

Forest Elementary School

Family Handbook



1 Scholar Lane, Forest, VA 24551
(PHONE) 434.525.2681 (Fax) 434.525.7186
<http://bedfordfes.sharpschool.net>
Principal: Mrs. Lorri Manley

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Forest Elementary School Staff

<u>Kindergarten</u>	Sarah Ivins	Faith Peterson	Kristy Snow
<u>1st Grade</u>	Hannah Esarey	Sara Harf	Jessi Owen
<u>2nd Grade</u>	Tiffany Byrd	Taylor Murphy	Rachel Padgett
<u>3rd Grade</u>	Becky Hight	Amanda McCoy	Wendy Shupe
<u>4th Grade</u>	Heather Flowers	Leigh Wrabley	
<u>5th Grade</u>	Roxanne Carvajal	Michelle Jones	Paula Mason
<u>Resource Staff</u>	Amanda Barclay - Special Education Michelle Curtis - Gifted Renee Dolfini - Music Lynda Silvey – School Counselor Alex Wilson - PE		MaryLee Reynolds - Special Education Sharon Danaher - Librarian Sally O'Donnell - Art Diane Sosa – Reading Specialist Debra Canning - Speech
<u>Technology</u>	Lisa Elliott - Instructional Coach		Randall Steffens - Technician
<u>Paraprofessionals</u>	Erin Barbolla Pati Cofflin	Tammy Reynolds Jackie Jones	Angela Myers
<u>Office Staff</u>	Corinne Sewell - Secretary		Beth Rodgers - Bookkeeper
<u>School Nurse</u>	Valerie Cote		
<u>Custodians</u>	Greg Bradley - Head Custodian Michelle Shaffer		Janet Husaw
<u>Nutrition</u>	RoseAnn Richards - Manager Wanda Padgett		Kimberly Crawford Gina Sulla
<u>Bus Drivers</u>	Troy Bower-Bus #123 Chester Clark-Bus #169 Keith Sandidge-Bus #200 Diane Thompson-Bus #107		Percell Bryant-Bus #56 Linda Beckwith-Bus #218 Laura Stone-Bus #126 -Bus 194

This Family Handbook is provided as a supplement to the Bedford County Program of Studies and the Code of Student Conduct. All three documents contain important information to ensure that your child is provided the best education possible in a safe and pleasant environment. Please take time to familiarize yourself with the school policies and procedures.

All documents are available on the Bedford County Public School website: www.bedford.sharpschool.net.

VISION STATEMENT

Forest Elementary School will be the foundation for developing a knowledgeable and responsible citizen who makes positive contributions to their community.

MISSION STATEMENT

Forest Elementary School provides opportunities for our students to grow and develop into responsible and independent citizens. We establish a meaningful and safe learning environment that meets individual needs and offers each child the opportunity for success by teaching them to be creative thinkers, problem solvers, decision makers, and effective communicators.

ACCREDITATION STATUS

Forest Elementary School is accredited by the Virginia State Board of Education. We have received the Governor's *Board of Education Distinguished Achievement Award* in 2012, 2017, 2018, and most recently, 2019. In addition, Forest Elementary School was awarded the Board of Education Excellence Award in 2008, 2009, and 2011. In 2010 we were honored with the Governor's Award for Education Excellence, naming us as one of the top schools in the state of Virginia. Forest Elementary School continues to be recognized each year for providing students a quality education.

AFTER SCHOOL ACTIVITIES

Students who remain after school to participate in school related activities, such as clubs or tutoring, shall remain in their classrooms until called. **ALL students who stay after school must have a note from a parent giving permission.** Students will not be allowed to stay without a note. Students are to be picked up promptly at the conclusion of the activity. Students who are consistently not picked up on time will be in jeopardy of losing the privilege to participate.

ATTENDANCE

According to the laws of Virginia, a pupil is expected to be in school regularly except when prevented by:

- Student illness or doctor appointment
- Death in the immediate family
- Subpoenaed court appearance
- Medical condition (as documented by the parent and/or physician)
- Religious holiday (school must be notified in advance)
- Other good and just cause as approved by the principal

If your child is sick and unable to attend school, please notify the school by calling 525-2681 between 7:00 am and 8:30 am. If notification is not received, an automated phone messaging system will contact the parent/guardian. When students return to school after each absence, parents are **required** to provide the teacher with a written excuse that includes the student's name, date of absence, and the reason for absences, signed and dated. A doctor's note is preferred.

It is the legal responsibility of parents or guardians to ensure that students are in regular attendance for the entire school day. Students are not allowed to be dropped off before 7:20 am. Parent drop off is the first entrance to the right after turning onto Scholar Lane. **Parents must bring students in at the bus entrance after 7:45 am and sign them in.** In addition, parents are asked not to pick up students before the dismissal announcement at 2:15 pm. If your child needs to be picked up before dismissal time for an appointment, you must sign your child out with your driver's license at the kiosk in the foyer. For the safety of all students, parents are not permitted to go directly to a child's classroom. Teachers will not dismiss any student to leave with anyone directly from the classroom. Allowing students to start on time and finish the day teaches responsibility, good habits, and discipline.

In order for our school to meet the Federal Elementary and Secondary Education Act (ESEA) requirements, our attendance rate must stay above 94%. Please be cautious when planning vacations during the school year.

Unexcused Absences

Students will be charged with an unexcused absence if a note from a parent/guardian or doctor is not provided. Parents will receive written notification by mail if the student accumulates 5 unexcused absences. If the student continues to demonstrate poor attendance, a truancy team meeting may be scheduled which includes the Bedford County Truancy Specialist, a Bedford County Resource Officer, Principal, Teacher(s), and parents/guardians. Excessive absences will require a medical note from your doctor.

Excused Absences

Absences will be marked as excused when documentation is provided. Documentation includes a signed and dated note from a parent/guardian or doctor. The attendance record of students with excessive excused absences will be reviewed

by the administrator and addressed as needed.

Tardies

Please make sure your child arrives at school before 7:45 am. A student is marked as 'Tardy' if he/she arrives to class after the 7:45 bell. Parents will be contacted if excessive tardies occur. School is open to students beginning at 7:20 am. If your child will be eating breakfast at school, please plan accordingly.

Make-Up Work

It is the responsibility of the student to make-up all work missed due to absence within three days of each absence. Please be sure to check the teacher's Canvas website for assignments.

CAFETERIA

Forest Elementary operates a school cafeteria that provides well-balanced and delicious meals for all students. Breakfast and lunch menu calendars are available online at bedford.sharpschool.net. Lunch and breakfast can be paid for in advance by using MySchoolBucks.com. Even if you choose not to use your account to add money to your child's account, you are able to see everything your child purchases in the cafeteria. A link to both of these websites are available on the Bedford County Public Schools website. Make plans to enjoy several meals at school this year. **If you are joining us for lunch, please remember to call 525-2362 and place your lunch order by 9:00 am.** The cafeteria is open each day from 7:20 - 7:45 am for breakfast and 11:00 am – 12:50 pm for lunch.

<u>Breakfast / Lunch Prices</u>	<u>Daily</u>
Student Full Breakfast	1.35
Student Reduced Breakfast	0.00
Student Full Lunch	2.40
Student Reduced Lunch	0.00
Adult Breakfast	2.35
Adult Lunch	4.00
Ice Cream	1.00
Milk	0.60

The cafeteria is on a computerized system. Students have an account similar to a debit account. Students access their account by entering their 7-digit ID number. Please help your child(ren) learn their 7-digit ID number. Monies are deducted from their account when the student makes a food purchase. Please make sure to check your child's account frequently to ensure that adequate funds are available.

If your child has specific food allergies, please provide the cafeteria manager 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. Parents can also make specific requests regarding student purchases that will appear in an alert box when students enter their 7-digit ID number, i.e., peanut allergy, ice cream on Friday only, no chocolate.

Students may have no more than three lunch charges outstanding at a time. Students who wish to bring lunch from home may not bring glass containers. Soft drinks and/or energy drinks are not allowed by students or adults in the school cafeteria.

At specific times during the school year we encourage **parents to purchase a school lunch** and eat with their children, i.e., **National School Lunch Week** and **National School Breakfast Week, as well as Breakfast with Santa and Valentine's Day Lunch.**

The school cafeteria 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. Checks written to the school cafeteria that are returned for insufficient funds are sent directly to an independent collection company and are no longer handled by the School Nutrition Program and FES. All checks must contain a valid phone number.

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 can contact the Supervisor of Nutrition for Bedford County Public Schools at (540) 586-1045 (Ext. 10224). If during the school year there are changes in your family size or substantial changes in your income, please report such changes to the Supervisor of Nutrition so that appropriate eligibility adjustments can be made.

https://www.schoolnutritionandfitness.com/schools/1498255712935/mealapps/Letter_to_Households_SY_2022-23.doc
https://www.schoolnutritionandfitness.com/schools/1498255712935/mealapps/Meal_Application_SY_2022-23.doc

Meal Charge Policy

The School Nutrition Program is totally self-supporting and relies on the funds generated each day in the school cafeteria. In an effort 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 \$6.00 which is the equivalent of three lunches. Students are not allowed to charge extra items such as bottled water or ice cream.

If a student comes to the cafeteria to eat lunch and has reached their charge limit, 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.**

The cafeteria staff does not enjoy having to offer a student an alternative meal, but allowing unlimited charging in the school cafeteria hurts the financial status of the program. If you have any questions regarding the meal charge policy, you may speak with the school cafeteria manager or contact the Supervisor of Nutrition at (540)586-1045 (Ext. 10224).

MySchoolBucks®

MySchoolBucks is a free 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 child'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 to 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 the student's 7 digit ID number. **Parents do not have to use the online payment option. Parents can simply register for a free account to monitor their child's balance, review purchase history and receive low balance email notifications.**

CHARACTER EDUCATION

The Bedford County School Division has adopted a character education program known as "Character Counts." The purpose of this program is to promote school-wide positive virtues in all students. Throughout the year students will learn about and be encouraged to display the following traits: trustworthiness, respect, responsibility, fairness, caring, and citizenship. FES reinforces these character traits through Responsive Classroom strategies.

CHILD ABUSE AND NEGLECT

Teachers or other employees of Forest Elementary 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. Sex Offender website: <http://sex-offender.vsp.virginia.gov/>

DELAYED OPENINGS / EARLY CLOSINGS / EARLY DISMISSALS

Closings and Delayed Openings

Schools may be closed because of extreme weather conditions, such as snow, ice, flooding, failure of mechanical or electrical equipment, epidemics, or other emergencies. Every effort will be made to have morning radio and TV stations

announce school closings or delayed openings by 7:00 a.m. Please listen to the radio or watch your television when threatening weather is imminent. You may also call the School Board Office at 586-1045, star (*) 333 or visit the Bedford County Public School website at <http://bedford.sharpschool.net> for closing information. **Please do not tie up the school line for this information. We need to keep the line open in the event of an emergency.**

Early Dismissals

If schools dismiss one or two hours early, please be sure your child knows what they must do and where to go if you are not home. If both parents work, please make sure the school has information on where your child is to go, as well as your business phone number. Please be sure to provide this information in writing to your child's teacher. Please make sure the office has the names of the persons allowed to pick up your children at school in case of an emergency. No one will be allowed to take your child unless we have permission from you. Please enter all individuals into PowerSchool who are allowed to pick up your child.

DISCIPLINE AND SCHOOL RULES

It is our desire that the school and home join hands in the guidance of our children. Parents will be contacted by staff members as concerns arise. Your support in this endeavor is appreciated. Our division has formulated a Code of Student Conduct containing important expectations for our children. Please review the Code of Student Conduct with your child then sign or click for verification. The Code of Student Conduct is available online at http://bedford.sharpschool.net/parents_students/cosc/. (Policy JFC)

DRESS CODE

BCPS has created standards for student dress in order to empower learners for future success and foster a safe and dynamic learning environment. BCPS operates in a manner that respects differences based on sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, marital or parental status, and other factors. For these reasons, the School Board and school staff rely on students and parents to exercise good judgment in selecting appropriate clothing that does not disrupt learning or cause a safety concern. Students must wear a shirt and pants, shorts or a skirt or the equivalent (dress, jumper, etc.) and shoes. Clothing must cover the torso below the armpits as well as the buttocks.

The following types of attire (including clothing, jewelry, or other displayed personal belongings) are prohibited:

1. Attire that has language or images that are offensive, profane, or vulgar.
2. Attire that has language or images that promote illegal conduct, violence, or the use of drugs or alcohol.
3. Attire that causes or is reasonably likely to cause a substantial disruption to the learning environment.
4. Attire that causes or is reasonably likely to cause a safety concern.

Students are required to wear tennis shoes for safe participation during physical education. For safety purposes, students are also discouraged from wearing flip-flops or backless shoes.

EMERGENCY INFORMATION CHANGES

If changes to demographic information occur (e.g.; change in mailing address, home phone number, cell phone number, email address, parent employment, etc), please send your updates to your child's teacher.

FUNDRAISING ACTIVITIES

School Picture sales in the fall and spring are the only fundraiser sponsored by FES. All other fundraisers are sponsored by PTA. Fundraising activities that involve students in door-to-door solicitation are not permitted. School and PTA sponsored fundraising will be closely coordinated and monitored so that these do not become a burden on the community.

GRADING

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. Be sure to look over all materials that come home each week in the Tuesday folder. All students will receive an interim report at the end of the fourth week of each nine week grading period. During the seventh week of each grading period parents will receive another interim if your child has a grade below a "C" 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. Formative assessments will be identified, count no more than 40% of the grade and be used as feedback to help students learn concepts. Homework is included in the Formative assessment but cannot exceed 10% of the grade. If you have any questions or concerns please call or email your child's teacher for a conference. **(Policy IK-Grading)**.

K-2

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

4	Above Proficient	Student can complete above grade level work independently with success.
3	Proficient	Student can complete on grade level work independently after instruction with success.
2	Below Proficient	Student can complete on grade level work with support.
1	Insufficient Evidence of Proficiency	Student is unable to complete work even with support.
NA	Not Assessed	This skill has not been taught during this grading period.

3-5

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

Honor Roll

Academic recognition will be given to students in grades 3, 4 and 5 each nine weeks through a published A and A/B Honor Roll. Behavior and/or citizenship marks can prevent a student from achieving honor roll status. Students receiving a letter grade of "C" or below, N's or U's are not eligible for honor roll recognition. Students who receive all A's or B's throughout the entire year will be recognized at the end of the school year.

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: grades 1-3, no more than about one hour per night; grades 4-5, no more than about one and one-half hours per night. Homework will be weighed no more than 10% of students' grades (or up to 1/3 of formative assessment categories). 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 do not have an excessive amount of homework. Students with excused absences are allowed ample time to make up missed work.

Parent Portal

Parents have access to their child's academic progress in real time through the Parent Portal website. A link is available on the Bedford County website. Please contact the school if you have any questions or have trouble logging in to your account. This program is most beneficial for students in grades 3-12. <http://powerschool.bedford.k12.va.us>

GUIDANCE

The school counseling program at Forest Elementary School is designed to help students, teachers, and parents/guardians develop positive school experiences. The school counselor provides a variety of support services and activities; which include individual and group counseling, classroom guidance, parent/teacher consultations, referral services, and implementation of school programs. A teacher, parent/guardian, administrator, or student may initiate a referral for individual or group counseling services as needed.

Counseling emphasis is on early intervention strategies to help the student acquire the knowledge and skills to reach desired goals. If the student's issues require extended counseling services, or if a crisis situation is presented, parents/guardians will be contacted. An opt out form is available on the Bedford County Public Schools website should a parent request their child not participate in some aspect of the school counseling program. The school counselor is available 7:30 am- 3:15 pm, Monday through Friday.

Guidance lessons focus on Social and Emotional Learning, which include topics to increase self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. This approach is designed to help children understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions in their social, emotional, and academic growth. Forest Elementary School also reinforces this focus through Responsive Classroom strategies.

HEALTH SERVICES

Students must be up-to-date on immunizations and a comprehensive physical examination before they are allowed to attend school. Virginia law requires that all children entering a public or private school must be immunized against communicable diseases; i.e., polio, measles, rubella, diphtheria, pertussis, tetanus and mumps. Chickenpox immunizations will be required for children who have not had chickenpox. Proof of immunization is required. **(Policy JHCA & JHCB)**

A comprehensive physical examination is required for all students entering public school for the first time in the State of Virginia. This examination must not have been performed more than 12 months prior to the date of enrollment. There is no grace period for obtaining a comprehensive physical examination. Parents of fifth grade students should schedule an appointment for the **Tdap** vaccine. Students will not be allowed to enter the seventh grade without this vaccination.

Clinic

Bedford County Public Schools encourage parents and/or guardians to administer medication to their children before or after school whenever possible. In cases where a child must receive medication at school, appropriate action to be taken by the parent and/or guardian is stated below. All medication forms are available on the Bedford County Schools website or from the school nurse. Self-administration of any medication is prohibited. Students may not transport medication on the school bus. **(Policy JHCD-Administering Medicines to Students)**

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 secretary by the parent/guardian along with a completed "Permission to Dispense Medication" form, signed by a 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. Please advise the school when medication requires refrigeration.

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 secretary 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 between the hours of 7:15 am – 3:00 pm to assist students with health and illness issues. If during the school day a child becomes ill (temperature of 100 or above, vomiting, etc.), the parent will be contacted and asked to pick the child up from school. A student is to be without a fever for 24 hours prior to returning to school. It is also our policy to contact parents concerning any injuries that students may receive while at school.

CareDox

Bedford County Public Schools has adopted CareDox as a tool for nurses to notify parents when their child (children) visit the clinic. This program allows us to streamline medical records and provides real time notification when your child visits the clinic. Please be sure to keep your child's medical records current. <https://www.caredox.com/>

HOURS OF OPERATION

The school building is open from 7:20 am until 4:00 pm, Monday through Friday except on observed holidays or in the event of severe weather. The school day officially begins at 7:45 and ends at 2:15. The lunch schedules run from 11:00 a.m. to 12:45 p.m. Students who ride the bus are dismissed at 2:15 and students riding in a car dismiss at 2:20.

LIBRARY

The Library Media Center serves as the instructional materials center for the school. It supports and enhances every facet of the school's curriculum. Each class in grades K-5 has a weekly library period. During this time students will participate in oral reading, storytelling, library skills instruction, and special presentations, as well as selection and/or return of books. The library is open at other times for research and check out.

LUNCH SCHEDULE

Lunch hours are 11:00 a.m. until 12:45 p.m. Students have 30 minutes to eat and socialize with their classmates. On early dismissal dates, lunch begins several minutes earlier and lasts for 20 minutes. Please visit the FES website for specific lunch periods for each teacher. **If you are joining us for lunch, please remember to call 525-2362 and place your lunch order by 9:00 a.m.**

MOMENT OF SILENCE

State law requires students and staff to observe a moment of silence at the beginning of each day. Students may engage in any silent activity that does not disrupt others, such as meditation, reflection, or prayer. The moment of silence will be a part of the daily opening exercises school-wide.

NON-CUSTODIAL PARENT RIGHTS

Section 22.1-279.4 to the Code of Virginia 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. 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. Unless a court order has been issued to the contrary, the non-custodial parent of a student enrolled in a public school or day care center must be included, upon the request of such non-custodial parent, as an emergency contact for events occurring during school or day care activities. **(Section 22.1-4.3 Code of Virginia)**.

PARENT PORTAL

Parents have access to their child's academic progress in real time through the Parent Portal website. Parent Portal login information is available through the school office. If parents have any questions or have lost their login information, please contact the school. The website address is: <http://powerschool.bedford.k12.va.us/public>. A link is available on the Bedford County website.

PARENT TEACHER ASSOCIATION (PTA)

The Forest Elementary School PTA is very active and requires everyone's support. Meetings are usually held on the third Monday of every other month at 7:00 p.m. The PTA has several very active committees: Volunteers, Programs, Hospitality, Arts in Education, and Ways and Means. Please contact the committee chairperson to offer help.

PARKING / CAR DISMISSAL PROCEDURES

Parents who visit the building should park in the parking lot at the bus entrance at the back of the school. At no time are individuals allowed to leave their cars unattended at either entrance. If attending special events, please do not block the bus loading area. Buses arrive around 1:50 pm to be in place for afternoon dismissal.

To ensure the safety of everyone, students must load and unload vehicles on the right side. Please stay in your car and someone will assist your child as needed. Please make sure your child is taught how to buckle and unbuckle their own carseat.

Students who do not ride the bus in the morning are to enter the building through the entrance facing Perrowville Rd. **Students are not allowed on the grounds unsupervised by a parent before 7:20 a.m.** When dropping off students in the morning, please pull around the circle so that several cars can unload at a time.

Afternoon car riders are dismissed at 2:20 p.m. Please stay in the car line and pull up in the circle so that your passenger window lines up with the numbered posts. Each family is given a number to hand on their rearview mirror. When that number is entered into our program, your child's name appears on the smartboard in their classroom to let them know you have arrived and to come outside. We ask that you drive cautiously, adhere to road markings and signs, not talk on your cell phone, and be sure your child is in the proper car seat and buckled up.

PARTIES / SPECIAL EVENTS

For the safety of all students, party plans are under the control of the school. Teachers will contact room mothers to plan events as needed. Our goal is not to serve food items that exclude students with specific dietary needs. Please respect students with food allergies, diabetes, and/or gluten free diets.

Special arrangements should be made with your child's classroom teacher if you wish to recognize your child's birthday. Healthy foods are preferred. Store bought items only. Consider nonedible treats such as Birthday pencils, party favors, etc. No balloons, flower arrangements, decorations, limo rides, etc. Invitations to private parties may not be passed out at school unless all students in the class are invited.

Classroom teachers will make arrangements for holiday parties.

PERSONAL PROPERTY

Cell Phones, electronic gaming devices, iPads/Tablets, iPods, MP3 players, etc. are not to be visible during the school day. Cameras, expensive items and large sums of money should not be brought to school. All types of trading cards are not allowed at school or on the school bus. The school is not responsible for stolen or broken personal items brought to school. The school administrator may search or permit the search of a student's property when there is reasonable cause to believe the student possesses a dangerous, illegal or stolen item.

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. Students in grades 4 and 5 will be given a wellness assessment twice a year.

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, please send a note to the physical education teacher explaining the illness or injury. Students with a hard or soft cast may not participate in PE 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.

Students are required to wear tennis shoes for safe participation during physical education.

PLEDGE OF ALLEGIANCE

All students shall be required to learn the Pledge of Allegiance and to demonstrate such knowledge. Each school in the state of Virginia shall require the 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 such classroom. Students are to stand and recite the Pledge while facing the flag with their right hand over their heart. **(Section 22.1-202 Code of Virginia)** No student shall be compelled to recite the Pledge if they, their parents, or legal guardians object on religious, philosophical, or other grounds to their participating in this exercise. Students who are exempt from reciting the pledge shall quietly stand by their desks while others recite the Pledge and shall make no display that disrupts or distracts from those who are reciting the Pledge.

PROTECTIVE ORDER

The *[Division Name]* School Board is committed to providing a positive learning environment for all students. Ensuring the safety and well-being of students, staff, and visitors is a primary concern for *[Division Name]*. For a student who has been subject to violence, force, or threat of violence, a court or magistrate may grant a legal order to protect the health and safety of the student.

Parents and legal guardians should notify the school when a protective order prohibits a person from contact with the student, access to the student, or other conduct with the student at school. By informing the school, the parent or legal guardian can expect the school to:

- Notify essential school staff of the protective order;
- Act as necessary to ensure the safety of the student, including contacting law enforcement, conducting threat assessments, or conducting investigations into harassment complaints;
- Adhere to the provisions of the protective order such as prohibiting the release of certain information or refusing to release a student; and
- Develop a support plan for the student in collaboration with the parent or legal guardian and, if appropriate, with the student.

Parents or legal guardians have the rights to:

- Expect confidentiality and that information regarding the protective order will only be shared with essential school personnel;
- Request a copy of the notification of the protective order to school personnel; and
- Request a meeting with school staff to develop a support plan for the student and request a copy of the plan.

For additional information, refer to the Division Policy and Regulations or contact [School Staff] for resources relating to student health and safety.

SCHOOL SECURITY

There are 18 surveillance cameras monitoring the interior and exterior of the school building.

Door Access System / Computer Security Sign-in

The Security Door Access System is in place and activated. Please follow the procedures below when entering the school building:

1. **ALWAYS bring your driver's license with you.**
2. Once you are inside the vestibule, to the right of the door, please press the button on the black box mounted on the brick wall.
3. If a staff member does not recognize you, they may ask you a few questions before opening the doors.
4. Walk over to the center double doors.
5. Office staff will release the doors. You will see the doors move slightly.
6. Pull gently on the handle.
7. Please report to the office for a visitor's badge. **You must have your driver's license.**
8. When exiting the building, a motion detector will release the door when you are approximately three feet away.

Resource Officer

Bedford County Sheriff's Department provides School Resource Officers in all middle and high schools. Each of these Officers are assigned 2 – 3 elementary schools. The SRO based at Jefferson Forest High School is available to Forest Elementary School staff and students.

Crisis Plan

Bedford County Public Schools is committed to providing a safe and secure learning environment for all students. To fulfill this commitment, our school has a comprehensive school safety and crisis management plan designed with both preventive and response procedures in place. Posted in each classroom are Emergency Exit Procedures. Fire, tornado, and intruder drills are performed on a regular basis. A School Safety Audit and Fire Safety Inspection are conducted annually.

STATEMENT OF RESIDENCY

A parent or guardian can be charged with a **Class 4 misdemeanor** for knowingly making a false statement concerning the residency of a child. All students attending Bedford County Public Schools must live with a parent or legal guardian residing in Bedford County. **(Section 22.1-78 22.1-79 Code of Virginia)** All families must provide proof of residency at the time of enrollment.

STUDENT COUNCIL ASSOCIATION (SCA)

The Forest Elementary Student Council Association was established to allow students to become more involved in school activities and to put into practice the principles of government. Opportunities are available for students in grades 3 - 5. The officers of the organization include a President, Vice-President, Secretary, and Treasurer. SCA elections for officers are held in the spring, and the classrooms' representatives are appointed in early fall. The SCA representatives act as student advisors to the administration.

STUDENT SUPPORT SERVICES

School Consultation Team (SCT)

Students who are having a difficult time in school may be referred by the teacher and/or parent to the Student Consultation Team (SCT). The SCT meets weekly to assist teachers and parents with student related concerns. This team works with the classroom teacher in order to develop strategies to meet the individual needs of the student within the regular classroom. Students who continue to struggle may be provided one-on-one or small group instruction through Response to Intervention (RTI). Students are continually monitored by this team to determine if strategies and/or interventions are effective.

The SCT may decide to refer the student for a more comprehensive evaluation after strategies and interventions have been attempted. When this service is complete the Eligibility Committee meets to determine if the student qualifies for special services.

Special Education Services

Special education programs and services are available to county residents who have children with disabilities. Each student receives special education services designed to meet his or her individual needs as described in an Individual Education Plan (IEP). Additional information is available online at: http://bedford.sharpschool.net/departments/spec_ed/.

Gifted Education Services

Identified gifted students are provided a differentiated program responsive to their needs. The K-5 gifted program in Bedford County uses classroom clusters and pullouts to enhance and challenge academic, social, and emotional growth. The gifted resource teacher and classroom teacher work cooperatively in providing a multi-modality environment as various strategies and techniques are implemented to meet individual needs. Additional information is available online at: http://bedford.sharpschool.net/departments/inst/gifted_ed/.

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. Students can lose their right to participate in graduation ceremonies if debts are not paid. **(BCPS Policy JN)**

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

Be sure to call the school before 1:45 if you are making changes to your child's transportation. We can not guarantee that teachers will be able to open email or Dojo messages late in the day.

Written permission from the parent or guardian is required when making changes to a student's regular transportation. 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:

- Student's full 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.

Snow Routes

- **Ivy Lake Drive**-Students will meet the bus at the intersection of Ivy Lake Drive and Perrowville Road.

- **Brockenbrough Place**-Students will meet the bus at the intersection of Brockenbrough Place and Hooper Road.
- **Coffee Road**-Students will meet the bus at the intersection of Coffee Road and Perrowville.

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:

- Sit in assigned seat if given one by the bus driver
- Stay in the same seat until you get home
- 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. (Policy JFCC-Conduct on School Buses)**

TUESDAY FOLDERS

Each Tuesday, 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.

VISITORS / VOLUNTEERS

Our goal at Forest Elementary School is to provide a safe and enjoyable learning experience for all school community members. In order for us to accomplish this goal we ask that **all visitors / volunteers register on the computer in the main lobby, then push the black button to notify the office**. We are always pleased to have visitors / volunteers working in our school. Forest Elementary appreciates any and all volunteer services. If any parents, grandparents, interested community members, or senior citizens would like to work in the library, read with students, help in the office, or cafeteria, contact the PTA Volunteer Coordinator and sign up. **Parents are not allowed to volunteer in their child’s classroom. While in our school building and on school grounds, appropriate school attire is required. Please turn off cell phones when working in the classroom or with individual students. You must have your driver’s license.**

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, school work, books, snacks, party items, etc. Aside from regular volunteers, parents wanting to visit their child’s classroom must have permission from the administrator in advance. On the day of the visit you must be accompanied by the administrator and there is a 45 minute limit. The safety and confidentiality of our students is always our first concern. We encourage you to get involved.

WATCH DOGS

WATCH D.O.G.S.® (Dads Of Great Students) is an innovative father involvement, educational initiative of the National Center For Fathering. Their goal is to bring fathers and father figures into the schools to provide a positive male role model for the students to demonstrate, by their presence, that education is important. The program also provides an extra set of eyes and ears to enhance school security and reduce bullying. Fathers who participate get a glimpse of their child’s everyday world and learn about the increasingly complex challenges and decisions today’s youth are facing.

WatchDOGS are fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day each school year. During the day WatchDOGS may read or work on flash cards with students, play at recess, eat lunch with students, watch the school entrances and hallways, assist with traffic flow and any other assigned activities where they actively engage with not only their own children, but other students as well. **You must have your driver's license.**

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.

(APPENDIX A)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA

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.
 - 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 what it is inaccurate or misleading. If the school division decides not to amend the record as requested by the parent or eligible student, the school division 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception that 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, Bedford County Public Schools 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 division in which 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 to another, a copy of the scholastic record, including disciplinary records will be transferred to the school division the students transfers to upon request from the 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. 20202-4605

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bedford County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bedford County Public Schools 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 Bedford County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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 (LEAs) 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 - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Directory information for high school students will be released to military recruiters or institutions of higher education that request this information. 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 30, 2011. The high school will provide an "opt-out" form if requested. Bedford County Public Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Grade level
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height 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 also notify parents and eligible students, such as through U.S. mail or Email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- 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 non emergency, 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. 20202-4605