus regulations to the fullest extent may be punished by the loss of the privilege of riding the school bus.**

## **BUS NOTES**

Children are not permitted to ride buses other than the one designated to transport them to and from school. No exception to this rule will be approved unless by written statement that includes address from the parent.

**Parents are requested to not telephone with last minute changes except in emergency situations.**

**Bus changes:** You are asked to provide the following information in the form of a note when your child needs to get off at a different stop, ride a different bus, or ride in a car. **Phone changes** should be reserved for emergency situations since those requests cannot be verified.

**Make sure bus notes include the following information:**

- 1. Date of change**
- 2. Child's first and last name**
- 3. Destination address**
- 4. Teacher's name**
- 5. Bus driver and number**
- 6. Parent signature**
- 7. Send a note the day of the change.**

**Review the day's change with your child**

## **BUS PROBLEMS WITH MIDDLE SCHOOL OR HIGH SCHOOL STUDENTS**

If Eagle Rock students are having problems with older students from Central Academy Middle School or James River High School, parents should contact the Eagle Rock School principal. The Central Academy or James River principal will be contacted and connection of the problem will be made.

## **STUDENT DROP OFF AND PICK UP**

Parents are requested to take extra care when driving on school property. Every effort is made to promote safety and prompt movement of traffic. Please be aware that it is unlawful to drive through bus lanes. **Students arriving at school by car should exit the automobile in the drop off area at the right of the building. Students should not be dropped off in the front parking lot and cross the bus lanes.** An adult should accompany students from this parking lot to the sidewalk.

Parents are asked not to wait in the building prior to dismissal as this impedes the safe and efficient dismissal of our students. Parents who do not utilize the car rider line must check into the office and sign their child out. Removing your child from the bus line without explicit permission from the office poses a security threat and is not allowed. We encourage you to utilize the car rider line and if you are unable to do so then you must sign your child out in the office and wait until they can be called to the office.

## MEDICAL INFORMATION

### **ACCIDENTS /ILLNESS**

A student information sheet, which must be filled out and returned, will be sent home with each child. This information sheet tells us whom to call in case of an emergency or illness. Also, include the name of two relatives or neighbors who have given their permission to be called in the event we are unable to reach you. **Please keep the office up-to-date on any changes of phone numbers, address changes or changes of employment.**

If your child has symptoms of illness or has a fever, please make sure he or she stays at home so that other children do not become infected. Please notify the teacher if a lengthy illness is expected. In case a child becomes ill during the school day, the parent will be called at the discretion of the principal, teacher, and school nurse. Students are expected to make up work missed when absent due to an illness. A fever is considered a temperature of 100° F or higher will be sent home from Botetourt County Public Schools. In most cases of childhood illnesses, fever is the lowest in the morning, rises in the afternoon and is at the highest in the evening & night. As a child begins to recover their morning temperature may be normal with fever still present later in the day. Accidents occurring during a school sponsored event are covered by VACORP. VACORP accident coverage is secondary to any insurance coverage including Medicaid, FAMIS or private health insurance. Should you need this coverage it is available upon request at the time of the accident. Your claim form explains the steps for filing a claim. More information concerning student insurance please refer to **SBP EI-BR & the Division website.**

### **HOW SOON SHOULD A STUDENT- RETURN TO SCHOOL?**

1. If illness is in the first or second day, and the previous day's fever was 100° F or higher: student should be kept home one more day, even if no fever that morning.
2. If illness is in 3<sup>rd</sup> or 4<sup>th</sup> day, and student appears to be improving, with highest fever below 100° F the previous day, student may return if he/she feels good that morning and has a good appetite. Other symptoms to consider: Cough nasal congestion, stomach ache, vomiting, or diarrhea.
3. If present to a significant degree, advise remaining at home an additional day.
4. Doctor's written instructions may take precedence over these guidelines.

### **DOCTOR AND DENTIST APPOINTMENTS**

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

## **IMMUNIZATION REQUIREMENTS**

**State law requires that schools maintain documentary proof that all students enrolled are adequately immunized. Documentation must be provided prior to initial entry into school. Students must be adequately immunized in the following areas:**

*DtaP, DTP, DT or Td* – A minimum of three doses. A child must have at least one dose of diphtheria, tetanus, pertussis-containing vaccine after the fourth birthday. If the child has received six doses before the fourth birthday, additional doses are contraindicated. DT vaccine is required for children medically exempt from pertussis vaccine. Adult Td is required for children 7 years of age and older who do not meet the minimum requirements. As of 2006, DtaP Booster vaccine is required prior to entry into 6<sup>th</sup> grade if at least five years have passed since the last vaccine.

*Polio* – A minimum of three doses of OPV or IPV in any combination. If a child has had only three doses of polio vaccine, one dose must have been administered after the fourth birthday. However, a child who has received four doses before the fourth birthday, is adequately immunized and does not need a dose after the fourth birthday.

*Hib* – This vaccine is required only for children up to 30 months of age. A complete series consists of either two or three doses (depending on manufacturer) followed by a booster dose at age 12-15 months. 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 30 months are only required to have one dose of vaccine.

*Hepatitis B* – A minimum of three doses for all children born on and after January 1, 1994 (with at least four months spacing between the first and third doses). This will also be required for all children entering the sixth grade in September 2001.

*Measles, Mumps, Rubella* – A minimum of two measles, one mumps and one rubella. (Most children receive two doses of each because the vaccine is usually given as MMR. First dose must be administered at age 12 months (365 days) or older. Second dose of measles vaccine does not have to be administered until age four-six years (at entry to kindergarten) but can be administered at any time after the minimum interval between dose one and dose two. The minimum interval is one month (28 days). Since March 2008, a second dose is recommended, but not required, for school entry.

*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 (365 days). Since March 2008, a second dose of Varicella (chickenpox) vaccine is recommended, but not required, before school entry.

## **MEDICATION**

Generally, schools do not unilaterally dispense or administer medications to students. These medications should be administered at home if at all possible. However, our school nurse will supervise the administration of medication to students during the school day based upon Botetourt County School Board regulations. It shall be the parent's responsibility to provide and ensure that the medication is delivered safely to school. Parents must provide written permission for medication to be dispensed during the school day.

**Unused portions cannot be returned on the bus. It must be picked up by the parent or a responsible adult designated by the parent.**

### **PRESCRIPTION MEDICATIONS.**

1. Written permission must be provided indicating the name of the medication, dosage, time to be given, the reason for administrations, and the parent/guardian's signature on the Medication Permission Form.
2. Included on the Medication Permission Form is a signed parental statement relieving the school of any responsibility for the benefits or consequences.
3. The parent/ guardian **SHOULD** deliver the medication and Medication Permission Form to the school. **Medication must be in the ORIGINAL, LABELED PHARMACY CONTAINER.** The label shall include the name of the pharmacy, the name of the drug, the name of the prescribing physician, and the proper directions for use and dosage, (Pharmacies are usually willing to provide an extra container for this purpose.)
4. Health aides are not allowed to give any medications, prescribed or over the counter, unless there is a doctor's order and parent written permission.
5. If there is any discrepancy between the Medication Permission Form, the parent's note, the label on the bottle or the nurse's knowledge of best practice, the medication will not be given.

### **SHORT-TERM NON-PRESCRIPTION MEDICATION (5 DAYS OR LESS)**

1. Written permission must be provided indicating the name of the medication, dosage, time to be given, the reason for administration, and the parent's/guardian's signature on the Medication Permission Form.
2. Included on the Medication Permission Form is a signed parental statement relieving the school of any responsibility for the benefits or consequences.
3. That parent/guardian should deliver the medication and Medication Permission Form to the school. **Medication must be in the ORIGINAL CONTAINER.**
4. Health aides are not allowed to give any medications, prescribed or over the counter, unless there is a doctor's order and parent written permission.
5. If there is any discrepancy between the Medication Permission Form, the parent's note, the label on the bottle or the nurse's knowledge of best practice, the medication will not be given.

### **LONG-TERM OR CHRONIC OVER-THE-COUNTER MEDICATIONS**

Any medication which must be administered for longer than five days or which must be kept on hand for chronic or recurring condition must be accompanied by a doctor's order, in addition to following the procedures listed above. A Protocol manual, approved by a physician designated by the School Board, shall be used as a guide for dispensing medication and administering first aid.

Medication will be administered by the school nurse or, in his/her absence, other staff members who have been designated by the principal or his/her designee. Health aides are not allowed to give any medications, prescribed or over the counter, unless there is a doctor's order and parent written permission. The Medication Permission Form shall be reviewed by the school nurse prior to the administration of any medication by other authorized school personnel.

Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal or his/her designee. All prescription drugs and over-the-counter medications (including cough drops) will be stored in the school safe or other secure area established by the principal. The principal may approve exceptions for storage when a drug may be needed immediately in extreme or life threatening circumstances such as allergy medications or inhalers.

Each school shall keep a Health Office Medication Log to document the administration of all prescription drugs and over-the-counter medications that have been administered. The log shall include the name of the student, the time the medication was given, the amount of the dosage and the school personnel administering the drug.

Copies of the Medication Permission Form will be done electronically with other registration paperwork.

## **EMERGENCY INFORMATION AND STUDENT SAFETY**

### **SCHOOL CRISIS MANAGEMENT PLAN**

Each school has a Crisis Management Plan in place with written guidelines for faculty and staff. A Crisis Management team reviews the plan annually with staff, who then review guidelines and procedures with students during the first week of school. In the event of an emergency, the crisis management team coordinates necessary services and procedures. Students are encouraged to report any type of threats, harassment acts of violence or illegal activity to school personnel.

### **SCHOOL CLOSING**

If school is closed for the day, delayed or early dismissal is necessary official announcements will be made over local radio and television stations. For early dismissals we will also send out an email to all of those parents who supply us with an email address and ask to be included in the group contact.

### **DELAYING THE OPENING OF SCHOOL FOR ONE HOUR**

All buses will run one hour later than usual. The school day will end at the regularly scheduled time. Breakfast **will be offered** by the school when operating on a one hour delayed schedule. Breakfast **will not be offered** on a two hour delayed schedule!

### **EMERGENCY SCHOOL CLOSING**

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

**SCHOOL WILL BE IN OPERATION UNLESS OTHERWISE ANNOUNCED**

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

**EMERGENCY PROCEDURES, FIRE DRILLS, AND EVACUATIONS**

Fire drills are held weekly the first month of school and monthly the rest of the year. Other drills including tornado, earthquake, bomb threat, and lockdown situations are also held during the year. For more information on notifications please go to the Botetourt County School Webpage, click parent tab at the top and then required parental notifications and information.



## **APPENDIX**

### **NOTICE**

#### **Equal Employment Opportunity/Non-Discrimination**

The Botetourt County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, political affiliation, gender, age, marital status, or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

Students see School Board **Policy JFHA-GBA**

Employees see School Board **Policy JB-GB**

#### **Sexual Harassment/Harassment Based on Race, National Origin, Disability, and Religion**

Botetourt County Public Schools is committed to maintaining a learning/working environment free from sexual harassment based on race, national origin, disability or religion. Therefore, Botetourt County School Division prohibits sexual harassment and harassment based on race, national origin, disability, or religion of any student or school personnel at school or any school sponsored activity.

Students see School Board Policy **JFHA-GBA**,

Employees see School Board Policy **JFHA-GB**,

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

<b>Dr. Janet Womack</b>	<b>Jill Green</b>
<b>143 Poor Farm Road, Fincastle, VA 24090</b>	<b>143 Poor Farm Road, Fincastle, VA 24090</b>
<b>540-473-8263</b>	<b>540-473-8263</b>
<b><a href="mailto:@bcps.k12.va.us">@bcps.k12.va.us</a></b>	<b><a href="mailto:jgreen@bcps.k12.va.us">jgreen@bcps.k12.va.us</a></b>

**Disclaimers:**

The School Board reserves the right to add, delete, or revise any policies and/or regulations as it deems necessary. The school administration reserves the right to add, delete, or revise any rules and/or procedures as it deems necessary.

**USEFUL ADDRESSES , TELEPHONE NUMBERS AND WEBSITES**

<b>Eagle Rock Elementary</b>	<b>884-2421</b>	<b>Phone</b>
<b>145 Eagles Nest Drive</b>	<b>473-8384</b>	<b>(From Roanoke)</b>
<b>Eagle Rock, VA 24085</b>	<b>862-5002</b>	<b>(From Alleghany County)</b>
	<b>473-8377</b>	<b>(Fax)</b>
<b>Botetourt County School Board Office</b>	<b>473-8263</b>	<b>Phone</b>
<b>143 Poor Farm Road</b>	<b>473-8298</b>	<b>(Fax)</b>
<b>Fincastle, VA 24090</b>		
<b><a href="http://www.bcps.k12.va.us">www.bcps.k12.va.us</a></b>		
<b>BCPS Bus Garage</b>	<b>473-8259</b>	
<b>Botetourt County Parks and Recreation</b>	<b>928-2130</b>	
<b>Botetourt County Health Department</b>	<b>473-8240</b>	
<b>Botetourt County Public Library at Eagle Rock</b>	<b>884-3880</b>	