

**THOMAS JEFFERSON
ELEMENTARY SCHOOL**

**2017-2018
FAMILY HANDBOOK**



Children First!

THOMAS JEFFERSON SCHOOL STAFF

2017-2018

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SCHOOL HISTORY

In response to overcrowding at Forest Elementary and New London Academy, Bedford County built Thomas Jefferson Elementary School (TJES) beginning in 1999. Construction was completed just in time for the 2000-2001 school year. TJES serves children in Kindergarten through Grade 5 with a special needs preschool classroom.

MISSION & VISION STATEMENT

Mission: Our mission, in partnership with our families and community, is to educate our children in a way that encourages independence, responsibility and good citizenship in a safe, supportive environment.

Vision: The vision of Thomas Jefferson Elementary is to give children the opportunity to reach their potential and be successful life-long learners.

CONTACT INFORMATION

Mailing Address: Thomas Jefferson Elementary School
1255 Patriot Place
Forest, VA 24551

Principal: Andy Greenough
Assistant Principal: Jeanie Floyd

Phone Number: (434) 534-6159
Fax Number: (434) 534-6240
Website: <http://bedfordtjes.sharpschool.net>

School Day: 7:30 am: Doors open to students
7:45 am: Morning Announcements
7:55 am: Instruction begins
2:35 pm: Dismissal begins

SCHOOL CALENDAR 2017-2018

FIRST SEMESTER	SECOND SEMESTER
Aug. 2-3 New Teacher Orientation Aug. 3-4 Professional Development for returning teachers Aug. 7-11 Teacher Workdays (Open House Aug. 10) Aug. 14 First Day of School Sept. 4 Labor Day Holiday (Offices Closed) Oct. 13 End of 1st 9 weeks (44 Instructional Days) Oct. 16 Planning Day - School Closed for Students Oct. 23 Report Cards Go Home Nov. 6 Conference Day (12-7) - School Closed for Students Nov. 7 Election Day - School Closed for Students and Teachers Nov. 22-24 Thanksgiving Holiday (Offices Closed) Dec. 20 End of 2nd 9 Weeks (42 Instructional Days) Dec. 21-Jan. 3 Winter Break (Offices Closed) Jan. 3 End of 1st Semester	Jan. 4 First day back from Winter Break Jan. 11 Report Cards Go Home Jan. 15 Martin Luther King Holiday (Offices Closed) Feb. 5 Conference Day (12-7) - School Closed for Students Mar. 15 End of 3rd 9 Weeks (49 Instructional Days) Mar. 16 Planning Day - School Closed for Students Mar. 22 Report Cards Go Home Apr. 2-6 Spring Break (Offices Closed April 2-3) May 25 Last Day of School (45 Instructional Days) May 26 Graduation May 28 Memorial Day (Offices Closed) May 29 - 30 Teacher Workdays
FIRST SEMESTER TOTALS 86 Instructional Days	SECOND SEMESTER TOTALS 94 Instructional Days

ACCREDITATION STATUS

Thomas Jefferson Elementary School is accredited by the Virginia State Board of Education. A copy of our school report card is available for review on the Virginia Department of Education website or on TJES website.

ADMISSION INTO SCHOOL

Age - A child may enter kindergarten if he/she has reached age five on or before September 30, 2017. The parent of any child, who is age 5 between October 1 and December 31, may contact the area school to determine possible placement in a developmentally appropriate program. The principal of the school will make the final entrance determination. **Children who are six years old by September 30, 2017 must be enrolled in school.**

Certificate of Birth - All students admitted for the first time to any public school in Virginia must present a certified copy of the pupil's birth certificate. (§22.1-3.1 Virginia State Code)

Physical Examination - Children entering kindergarten or elementary school for the first time must have a comprehensive physical examination performed within the twelve months prior to enrollment and the parent or guardian shall furnish the school with a report signed by a licensed physician. There is a religious exemption for the physical exam requirement.

Residency Validation - When a student is being registered in Bedford County Public Schools for the first time, it is required that the parent or guardian complete a Residency Validation form and present reasonable proof of residing in our school district. Acceptable documentation includes:

- 1) A copy of a mortgage, lease, deed, or real estate tax statement of your principle residence in Bedford County
OR
- 2) Affidavit of Residency

False statements of Residency: § 22.1-264.1 of Virginia legal code. A parent or guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child in a particular school division or school attendance zone if the purpose is to avoid tuition or to enroll the student in a school outside the attendance zone in which the student resides.

Vaccinations - A parent or guardian must present evidence of his/her child having been immunized against the communicable diseases for which vaccinations are required by state law. **Students who are not fully vaccinated (or who have not met alternate requirements) will not be allowed to enter school.**

Infosnap -Parents and/or Guardians are required to complete Infosnap online registration at the time of, or prior to, their child enrolling in school.

How do I get started?

1. Go to the Bedford County Public Schools website at <http://bedford.sharpschool.net>
2. Click on **2017-2018 New Student Registration**
3. Create an account
4. Log in and follow the instructions
5. After completing a minimum of the first part of registration which includes your child's name, date of birth, parent's name, address, phone number, etc., if you are unable to complete the registration, you can stop and save. To return to your account, you will need to use the email and password you created with your new account. **Be sure that the entire form is completed at, or prior to, the time of enrollment in school. Teacher assignments will not be released until this is completed.**

ADDRESS CHANGES

A Residency Validation form and reasonable proof of residing in our school district is required anytime there is a move or change of address. Notify the school in writing whenever you have a change of address or phone number during the school year.

ANNUAL STUDENT INFORMATION UPDATE

Parents or Guardians are required to annually update their child's information using the Infosnap online program to include updates to Photo Release, Acceptable Computer Use, and Student Code of Conduct. To access this program go to the Bedford County Public Schools website at <http://bedford.sharpschool.net/> and click on **Returning Student Registration**. Schedules and teacher assignments will be withheld until the online registration process is complete or until the first day of classes. If you do not receive your snap code, contact the office. It is very important to have the most accurate and up-to-date information for emergency information and contacts.

ATTENDANCE

Notification for Absences: When a student is absent from school for an entire day, or for one or more class periods, a parent or guardian must notify the school in a written, faxed, or emailed note **within five (5) days of the student returning to school. The notification must contain the following:**

- the date the note is written;
- the student's full name;
- the reason(s) for the absence(s);
- the date(s) of the absence(s); and
- the parent's or guardian's signature (acceptable by email if address can be verified by school)

Excused Absences: Students shall not be tardy to school or absent without an acceptable excuse. Absences due the following conditions will be considered excused if documented **within five (5) days of the student returning to school.**

1. Death in the immediate family.
2. Subpoenaed court appearance.
3. Medical condition (as documented by the parent and/or physician).
4. Religious holiday (if such holiday is verified and the school is notified in advance).
5. Other good and just cause as approved by the principal.

Medical documentation is required to verify doctor's appointments and may be required to verify illnesses. The principal will be the judge of the validity of any excuse. **A principal may require medical documentation if a student has displayed a pattern of excessive absences.**

Excessive Excused Absences: The attendance record of students with more than 10 excused absences, without accompanying medical notes from a doctor, will be reviewed by the principal and addressed if needed.

Dismissal Precautions: A formal check-out system shall be maintained in each school. School principals/designees shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil.

Upon Fifth Absence without Parental Awareness and Support:

The school principal/designee shall make a reasonable effort to ensure that direct contact is made with the parent to explain to the parent the consequences of continued nonattendance. The principal/designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance (§ 22.1-258, Code of Virginia).

Upon Sixth Absence without Parental Awareness and Support:

the school principal/designee shall schedule a conference within ten (10) school days, but not more than 15 school days from the sixth (6th) absence, with the pupil, his parent, and school personnel, which conference may include other community service providers, to resolve issues related to the pupil's nonattendance. The plan will be updated and then signed by all parties present (§ 22.1-258, Code of Virginia).

Upon Seventh Absence without Parental Awareness and Support:

the school principal/designee may file a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228, or institute proceedings against the parent pursuant to § 18.2-371 or § 22.1-262.

Excessive Tardiness to School: To ensure a successful start to each school day, students must arrive at school on time. When students demonstrate a pattern of unexcused tardies, school staff may contact the parent to discuss the unexcused tardiness and to develop a plan to remedy the problem. The student may also be required to ride his/her assigned bus to school and if the student is attending a school out of his/her assigned zone, the principal may recommend to the superintendent that the student's zone transfer be revoked.

Arrival to School late (tardy): Students who arrive after 7:55 a.m. **must be walked in by an adult** to be signed in at the office. Students who are not in their classrooms by 7:55 will be marked "tardy." Students signing in without an adult cause office staff to stop their work to sign in students at a very busy time of the day.

Refer to the Student Code of Conduct for other regulations regarding the attendance policies for students.

BEVERAGES AND FOOD

Research and experience shows that we all perform better mentally and physically when we consume a balanced diet. For that reason, we ask that students refrain from bringing sodas or other caffeinated/sugary drinks to school. We also discourage students from bringing more than one candy or other sugary snacks and/or items in lunches.

In an effort to be more health and safety conscious, TJES has a "No Food Sharing" practice. This practice will not infringe on the food that you provide for your own child.

Practice

- No food sharing or trading during snack or lunch
- No food on the bus
- No food for birthday celebrations (cakes, cupcakes, etc.)
- Limited use of food for classroom celebrations and rewards
- Students may bring a plastic or metal water bottle
- Fast food drinks and cups are not permitted due to frequency and disruptions from spills

Rationale

- Limit potential dangers of exposure to life threatening food allergies for students and staff.
- Limit exposure to students of restricted foods which parents do not want their children eating (i.e. Sugar restrictions, Gluten free). This directly relates to problems with increasing rates of childhood obesity.
- Reduce the amount of unhealthy foods students are given at school
- Reduce the problems of sharing food with only 'certain' students and not others.

Alternatives to Food Sharing for Birthdays

- Have lunch with your child or grandchild.
- Read a book to the class.
- Create craft activity with students in your child's classroom.
- Conduct a fun activity with your child's class during recess or other arranged time.
- Purchase a book for the library and dedicate it in your child's name.
- Purchase small school materials for the classroom in honor of your child.

BULLYING DEFINITION AND REPORTING

The Bedford County School Board believes that all students have a right to a safe and healthy school environment free from bullying and harassment and is committed to promoting mutual respect, tolerance and acceptance. This is a form to report alleged bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and /from school in the current school year. If you are a student victim, parent/ guardian of a student victim, or a school staff member and wish to report an incident of alleged bullying, complete this form and return it to the administration. Forms are located in the school office.

Bullying is defined as repeated negative behaviors with the intent to frighten or cause harm. Bullying typically, but not always, occurs within a relationship characterized by an imbalance of power.

CAFETERIA

- Breakfast is available starting at 7:30 a.m. each morning. Students must finish and return to class by 7:55 a.m.
- Lunch period is from 10:55 a.m. through 12:45 p.m.

A la carte items are available for purchase. Parents can make a specific request regarding student purchases that will appear in an alert box when students enter their 7-digit ID number (i.e., ice cream on Friday only, no chocolate).

We encourage parents to visit our cafeteria whenever possible and partake of a nutritious meal with your child. Lunch is available to be preordered for field trips. Students who wish to bring a lunch from home may not bring glass containers.

<u>Breakfast / Lunch Price Schedule</u>	
Student Full Breakfast	\$ 1.25
Student Reduced Breakfast	0.00
Adult Breakfast	1.60
Student Full Lunch	2.30
Student Reduced Lunch	0.40
Adult Lunch	3.30
Ice Cream	0.75
Milk	0.60

The school cafeteria accepts checks, however, if your check is returned, your account will be debited electronically for the face amount and fees allowed by the State of Virginia. Checks written to the school cafeteria that are returned for insufficient funds are sent directly to an independent collection company. All checks must contain a valid phone number.

Food Allergies

If your child has specific food allergies, provide the cafeteria manager with a note from your doctor so it can be documented in our computer. Once your child enters their 7-digit ID number, a warning notice will flash up to alert the cashier of the allergies. We try to be sensitive to those students that have specific food allergies by designating a "Nut Free" table for each class in the cafeteria. Students sitting at these tables should not have any items containing nut products. These tables and chairs will be cleaned using disposable cleaning rags.

Free and Reduced Lunch / Breakfast

Free and reduced price lunch and breakfast information is available on the Bedford County Website. Applications must be completed and returned to the school as soon as possible. Applicants will be notified whether or not your child is eligible within 10 days of receiving your application. If you do not agree with the decision, you contact the Supervisor of Food Services for Bedford County Public Schools at 586-1045 (Ext. 10224). If during the school year there are changes in your family size or substantial changes in your income, report such changes to the Supervisor of Food Services so that appropriate eligibility adjustments can be made.

Meal Charge Policy

The School Nutrition Program is self-supporting and relies on the funds generated each day in the school cafeteria. To assist with uncollected breakfast and lunch charges, the school nutrition program has a meal charge policy. Elementary school students are allowed to charge up to \$6.90 which is the equivalent of three lunches. Students are not allowed to charge extra items such as bottled water or ice cream.

Once charge limit is reached, cafeteria staff will offer the student a peanut butter and jelly sandwich or cheese sandwich and milk for lunch. This will ensure that the student receives something to eat and does not go hungry. When parents send in money for their child's account, any charges on the account will be satisfied first, and then the remainder of the money will be added to the child's account. **It is imperative that parents keep track of their children's account balance and keep it in good standing.**

If you have any questions regarding the meal charge policy, you may speak with the school cafeteria manager or contact the School Nutrition Supervisor at (540) 586-1045 ext. 224.

MySchoolBucks®

MySchoolBucks is an online payment portal giving parents a quick and easy way to manage and add funds to their student's meal account. Parents can review recent purchases along with seeing the current balance, plus receive low balance alerts. Parents can also add money to their student's account using Visa, MasterCard, Discover Card, American Express or debit cards for a small service fee per transaction. To enroll go to www.mySchoolBucks.com and register for a free account. A confirmation email will be sent to the email address provided; click on the link included in the email to activate your account. Parents will need their school name and student 7 digit ID number which will be provided on Open House Day. Parents do not have to use the online payment option. Parents can simply register for the free account to monitor their child's balance, review purchase history and receive low balance email notifications.

Cafeteria behavior expectations are posted as follows:

- We will respect others and use good manners.
- We will use inside voices while in the cafeteria.
- We will clean up after ourselves.
- We will stay in our seats except when excused by a staff member.

CAR RIDER PROCEDURES

All visitors are expected to follow the signs designating parking, student drop off and pick up. Due to safety concerns and traffic laws, no cars, apart from staff, should enter the posted Buses Only area.

No students are permitted to be dropped off or picked up by parents outside of the designated car rider area without documented need and specific approval from administration. The designated car rider area is located beside the gym.

All visitors are asked to be very careful and refrain from using cell phones while operating vehicles around the school. Parents should not park in side parking lot and cross the car lane unless they are walking their child into the school. Parents should not park in front parking lots in the mornings and walk their child across bus lane.

Morning Procedures:

Parents who bring their child to school should follow the signs to the side entrance of the school (by the gym). When dropping off students in the morning, pull all the way up so that multiple cars can unload at the same time. This area is to be used as a “drive by-drop off area” and should move quickly. As a rule, if there is a sidewalk beside the passenger side door, then you can let your child out of the car. School staff members will be in this area to monitor your child. Stay in the line at all times; there is no passing other vehicles while in the car rider line. When parents need to accompany their children in the building, park in the side visitor parking area and sign in upon entering the school.

Parents are not to walk their child(ren) to classrooms after the first two weeks of schools. This policy is in effect to minimize class disruption, provide a safe and secure school environment, and to foster a sense of independence in our students. Input was received from teachers, parents, and administration in the development of this policy. If a child continues to have difficulty with separation from parents, administration will meet with parents to develop a plan to help resolve the issue.

Teachers are not available to hold impromptu meetings with parents in the mornings. Parents will need to schedule meetings with teachers in advance.

Afternoon Procedures:

Car riders (children being picked up by parents) will be dismissed at 2:35 p.m. each day to the side entrance by the gym. Parents line up in the car rider lane and wait for the children to be dismissed. As parents drive up to the loading area, children will be allowed to proceed to the car. Students must wait for their vehicle to stop at the designated area before being allowed to exit the line.

We can place all the children in their respective cars within 15 minutes if everyone follows these directions. **Parents are not permitted to park and cross the car lane!** This slows down the dismissal and creates a dangerous condition for the children. The Bedford County Sheriff’s office studied our car rider dismissal procedures and advised that no foot traffic should occur while loading students in the afternoon. **Parents who need to pick up prior to 2:35, must come to the office before 2:10** and the child will be called from class. Early pickup should occur infrequently. If a parent does not arrive to pick up his/her child by 2:45 p.m. the child will be taken to the office and parents contacted.

If you plan to pick your child up every day, you may write one note to the teacher informing him or her of this fact. Call early in the school day if your child’s transportation plans must change; it is difficult to make last minute changes at the hectic end of the school day. Children who need to be dismissed as car riders on an occasional basis should have a note sent to the teacher **EACH TIME.**

CHECKS

There will be a \$50.00 fee charged for all returned checks (subject to increase without notice). BCPS has contracted with Envision for the electronic collection of checks returned for insufficient funds (NSF). The district will gladly accept your checks; however, in the event your check is returned, your account will be debited electronically for the face amount and fees allowed by the state of Virginia. Include the following information on your checks:

- Driver’s License Number
- Full Name
- Street Address
- Phone Number(s)

CHILD ABUSE AND NEGLECT

Teachers or other employees of Thomas Jefferson Elementary School are considered mandated reporters and are required by law to report suspected cases of child abuse or neglect to the school principal, who in turn will contact Bedford County Department of Social Services as deemed appropriate.

CLASSROOM CONCERNS

We treat all concerns with respect. Teachers are in charge of their classrooms and must be the first contact when any classroom concern arises. If a problem continues after the teacher has had the opportunity to address it, parents should contact one of the administrators. If a parent concern is a school-wide matter or an emergency, they should contact an administrator directly. School administrators will make every effort to resolve the problem and involve all appropriate school personnel. Concerns brought to administrators about school staff must be documented. Social media should not be used as the forum to resolve concerns.

CLINIC

Bedford County Public Schools utilize an electronic medical record called CareDox. If a student visits the clinic, parents will receive electronic notifications from the nurse according to the connection established through the CareDox registration.

Our school will make every effort to assist parents with administering medication to children when absolutely necessary. We appreciate our parents' assistance in regard to understanding that the school needs to limit the administration of medication to only those children in real need.

Prescription Medications

Prescription medication can be administered to students at school when authorized by the child's physician. Prescription medication must be in the original container and delivered to the school nurse or designee by the parent/guardian along with a completed "Permission to Dispense Medication" form, signed by physician. The prescription bottle or package must state the child's name, medication name, and dosage information. No medication will be dispensed to children from baggies or unmarked containers. Advise the school when medication requires refrigeration. Medications prescribed by a doctor for three doses must be given at home (before school, after school, before bed).

Non-prescription Medications

Nonprescription medication can be administered to students with the written permission of the parent or guardian that includes the medication name and dosage information. Non-prescription medication must be in the original container and delivered to the school nurse or designee by the parent/guardian along with a "Permission to Dispense Medication" form. A doctor's signature is not required for non-prescription medication.

Student Health / Illness

The School Nurse is available daily to assist students with health and illness issues. If a child becomes ill, the parent will be contacted to pick the child up from school. Parents park in the designated area in the front parking lot when picking up your child. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Remember to update the school with any emergency contacts and phone numbers throughout the year.

Remember:

- **Children must be without a fever (taken when not medicated) for 24 hours before returning to school. A fever is considered 99.6 degrees or higher, taken by mouth or ear.**
- **Children must be free from diarrhea and/or vomiting for 24 hours before returning to school.**

CLOSINGS / EARLY CLOSINGS / DELAYED OPENINGS

Closings

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. School will not be cancelled unless a significant safety risk has been created by unusual circumstances. There are several other ways to keep up with weather related school closings or delays:

- On Facebook, "Like" the BCPS page (This is the first place the County will post any closings or delays),
- Watch local television stations or listen to local radio, and/or
- Download the Bedford County Public School App which is available on the App Store.

Early Closings

If school dismisses one or two hours early, be sure your child knows what they must do and where to go if you are not home. If both parents work, make sure the school has information on where your child is to go as well as your business phone number. Be sure to provide this information in writing to your child's teacher. Make sure the office has the names of the persons allowed to pick up your children at school in case of an emergency. **NO PERSON WILL BE ALLOWED TO TAKE YOUR CHILD UNLESS WE HAVE WRITTEN PERMISSION FROM YOU.** Enter all individuals that are allowed to pick up your child during the school year within the online system (infosnap).

Delayed Openings

The Superintendent has the authority to open school later than the regular starting time. Every effort will be made to have morning radio and TV stations announce school closings or delayed openings by 7:00 a.m. For updates, listen to the radio, watch your television, check BCPS Facebook page, or download the BCPS App available on the App store.

CONFERENCES

Parent/Teacher Conferences are an important communication tool in reporting the progress of each child. It is expected that teachers at Thomas Jefferson Elementary hold at least four Parent/Teacher Conferences during the school year. Two days for face-to-face conferences will be scheduled for November 6th 12:00-7:00, and February 5th, 12:00 – 7:00 pm. School will be closed for children on these two dates.

Each teacher will send completed work home from the previous week in the child's folder on Monday. A weekly update/newsletter will be included in the Monday folder or posted to the teacher's webpage. This will assist the parents in monitoring their child's progress in school. Parents may **NOT** go directly to a classroom during the school day to conference with a teacher.

DISCIPLINE

It is the belief of the Bedford County Public School Board that all students have the right to an environment that is safe, drug-free, and conducive to learning. To that end, our school system not only has the duty of providing an education for all students, but also has the responsibility of establishing standards of student conduct that help create an atmosphere supportive of learning. Students and their parents/guardians can expect school personnel to reinforce positive behaviors.

As parents/guardians of students in Bedford County, you are asked to review the Code of Student Conduct with your children and give your support to Bedford County Public Schools in our efforts to promote high quality instruction and an atmosphere conducive to learning. Parents can locate the Code of Student Conduct on the Bedford County Public Schools website.

Thomas Jefferson Elementary School encourages self-discipline in our students. The behavior expected from the students is based on common respect, courtesy and safety considerations.

School-wide Expectations

- We will be kind, respectful, and safe.
- We will keep hands, feet, and objects to ourselves.
- We will be quiet in the hallways.
- We will walk inside the building.
- We will clean up after ourselves.

Playground Rules (developed by former TJES SCA)

1. Work out differences with others with appropriate language and without fighting.
2. Go down the slides only- no climbing up the slides.
3. Do not stand on or near the swings or climb on the bars above them. Do not jump off the swings while in motion.
4. Do not throw mulch or rocks.
5. Do not climb on the fence.
6. Do not tackle in football.
7. Keep games separate- for example, no tag or ball games on the mulch.
8. Older students should not play in the fenced preschool playground.
9. Do not sit or stand on top of the monkey bars.
10. Do not disturb classes with loud play near the building.

Positive reinforcement will be encouraged throughout the school. Students who exhibit poor behavior will be administered a suitable consequence. Each teacher will compose a behavior plan. Teachers will share this plan with students and parents at the beginning of the school year. Parents and students should also refer to the Bedford County Publication "Code of Student Conduct" as a further reference to appropriate discipline.

DRESS CODE FOR STUDENTS

In general, students should dress neatly and modestly, wearing clothing that is not distracting to other students, teachers, or the administration. A snapshot of the guidelines includes: spaghetti straps, halter and strapless tops are not permitted. Tops must cover the mid-section when sitting or standing. Shorts, skirts, dresses, etc. must not exceed **5 inches** above the top of the knee. Cuts, slits, splits, and holes in clothing must not exceed **5 inches** above the knee. Pants must be secured at the waist - no "sagging". Athletic footwear must be worn during PE and recess. No shoes with wheelies are allowed on school property. Flip flops or backless shoes are prohibited for elementary students. The administration/staff will contact a parent if dress is deemed inappropriate. Inappropriate attire, as well as conduct, will be given corrective attention. For more details, review the Bedford County Schools dress code included in the Code of Student Conduct located online at http://bedford.sharpschool.net/parents_students/cosc/.

ELECTRONIC DEVICES: CELL PHONES, IPODS, MP3 PLAYERS, ETC.

Electronic devices are discouraged and must be kept turned off and away from sight during the instructional day. The same rule applies on school field trips unless the principal makes an exception. Thomas Jefferson Elementary School and staff are not responsible for lost or stolen items.

EARLY DISMISSAL / STUDENT SIGN-OUT PROCEDURES

Parents who desire to pick up their children between 7:30 a.m. – 2:10 p.m. must come to the office. **If you must pick your student up early, we ask that you sign-out before 2:10 pm.** If your child is sick, use the designated parking spaces in the front parking lot across from the gym. Otherwise, park in the side parking lot.

The office staff will use the intercom to call the child's classroom teacher. The office will not call for students after 2:10 p.m. Parents who want to pick up their child before the end of the day must do so before 2:10 p.m. Early pickup should occur infrequently. The parent or authorized individual are required to scan their driver's license on the office computer. **TEACHERS WILL NOT RELEASE A STUDENT TO ANYONE UNLESS THIS PROCEDURE IS FOLLOWED.**

EQUIPMENT USAGE

Our school contains a variety of educational, safety and maintenance equipment. Students should not use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the party at fault is held financially responsible.

FAMILY LIFE

At the elementary level there will be no instruction relating to human reproduction other than with fifth grade girls on the topic of girls and their growth. Parents will have an opportunity to opt-out of this session if they choose. Opt-out forms will be sent home by the school.

FERPA, Directory Information, PPRA

Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's scholastic records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the school principal or his/her designee a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's scholastic records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy under FERPA.
 - Parents or eligible students may ask Bedford County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise

them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D. C. 20202

Notice for Directory Information

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

- School yearbooks ;
- Graduation, theater, athletic, and music programs;
- Video of performances, school activities, and athletic events;
- Articles about school activities and events;
- Lists of those receiving honors, awards, and scholarships;
- Team rosters and class lists.

BCPS produces and participates in television, video, and audio recordings, websites, and still photograph productions that may use your child's name, likeness, or voice. Your child may be photographed or video recorded by BCPS staff members or by vendors working for BCPS for use within BCPS for BCPS education-related activities, for example, student identification pictures or video recordings of classroom activity used for teacher training or student evaluation purposes. In addition to these internal uses, BCPS may disclose photographs of your child to the public as directory information for such uses as school yearbooks. BCPS also may disclose your child's image, name, or voice in BCPS photographic productions or other BCPS- sponsored publicity.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to

provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings. Directory information will be released to institutions of higher education that request this information. The high schools will provide a form to parents/students 18 years and older to opt out of disclosure to military and higher institutions if requested.

If you do not want Bedford County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 29, 2017. Bedford County Public Schools has designated the following information as directory information:

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

Protection of Pupil Rights Amendment (PPRA)

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

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

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

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

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

Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

FIELD TRIPS

Field trips within our county and to nearby points of interest are scheduled by classroom teachers throughout the school year to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance, asked to sign field trip permission forms, and sometimes asked to send in money to help defray transportation or facility use costs. Payments must be for the exact amount. Notify your child's teacher if you are unable to pay for a field trip. Students must report to the school as normal on field trip days and ride the bus to the field trip location with his/her class. Parents may sign out only their child with the teacher from a field trip location.

GETTING ALONG TOGETHER (GAT) PROGRAM

Getting Along Together (GAT) is more than a social problem solving curriculum. This social emotional learning (SEL) program has a three-pronged approach. Students learn thinking and cognitive skills, emotional management as well as interpersonal/social skills. Collectively, these skills and strategies will help create a peaceful school environment where students are empowered to manage their behavior, decrease conflict and increase receptivity to learning.

Students Gain the Ability to:

- Consider multiple options before making a decision
- Think before they act
- Pay closer attention to instruction and details
- Identify feelings in themselves and others
- Create appropriate responses to feelings
- Regulate and communicate their emotions
- Read and appropriately respond to social cues
- Ask for support when they need it
- Negotiate and problem solve with other students
- Have empathy and offer support to other students and adults
- Realize their impact and contribution to the classroom environment



GIFTED STUDENTS

Our school will officially begin to identify students for the gifted program in second grade after the standardized test data are received and examined and considered along with other criteria. Students in grades 3-5 may also be identified using similar criteria.

GRADING/REPORT CARDS

Grades provide for the evaluation of student achievement. As a parent or guardian you can expect samples of your child's work to be sent home to you weekly. All students will receive an interim report at the end of the 4th week of each 9 week grading period. During the 7th week of each grading period parents will receive another interim if your child has a grade below a "C" (or who receive an N, U or I) in one or more core subjects. At the end of each 9 week grading period, parents will receive a formal report card.

Grades will be based on both summative and formative assessments. *Summative* assessments will account for at least 60% of your child's grade. Summative assessments are assessments conducted after a topic has been taught. There will be a minimum of 4 summative assessments each grading period. *Formative* assessments, which are ongoing assessments of student learning for the purpose of giving regular feedback, will be worth no more than 40% of the students' grade. There will be a minimum of 8 formative assessments per grading period. A single test or assignment cannot account for more than 15% of the nine-week grade.

Grade Scale

Nine-week grades in kindergarten, first grade, and second grade will utilize standard-based grading practices. These grades will be based on specific learning standards. No final or semester grades will be assigned in these grades.

- 4= Above proficient
- 3= Proficient
- 2= Below proficient
- 1= Insufficient evidence of proficiency
- NA= Not assessed this grading period

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

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

If you have any questions or concerns call or e-mail your child's teacher for a conference. Additional information regarding Bedford County's grading policy is located at <http://www.boarddocs.com/vsba/bcsbva/Board.nsf/Public>. Select Policies, then Book: BCPS Rules. Grading information is located under Instructional Programs (Policy IK).

ParentPortal

Parents have access to their child's academic progress real time through the ParentPortal website

(<http://powerschool.bedford.k12.va.us>). Parents can view assignments, grades, and attendance information on this website. Additionally, reports can be requested as well as preferences set for notifications. The login information parents receive will follow their child(ren) through 12th grade. If parents have any questions or have lost their login information, contact the school.

GUIDANCE PROGRAM

Bedford County School guidance programs are designed to be both developmental and preventative, assisting children with the normal issues of growing up while also dealing with the crises they face. The school counselor achieves these goals by teaching classroom lessons, seeing children in small groups, and meeting with them on an individual basis. Children may be referred by themselves, a parent, or by a teacher. Before a child is seen regularly, either individually or in a group, parental permission is required. An "Opt Out Form" will be sent home at the beginning of the school year should parents desire that their child not participate in some aspect of the guidance program. Thomas Jefferson parents are encouraged to call the counselors whenever they have a concern about their child. They may be contacted for a phone conference or to schedule an office appointment between 7:30 a.m. and 3:00 p.m., Monday through Friday, at 534-6159.

HOMEWORK

Homework may be assigned at the discretion of the teacher and shall be appropriate to the needs of the student and the goals of the instructional program. Homework should be assigned only after introduction and thorough explanation of the skills necessary to successfully complete the assignment. Guidelines for homework are:

- Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
- Homework should be assigned in such a manner that it will be clearly understood by all students.
- Homework should serve a valid purpose and be closely related to classroom activities.
- A student's access to resource materials should be considered when making assignments.
- Students should receive timely feedback on their homework.
- Teachers should seek to determine the cause if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
- Excessive homework, like the absence of homework, should be avoided. To avoid excessive homework, general guidelines for homework are:
 - Grades 1-3: no more than about one hour of homework
 - Grades 4 – 5: no more than about one and one-half hours of homework
- It is understood that a variance in homework completion time may result from students' differing skill levels.
- Homework should not be used for disciplinary purposes.

Homework will be weighted no more than 10% of students' grade (or up to 1/4 of formative assessment category). Continually not doing homework is a serious discipline problem and may include time in detention to make up work. Students who use their time wisely during class should not have an excessive amount of homework. Students with excused absences are allowed ample time to make up missed work. Review Policy IK of the Bedford County Policy Manual for more detailed information.

HONOR ROLL

Students in grades 3-5 earn a place on the A Honor Roll or the A/B Honor Roll by meeting the following criteria based on nine-week grades:

- A Honor Roll: student earns an A in each course for which a grade is assigned
- A/B Honor Roll: student earns an A or B in each course for which a grade is assigned
- Students receiving a letter grade of "C" or below, N's or U's are not eligible for honor roll recognition
- Students who have been suspended from school during the grading period are not eligible for Honor Roll recognition, regardless of academic grades.
- Attendance and handwriting are not considered in awarding Honor Roll.

HOURS OF OPERATION

7:30 a.m.	School & Office opens; Breakfast program begins, Car Rider doors opened and bus loads arrive; Children complete classroom entry tasks and prepare for the day
7:45 a.m.	Morning Announcements begin
7:55 a.m.	Breakfast is over and students return to class.
7:55 a.m.	Instructional day begins; students in classrooms ready to learn; all doors are locked. Visitors enter through the single door at the front of the school that leads directly into the office. Visitors will be buzzed into the school.
2:35 p.m.	Dismiss bus riders to their buses in front of the school and car riders to side entrance near the gym
4:30 p.m.	Office closes

LIBRARY MEDIA SERVICES

The mission of the Thomas Jefferson Library Media Center is to ensure that students and staff are effective and efficient users of ideas and information. Our library media program promotes literacy and the joy of reading; provides guidance in the use of information, instructional materials, and educational technology; and serves as a resource for materials and activities that promote life-long learning. Our facility houses a substantial collection of books, magazines, and audiovisual materials and is fully automated, with an electronic circulation and on-line catalog system. Students in all grades will have scheduled circulation and instructional classes. During these classes, children are exposed to a variety of literature and receive instruction that supports the Virginia Standards of Learning, with particular emphasis on the English and Computer/Technology 5.3 SOLs.

LOST AND FOUND

The school has a lost and found area located outside of the cafeteria. Students and parents are encouraged to check the lost and found area should an item be misplaced. All unclaimed items will be given to a local charity at the end of each grading period.

MOMENT OF SILENCE

A state law requiring students and staff to observe a moment of silence at the beginning of each day became effective July 1, 2000. A moment of silence will be observed each morning. Students will be expected to remain seated and silent at this time.

MONDAY FOLDERS

Each Monday, students will bring home announcements and their class work from the previous week. Be sure to review papers and announcements with your child, sign that you reviewed the information, and return the folder the next day.

NEWSLETTERS

The newsletter, "*Patriot Press*," will be posted on the TJES website quarterly throughout the year. Parents will be notified through the TJES Parent Email when it is posted. Parents without email may request that a paper copy sent home. Teachers will send home student work in Monday Folders and also include a weekly newsletters (either paper copy or electronic copy). Teachers will also maintain a webpage linked to the school website containing important class information. Refer to the school website for calendar information and the most up-to-date information.

NON-CUSTODIAL PARENT RIGHTS

The General Assembly added section 22.1-279.4 to the Code of Virginia, which specifically allows non-custodial parents to participate in school related activities. The law states that unless there is a court order to the contrary, non-custodial parents cannot be denied the opportunity to participate in school activities such as lunch breaks, parent/teacher conferences, and extracurricular activities. In fact, the law states that non-custodial parents should be allowed to participate in any activity that is supported or encouraged by school policy. If there is a court order denying access, it is the responsibility of the custodial parent to provide a copy of that order to the school.

PARENT TEACHER ASSOCIATION (P.T.A.)

The P.T.A. is a tremendous asset to Thomas Jefferson Elementary. The P.T.A. officers have been busy planning programs for our school family and have developed ways in which the P.T.A. can support the educational programs at Thomas Jefferson Elementary. We encourage each family to be active participants in our P.T.A. during the 2017-18 school year. The P.T.A. Board assists the officers in planning and administering the P.T.A. See our regular school calendars for information about meeting dates. All Board Meetings begin at 6:15 and general meetings begin at 6:45 p.m. unless otherwise posted.

PARTIES / SPECIAL PROGRAMS

Party plans are under the control of the school. The classroom teacher will coordinate these activities, including approval and checking of any food brought to school to share. Parental involvement is encouraged during these special events. We encourage parents and students to bring healthy snacks for class parties and consider donating a book to the class or school library in honor of a student's birthday instead of bringing sugary treats.

PARTY INVITATIONS

The distribution of private party invitations in Monday Folders or at school is prohibited. This procedure is necessary due to past problems with the exclusion of students to these private parties and bullying behaviors by students. Parents are encouraged to utilize the PTA directory to obtain the addresses of students and mail invitations.

PERSONAL ITEMS

Students should refrain from bringing personal items to school whenever possible. Thomas Jefferson Elementary School and staff are not responsible for lost or stolen items.

PETS

The presence of animals at school is a potential health and safety risk. Animals of any kind are not permitted in the school without prior consent from administration.

PHYSICAL EDUCATION

Bedford County Schools' goal is to provide a physical fitness program for all students for at least 150 minutes per week on average during the school year. Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods, and integration of physical activity into the academic curriculum where appropriate. We realize that from time to time children may not be able to participate in physical education to the full extent of the activity. If for some reason your child is unable to participate in physical education activities, send a note by the child to the physical education teacher explaining the illness or injury. Students with a hard or soft cast may not participate in P.E. or recess. This is for the safety of your child as well as others. The student will be given an alternate activity based on their capabilities such as walking, score keeping, etc. The faculty administers a series of physical fitness tests in the fall and again in the spring. Our physical education teachers will monitor the test scores and plan strategies for the improvement of physical fitness among the students. Tennis shoes are **REQUIRED** for participation in PE. Students may not wear "sling back" shoes, "backless" shoes, "zipper" shoes (they always unzip while running), "Heely" -type shoes, or "skateboard" shoes.

PICTURES

Thomas Jefferson Elementary School provides students an opportunity to have school pictures taken in the fall and the spring of each year. The school also contracts with the photographer to make a class picture and publish a color yearbook. The fall pictures have a traditional background and are a more formal pose. The spring pictures are casual, featuring either a contemporary background or an environmental background. Students are encouraged to wear bright colorful clothing for their pictures. Parents will receive notification of picture dates.

PLEDGE OF ALLEGIANCE

Virginia legislation states, "All students shall be required to learn the Pledge of Allegiance and to demonstrate such knowledge." The legislation further stipulates that each school board "shall require daily recitation of the Pledge of Allegiance in each classroom of the school division and shall ensure that the flag of the United States is in place in each classroom." Students are to stand and recite the Pledge while facing the flag with their right hand over their hearts. No student, however, can be compelled to recite the Pledge if he, the parent, or guardian objects on religious, philosophical, or other grounds to participating. Students who are exempt are to remain quietly standing or sitting at their desks while others recite and are to make no display that disrupts or distracts others.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are (a) Insufficient progress on grade level concepts, (b) indifference or lack of effort on the part of a capable student, (c) physical or social immaturity, and/or (c) frequent or long absences. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision.

SAFETY MEASURES

Preventing emergency or crisis situations is a top priority at TJES. In cases of emergencies, plans are in place to mobilize the school staff and community resources to respond quickly and effectively. Preventive and response steps include the following:

- The school will schedule drills (fire, tornado, and lockdown) throughout the school year to ensure student safety. A fire evacuation drill will be held each week during the first 6 weeks of school and at least monthly throughout the year.
- All school doors are locked at all times during the school day (7:55-2:35). Visitors will need to be buzzed in.
- Staff members are required to wear identification badges at all times.
- Visitors are welcome at TJES. During the school hours, all visitors will enter through the main office where they will scan their Driver's License in order to check in. Once approved, a visitor badge will print. All visitors must wear this badge while in the school building. \ Visitors without a visible badge will be asked to visit the office to obtain one.
- Substitute teachers are given a summary of the Crisis Plan to use in case of emergency.
- An active school crisis team updates plans regularly to respond to medical and other emergencies. Communication and first responder provisions are part of this plan.
- Bus safety drills are practiced, and car and bus traffic is separated to the extent possible in the morning and afternoon high-traffic periods.

- A camera system is in place to monitor critical areas of the school.
- COPsync is available for emergency reporting by all teachers and staff.

SCHOOL COLORS AND MASCOT

Thomas Jefferson Elementary has established red, white, and blue as our school colors and the “Patriotic Children” are our mascot. Each year a number of activities are organized to promote school spirit. We encourage our students to participate in these endeavors.

SCHOOL SUPPLIES

Each teacher has furnished his or her students with a list of supplies needed for the year. The lists are also posted on the school website. These supplies are modestly priced and easy to obtain. Notify your child’s teacher if you are unable to purchase any of these supplies.

SCHOOL ENTRANCE

All school doors are locked during the school hours of 7:55 am – 2:35 pm. During these times, visitors enter through the single door located at the front of the school building (left of the main doors) which leads directly into the main office. Visitors will be buzzed into the main office where they will be required to check in using their driver’s license and secure a visitor badge before they are allowed to enter the rest of the school building. The safety of our students is a high priority.

SCHOOL EVENTS

PTA events may be held multiple times throughout the year. Most events are family oriented. It is expected that parents will attend these events with their children (e.g. PE Night) or arrange for their child to be under the supervision of another attending adult. Students should not be dropped off to attend unsupervised unless such event permits.

TELEPHONE USE

The school phone number is (434) 534-6159. The office telephone is a business phone and is not intended for student personal use. Students will only be permitted to use the phone for emergencies as available in the office. Parents should make personal arrangements, (permission to go to another child’s home after school, calling for lunch money, textbooks, homework, etc.) outside of school.

TESTING PROGRAM

Specific dates will be communicated in school newsletters and calendars later in the year.

August/September

- PALS Testing – Division-wide at Grades 1-5
- Gifted Program Screening – Division-wide
- Student Growth Assessments 1

October

- PALS Testing – Division-wide for Kindergarten/Pre-school
- 9 Week Benchmark Assessments

January

- PALS Testing – Division-wide mid-year screening at Grades K-5
- Mid-year Benchmark Assessments

February

- Stanford 10 Achievement Battery/Otis-Lennon Student Ability Test – Division-wide Grade 2
- Gifted Program Screening – Division-wide

April/May

- Student Growth Assessments 2
- Standards of Learning Testing for Grades 3-5
- PALS Testing- Division-wide for Grades K-5

TEXTBOOKS

Each student is provided with the textbooks at no charge. Where online textbooks are utilized, students will be provided login information. Students are responsible for maintaining the condition of the books. Students will be charged fees for the replacement cost of books damaged or lost.

TITLE NINE GRIEVANCE PROCEDURES

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

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

TOY WEAPONS

Toy weapons (guns, swords, knives, etc.) **SHOULD NOT** be brought to school. The school staff and PTA want to discourage play involving aggressive behavior or weapons.

TRANSPORTATION

School buses are operated for the safe transportation of students traveling to and from school and school activities. Students are under the authority of the School Board while riding the bus and while waiting at the bus stop. Parents are required to accompany children in grades K – 3 to and from the bus stop (see Code of Student Conduct). If a parent is not visible to the driver at the bus stop, students in grades K-3 will be brought back to the school at the end of the run and parents will be responsible for picking up their child at school. Students in grades 4 & 5 do not require an adult to be present.

Transportation Changes

Written permission from the parent or guardian is required when making changes to a student's regular transportation. Contact the school as early as possible regarding any changes to transportation plans for your child. The end of day procedures at school are demanding, therefore making transportation changes at the last minute are very challenging. All notes must be sent to the office so that a transportation pass can be written reflecting the change. Notes must include the following information:

- Students full name
- Teacher name
- Date(s)
- Bus number
- Location of drop off
- Name of person responsible for your child
- Name(s) of other children involved

When two children are going home together, **both** children must have notes stating car rider or bus rider (including bus number). To eliminate overcrowding on buses, **no more than two students** may accompany another student home on the bus.

Bus Conduct

Every student is expected to show proper conduct while on the school bus. The driver of the bus is to receive the same respect as the classroom teacher. Students shall be expected to comply with the following regulations:

- Stay in the assigned seat until you get home - **NO SWITCHING SEATS**
- No eating, drinking, or chewing gum on the bus
- Cooperate with the bus driver at all times
- Glass containers, sharp objects, hangers for mobile projects, and umbrellas are not permitted on the bus
- Keep head, hands, and feet inside the bus
- Any damage done to the bus, such as torn seats, will be paid for by the persons involved
- Use of vulgar language or gestures is absolutely forbidden
- Students are requested to help keep the inside of the bus clean

Riding the bus is a privilege, which may be revoked when the general conduct of the student is detrimental to the safety and comfort of others on the bus. The bus driver will fill out a "Bedford County School Conduct Report" when a student violates bus regulations or displays unacceptable behavior. A copy of this report is placed in the student's Scholastic Record file. Disciplinary action will be initiated as outlined in the Code of Student Conduct handbook.

VISITORS

Our goal at Thomas Jefferson Elementary School is to provide a safe and enjoyable learning environment for all school community members. In order for us to accomplish this goal we ask that all visitors sign in with their driver's license in the office upon arriving on campus. We welcome visitors in our school. Be sure to check out prior to leaving.

In order to limit disruptions to the learning environment, the office staff will deliver items to students dropped off by parents, such as tennis shoes, back packs, school work, books, snacks, party items, etc. The office staff will also call for students being dismissed.

Aside from regular volunteers, parents wanting to visit their child's classroom must have permission from the office staff. Making prior arrangements for school visits is always a good practice. The safety and confidentiality of our students is our first concern.

VOLUNTEER PROGRAM

Adults who share an hour or two each week can make a tremendous impact on the quality of education for children! We encourage parents, grandparents, and other significant adults to share your talents with our very special children!

Our volunteers assist children in reading, math, writing, art, and other areas. Volunteers also make a variety of instructional materials to assist the teachers. Many of our volunteers work in the Library Media Center (LMC), classroom, the office workroom, or at home. All volunteers must sign in with their driver's license in the office upon arriving on campus and be sure to check out prior to leaving.

All volunteers must attend a Volunteer Orientation, sign a BCPS Computer Use Agreement and will be checked against the VA State Police Sex Offender Registry. Parents are invited to the volunteer orientation on August 18, 2017 at 9:00 am in the Library Media Center (LMC) to learn more about volunteering at TJES!

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