

# Broadus Wood Elementary School



## Parent/Student Handbook 2016 – 2017

185 Buck Mountain Road

Earlsville, VA 22936

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Amy D. Morris, Principal

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# Welcome to Broadus Wood

This handbook is designed to provide information about Broadus Wood School, including our school program, the operation of the school, as well as policies and procedures that parents can discuss with their children so that all are familiar with school policies and practices. Broadus Wood follows the policies and regulations of the Albemarle County School Board and the superintendent of schools. Some of these policies and regulations that are of particular importance to parents will be cited in this handbook. We meet all existing standards established by the governing board and in many cases exceed what is required. A copy of the Albemarle County School Board Policies and Regulations can be found at <http://www2.k12albemarle.org/acps/division/board/Pages/School-Board-Policy.aspx>.

Where there are no regulations we have worked out school practices which suit our particular needs. This handbook is designed to help you become familiar with the school operation, as it presently exists at Broadus Wood. Part of our philosophy is continuous improvement, so these practices do change from time to time. We welcome your suggestions for our improvement. The school administration, staff and PTO provide parents with opportunities to become active in our school programs and encourage it.

Feel free to come to the office and ask us any questions you may have, or call us at 434-973-3865. Remember, your child's teacher is your first source of information regarding your child's academic achievement and social adjustment, and are very willing to discuss any questions you may have about your child. I am also available to offer assistance whenever needed. It is our goal to make this a great year of learning and growth for your child. We hope that you will actively participate with your child at home and at school to share his or her excitement of learning.

Sincerely,

*Amy Daniel Morris*

Amy Daniel Morris  
Principal

## Staff Directory 2016-2017

Mrs. Amy Morris	Principal
Mrs. Lori Beck	Office Associate
Ms. Ruth Greer	Office Associate
Mrs. Dorothy Trotta	Nurse
Ms. Lora Henderson	School Psychologist
Ms. Corinne Boucher-Carpenter	Occupational Therapist
Ms. Ann Martin	Speech/Language
Ms. Virgena McClanahan	School Counselor
Mrs. Debra Zehnter	Kindergarten
Ms. Elisabeth Marsten	Kindergarten
Mrs. Irene Krone	First Grade
Mrs. Allison Mundie	First Grade
Mrs. Meghann Wymer	Second Grade
Mrs. Amy Gaertner	Second Grade
Ms. Taryn Johnson	Third Grade
Mrs. Deannine Lahham	Third Grade
Mrs. Karen Burns	Fourth Grade
Mrs. Libby Nicholson	Fourth Grade
Mrs. Jennifer Longbrake	Fourth Grade
Mrs. Megan Burtnette	Fifth Grade
Mr. Don Nicholson	Fifth Grade
Mrs. Bobbi Wegscheid	Special Education Teacher
Ms. Brittany Lindemann	Physical Education
Mr. Raymond Chrobak	Librarian
Ms. Jean Flaherty	Music
Ms. Liz Jones	Art
Mrs. Lisa Kwiatkowski	ESOL
Ms. Megan McNabb	ECSE
TBD	Gifted Resource Teacher
Mrs. Jean Estes	Assistant – Kindergarten
Mr. Jeremiah Greer	Assistant – Kindergarten
Mrs. Dawn Wells	Assistant – First Grade
Mrs. Christi Barker	Assistant – First Grade
Mrs. Stephanie Arellanes	Assistant - ECSE
Ms. Jayme Crawford	Assistant-ECSE
Mr. Robert VanDerveer	Lead Custodian
Ms. Sheryl Lang	Evening Custodian
Mr. Robert Taylor	Evening Custodian
Mrs. Paula Brown	EDEP
Mrs. Judy Shadman	Cafeteria Manager
Ms. Wendy Chaffee	Cafeteria



## School Calendar 2016 – 2017

August 22	Open House (4:00 – 6:00 pm)
August 23	First day for students (7:55-2:30)
September 5	Holiday-Labor Day (Schools Closed)
September 6	State of School Address (6:00 pm in the cafeteria)
September 6	Back to School Night (6:30-7:00pm and 7:00-7:30pm)
September 21	United Way Day of Caring
September 26	School-Based Professional Learning Day (No Students)
October 26	Picture Day
<b>October 27</b>	<b>End of First 9-week grading period</b>
October 28	Teacher Work Day (No school for Students)
November 7	Division Level Professional Learning Day (No school-Students)
November 8	Election Day (No school)
November 16	Picture Make-Up/Retakes Day
November 23-25	Thanksgiving Holiday (No School)
Dec 19 – Dec 30	Winter Break (Schools Closed)
January 2	Green Work Day (No Students)
January 3	Classes Resume
January 16	Holiday - Martin L. King, Jr. Day (Schools Closed)
<b>January 20</b>	<b>End of Second 9-week grading period</b>
January 23	Teacher Work Day (No School for Students)
February 20	School-based Professional Learning Day (No Students)
<b>March 30</b>	<b>End of Third 9-week grading period</b>
TBD	Spring Picture Day
March 31	Green Work Day for Teachers (No Students)
April 3-7	Spring Break
April 10	Classes Resume
May 29	Memorial Day Holiday
<b>June 9</b>	<b>End of Fourth 9-week grading Period (LAST DAY OF SCHOOL)</b>

## Albemarle County Public Schools

### **STRATEGIC GOALS:**

It is our goal to have a climate of high expectations for all staff so that all of us contribute toward providing the highest quality of instructional experiences for our students.



### **ACPS Student-Centered Goal**

All ACPS students will graduate having actively mastered the lifelong-learning skills they need to succeed as 21<sup>st</sup> century learners, workers and citizens.

## Our Objectives

The following five objectives represent our commitments for how we intend to achieve our one student-centered goal.

**1. We will engage every student.**

*ACPS will engage every student in meaningful, authentic and rigorous work through the use of instructional best practices and supportive technologies that will motivate students to be self-directed and inquisitive **lifelong learners**.*

**2. We will implement balanced assessments.**

*ACPS will implement a **balanced assessment system** that accurately reflects student demonstration and mastery of our **Lifelong-Learner Competencies**.*

**3. We will improve opportunity and achievement.**

*ACPS will improve **lifelong-learning** opportunity and achievement for all students and enrollment groups.*

**4. We will create and expand partnerships.**

*ACPS will create and expand partnerships with parents, community and business leaders to fulfill their essential roles as actively engaged partners in supporting student achievement and **lifelong-learning** outcomes for student success.*

**5. We will optimize resources.**

*ACPS will optimize all resources to achieve the school division's strategic goal and **lifelong-learning** outcomes for student success.*

You can read more about how we achieve our goals by viewing our **School Division's Strategic Plan** on ACPS web page: <http://www2.k12albemarle.org/Pages/default.aspx>

### **The Vision for Broadus Wood Elementary School**

Broadus Wood Elementary School is a dynamic learning community that fosters academic excellence, character development, and life skills that will empower students to succeed. Students will develop a love of learning, learn to work collaboratively and independently, and demonstrate respect, awareness and appreciation of others.

Parental involvement and support are strong and indeed necessary for success of this vision. Parents continually strive to provide strong motivation for their child's school success. Open communication is consistently maintained between the administration, staff and parents. The Broadus Wood School community will always be on a journey towards excellence.

### **School Improvement Program (SIP)**

Broadus Wood School is committed to improving the quality of education that it provides to its students. A group of staff members and a parent work on a school improvement team to look at data that includes student performance and school climate. They then help to develop a school improvement plan to address areas that can be improved. Information from this team is reported to the entire school community at the State of the School Address each fall. Parents, who wish to be more involved in the school and work with school improvement, should contact the principal.

# School Information

## Phone Numbers

Broadus Wood Office	973-3865
Albemarle County Schools	296-5886
Superintendent of Schools	296-5826
Extended Day Enrichment	296-5840
Transportation Department	973-5716
Special Services	296-5885

## School Hours

The school day is from 7:55-2:30 and the school building is open to students from 7:45 a.m. until 2:30 p.m. The Broadus Wood After-School Program operates within the school from 2:30 – 6:00 p.m. for those children whose parents have enrolled them in this child care programs (for which there are separate fees).

Students should arrive in their classrooms by 7:55 a.m. or they will be considered tardy. If a student arrives after 7:55 he/she must check in with the school office to obtain a tardy pass prior to entering the classroom.

The school office is open each school day from 7:30 a.m. – 3:30 p.m. Faculty hours are from 7:40 a.m. – 4:00 p.m. on Thursdays and 7:40 a.m. – 2:55 p.m. on Mondays, Tuesdays, Wednesdays, and Fridays. Students who do not ride the bus or attend the after school program must be picked up immediately after school at 2:30.

## Visitors

**While we love to have parents in Broadus Wood, please help us make sure that your student's learning is not interrupted during the school day. These are the ways you can help:**

1. All parents and visitors must check in the office, sign in as a visitor and wear a visitor's badge before going anywhere in the building.
2. Please help us to foster your child's sense of autonomy by encouraging him/her to walk to class independently and begin his/her daily tasks.
3. If you are having lunch with your child, please meet your child in the cafeteria after checking in at the office.
4. If you want to spend time in the classroom, either as a volunteer or an observer, please arrange it with the classroom teacher ahead of time.
5. Please consult with your child's teacher concerning birthdays or other special celebrations.

## **Emergency School Closing**

When schools are to be closed, the school district will communicate such through email and a phone call. The announcement will also be made over all local radio and TV stations or you can call the school information number, **296-5881**, for up to date school closing information. **IF NO ANNOUNCEMENT OF CLOSING IS MADE, SCHOOLS WILL OPERATE ON SCHEDULE.**

It is sometimes necessary to close schools during the school day. When this is done, the school district will communicate such through email and a phone call and an announcement is made over radio and television stations. It is very important that your child knows what procedure to follow on such occasions. A form goes home at the beginning of school year asking you to designate what your child should do if there is an early closing. Please return these forms promptly and update if your plans change.

PLEASE DO NOT CALL THE SCHOOL OFFICE WHEN THERE IS A CLOSING OR POSSIBILITY OF SUCH. **The phone lines need to be kept open for emergencies.**

### **Early Dismissal**

If a child is to be dismissed early, he/she should bring a note from home to that effect. Parents picking up a child should report to the office to sign out the student, and the child will be called over the intercom. Parents may not pick up their children from the classrooms. A student will not be allowed to leave school with anyone other than his/her parents or guardians unless the school office has prior notification from the parent or guardian. If you are sending someone to pick your child up from school, please notify the school office by phone or by note with your child in the morning.

### **Student Dress and Appearance**

Students are expected to come to school clean and reasonably well groomed. The following guidelines apply to boys and girls:

1. Clothing that exposes the body beyond acceptable standards is inappropriate. A bare midriff, excessively short shorts/skirts/dresses, and spaghetti straps will be prohibited.
2. Clothing with words, pictures or symbols that suggest vulgarity, racial slurs, obscenity, or substance abuse will be prohibited.
3. Clothing with excessive rips or slashes will be prohibited.

If staff members are unsure about the appearance of a student, they inform the principal of the concern and the principal will decide the appropriateness of the student's appearance for school.

### **ACPS Meals Program**

Student Breakfast K-12	\$1.40
Student Lunch: Elementary	\$2.50
Student Lunch: Middle-High	\$2.75
Adult Breakfast	\$1.70
Adult Lunch	\$3.35
Ala Carte Milk	\$0.55
Reduced Price Breakfast	\$0.30
Reduced Price Lunch	\$0.40

Breakfast, hot lunches, salads, and peanut butter and jelly along with choices of fruit and vegetables are provided daily. Free and reduced lunches and breakfasts are available to those children who qualify. Forms are available to fill out online at <https://www2.k12albemarle.org/dept/osp/nutrition/Pages/free-reduced-lunch-info.aspx> (ACPS Child Nutrition website). Parents may also print or request forms during the school year.

Check out ACPS Online Meal Prepayment System: [www.mySchoolBucks.com](http://www.mySchoolBucks.com)

Ice cream and other snack items are \$.75 and are purchased by all grades. **Ice cream is served only on Thursdays.**

Parents are invited to have lunch with their child. An adult lunch costs \$3.35. Please feel free to stop in anytime for lunch. Remember, students can no longer charge lunches. A peanut butter sandwich and milk is offered to students who do not have money for lunch.

### **Moment of Silence** **(From School Board Policy Manual)**

“School Board policy provides that for one minute each day all students must be seated and silent so that each pupil, in the exercise of his or her individual choice, meditate or pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.” We observe a minute of silence daily during the morning announcements at 7:55. You may wish to discuss the use of this time with your child.

### **Student Conduct**

Every student has a right to quality education in a safe environment that is conducive to learning and free of disruption. Conversely, every student has the responsibility not to deny that right to others. Accordingly, the School Board has adopted policies and regulations designed to encourage good citizenship, reasonable standards of behavior, and a favorable atmosphere for learning and to discourage conduct that adversely affects the health and welfare of the students and staff.

Standards of conduct are designed to define the basic rules and major expectations of students in the public schools of Albemarle County. It is the responsibility of the Albemarle County Schools and the administration to provide rules of conduct for student behavior in order to protect the health, safety, welfare and individual rights of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this policy and the regulation. Virginia State law requires that the school inform parents of its expectations for student conduct and the discipline policies and procedures. Parents are required in return to become familiar with these school conduct standards and must return a signed form to the school indicating their awareness of school conduct standards. The form will go out at the beginning of the school year or will be given to students and parents when they enroll in school.

Expectations:

Each student has the right to expect a safe educational environment in which he/she can strive to achieve his/her intellectual potential. The most important student responsibility is to avoid disruptive conduct that infringes on the rights of others. Students, parents and school personnel are expected to cooperate in efforts to ensure a safe learning environment free of disruption.

The student is expected to be diligent in his/her studies and conduct himself/herself in such a way that the rights and privileges of others are not violated. The student is required to know and conform to the rules and regulations of the school, to conform to the direction of the school staff, and to comply with provisions of law.

Parents are expected to teach their children conduct that does not infringe on the rights of others, to cooperate with school authorities, and to support necessary disciplinary measures. It is the parent's responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The teacher has primarily responsibility for all matters of conduct and discipline in the classroom, in the school building, and on the school grounds. Teachers have the authority to use such reasonable measures as may be necessary to maintain discipline in the classroom.

The principal has the responsibility to:

Establish and implement rules and regulations for student conduct in school that are not covered by this policy. Make these policies, rules, and regulations readily available to students and parents.

Supervise and support teachers in their obligation to maintain discipline and create an atmosphere conducive to student self-regulation.

Impose necessary corrective measures including, but not limited to, imposing suspension or recommending expulsion to the Superintendent.

Defend every individual within the school against arbitrary and unfair treatment.

All school personnel have the responsibility in the maintenance of proper school discipline.



## **Broadus Wood Elementary School Rules**

The following school rules were developed to benefit all the people in our school community. Their purpose is to maintain an atmosphere of mutual respect and harmony.

- Use appropriate language at all times. Students will speak respectfully to one another and to adults
- Safely walk inside the school building at all times. Special care will be taken when being dismissed at the end of the day.
- Accept the authority of all adults working at Broadus Wood School.
- Respect the property of others and take care of the building and grounds.
- Settle disagreements in a peaceful and fair manner. Fighting and other forms of physical aggression (including spitting) will not be tolerated.
- Leave chewing gum and soft drinks at home.
- Leave unnecessary money or possessions at home. Toys, games, pets, and electronic devices are not to be brought to school without permission from the teacher or principal.
- Remain on school grounds until dismissal.
- Come to school reasonably clean, well groomed, rested and appropriately dressed.
- Obey all laws regarding the use of possession of tobacco, alcohol, drugs, weapons and fireworks (see below).

A student shall not use or have in his/her possession or on his/her person any pistol, shotgun, rifle or other firearm, whether loaded or unloaded, operative or inoperative, or any object similar in appearance to a firearm, whether capable of being fired or not. Pellet guns, BB guns and CO2 air pistols are considered to be firearms. A student also shall not use or have in his/her possession or on his/her person any knife, razor, slingshot, brass or metal knuckles, blackjacks, explosives (fireworks, matches, firecrackers...) or other dangerous articles. A student further shall not misuse an acceptable object (such as a pencil, paper clips, and scissors, etc.) in a manner that endangers a person's safety or health. Possession includes storage in a vehicle, locker or other receptacle. Any weapon possessed in violation of this policy shall be forfeited to the Commonwealth of Virginia.

Students are subject to corrective action for any misconduct that occurs:

- in school during school hours
- on school property
- on a school vehicle
- while participating in or attending any school-sponsored activity or trip
- on the way to and from school and at the bus stop

#### Cafeteria Expectations

- Get your milk, napkin, straw, ice cream and condiments before going to the table
- Remain seated
- Raise your hand if you need help from a lunchroom assistant
- Talk quietly with those sitting around you
- Use good manners at all times
- Show respect to others and to property

#### Use of Cellular Phone and Electronic Devices

Students may not use cellular phones or electronic devices during the school day unless being used for instructional activities. Students who have cellular phones with them are to keep them off during the school day and inside their backpack. If students need to use a phone, they must use the office telephone. I-Pods, video games, and other similar electronic devices may not be used in the classroom unless directed to do so by the classroom teacher. It is recommended that all personal electronic devices be kept at home. If they are brought to school it is at your own risk. We are not able to use instructional time to search for lost or stolen devices. If your child must have a cell phone with him/her you must arrange this with the principal for approval.

### **Positive Discipline Plan**

We believe the first step in a positive disciplinary approach is building relationships with our students by teaching positive behaviors through proactive discipline and logical consequences. We want to teach our students cooperation, assertion, responsibility, empathy and self-control skills that will lead to constructive engagement in learning.

Teachers and staff manage minor disruptions through the Responsive Classroom approach. This process usually begins with teaching positive behaviors through modeling, practice/coaching, reflection and responding to misbehavior through logical consequences such as reparation, loss of privilege and/or positive time out.

When students are unable to refocus their attention to the appropriate manner it may be necessary to ask the student to move to a positive time out area in the classroom. Often students are able to refocus, reflect, and then return to their group. It is important that the student is able to partner with their teacher and take ownership of the problem before they return to the group.

Often the regular classroom setting is not the best option for a time out. Each teacher has a “buddy room” that can be used for a time out setting. When students appear to be acting out to draw attention from their regular classmates, (or when the student acts out in their homeroom time out area) the teacher may opt for the buddy room time out area. Students are expected to take ownership (verbally or in writing) before they return to class from any time out area. We believe if we intervene early we can prevent more serious problems from occurring.

There are behaviors that require immediate intervention and support from the principal’s office. A discipline referral form is filled out. These behaviors include but are not limited to:

- Fighting
- Hitting
- Spitting
- Destruction of property
- Defiant behavior (refusal to follow an adult’s direction)
- Inappropriate language (i.e., profanity, racial slurs, harassment)
- Possession of contraband (weapons, alcohol, tobacco, drugs, fireworks)
- Threatening behavior

**Special Note:** Any behavior of a student that seriously threatens the safety of him/herself or others as well as repeated behaviors needing intervention from the principal can result in immediate suspension from school.

## **Attendance**

### Absences:

School attendance is directly related to academic achievement and the development of good habits, which are important in the world of work. Optimum student attendance is a cooperative effort and the school board expects parents and students to take an active role in accepting the responsibility for good attendance. The state of Virginia requires the school to report the numbers of students with excessive absenteeism (more than 10 days) and it also maintains firm compulsory attendance and truancy laws to assure the best possible attendance for all students. In order to help parents and students in this cooperative effort for good attendance, the following guidelines and procedures have been implemented:

1. Each parent shall be responsible for the child’s regular and punctual attendance at school as required under provisions of the law.

2. If a child must be absent, the parent should notify the school office as early as possible. If the school is not notified, in accordance with state law, contact will be made with the parent or legal guardian to verify the reason the absence.
3. When students return from an absence, they should have a signed note from the parent stating the reason for the absence.
4. If you are requesting homework for your child when they are ill, please call the school office early in the morning. Homework can be picked up in the office at the end of the school day or another student can take it home if the request is received early in the morning. A student will be expected to make up work for all classes missed within 5 days of return to school. Extenuating circumstances may be considered in extending the time limit. Teachers will communicate with a student's parents if poor attendance is affecting the student's progress.
5. If a student misses a total of seven (7) days of school the principal will send a letter to the parents notifying them of the days missed and the concern of absenteeism.
6. When a student misses a total of fourteen (14) days of school, the parents will attend a conference with the principal. Information regarding absenteeism will be discussed and a plan will be developed addressing the need for improving attendance. This plan may offer resources available in the community that can assist parents and students in achieving good attendance. Additionally, parents will be notified of the sixteen (16) days absentee policy of the school board.
7. If a student misses a total of sixteen (16) days of school, the principal, in accordance with School Board regulation JED-R, has the discretion to deny promotion of that student. Upon reaching sixteen days, the parent will again have a conference with the principal and other staff members. A referral may be made to Child Protective Services or the Albemarle County Police Department (Juvenile Division) for their involvement in this matter.



### Tardiness:

Tardiness can be an inconvenience both to the child and the classroom. Frequent tardiness can develop into a habit that will be a detriment to the child as he progresses through school, and into the world of work. For that reason, Broadus Wood School holds parents responsible for having their child at school by the designated start of the school day and staying until the end of the

school day. Emergency situations do arise and sometimes it is necessary for a child to be tardy-late to school or need to leave early. Frequent tardiness however is frustrating both for the child and the teacher. In an effort to encourage timely arrival at school, the following guidelines have been established regarding tardiness:

1. Children who arrive at school after 7:55 must report to the office before going to the classroom. A tardy slip will be issued which must be given to the teacher. No student will be admitted to the classroom after 7:55 without a tardy pass.
2. If a student is tardy a total of six (6) times, a letter is mailed to the parents from the principal. This letter expresses concern for the frequent tardiness and asks the parents to take necessary steps to regularly get the students to school on time. Information about the tardy policy is also explained at this time.

We have found that these policies on absenteeism and tardiness work well in making it a cooperative effort between parents and their child to recognize their responsibilities regarding respect for school rules. Please help us teach children good habits early in life, so that it is not a problem in future years.

#### Student Withdrawal:

If it should become necessary to withdraw your child from school, it is suggested that the following procedure be followed:

1. Notify the school as soon as your plans are definite. Give us the name and address of your child's new school, if possible.
2. Inform us of the last day your child will be in attendance.
3. Return any textbooks, library books or other materials belonging to the school.
4. Pay all outstanding debts.
5. Have your child bring home any personal belongings.
6. Once you are registered at the new school records will be forwarded to that school upon request.

## **Transportation**

### **Buses**

#### **Bus Drivers and Rules:**

Bus drivers provide an essential service in our educational system. Their job is not always an easy one. Parents are asked to give their support by requiring their children to obey bus rules and to respect the drivers. A copy of the county "Guidelines for Student Transportation" is sent to each parent each year. One portion must be signed by the parent and, when appropriate, the student. This signature must be returned to school to be placed in the student's folder to show that parents and students have been informed and understand bus rules. These guidelines should be re-read from time to time during the year to reinforce proper bus behavior.

### Bus Safety:

Bus safety requires a community effort. If you suspect hazardous conditions on the school bus, please call our school or the Albemarle County Department of Transportation (973-5716). If you observe traffic violations by motorists, which threaten the safety of our students, please report them directly to the Albemarle County Police Department.

### Bus Passes:

If a student is to ride a different bus or to get off at a different bus stop, **his/her parents must send a note to the school granting permission for this change.** The student should give this note to the classroom teacher who will forward it to the office for appropriate action. The office staff will issue the student a bus pass, which will be presented to the bus driver upon boarding the school bus. Please do not give permission notes to the bus driver.

### Transportation by Bus

**Most children are transported by buses and we encourage the use of bus transportation.** However, transportation by bus is a privilege and not a right. Bus safety is extremely important and it is an expectation that children use safe bus behaviors at all times. Our buses have an excellent safety record which reflects parent support as well as driver competence. To help us, please take the time to discuss bus safety rules with your child throughout the school year. The Transportation Staff provides a general outline of expectations to each family. If you have concerns with transportation service, please attempt to first resolve concerns with the driver. If concerns cannot be resolved, please call the Albemarle County transportation office for assistance at 973-5716 or our office staff at 973-3865.

**{Requests for any permanent change from bus transportation drop off and pickup locations must be made in writing from you and approved by the school principal/designee in consultation with the transportation staff. This request form is available in the office, or on the transportation homepage. Drivers do not have the freedom to approve parent requests for changes in pickup and drop off sites.}**

### Transportation by Car

**Arriving at school by car before 7:45 AM** - We request that you park in the parent drop off/pick up parking lot area and **remain with your child until 7:45**, either in your car or standing at the door but please, always escort your child from the parking lot to the door and **remain with your child until 7:45 AM**.

*Please note that our school officially opens at 7:45 AM. Adults and children should not be inside the building before 7:45 AM, unless you have a previously arranged appointment to meet with a staff member.*

**Arriving at school by car at 7:45 AM** – Park in the parking lot and escort your child to the door **or** you can choose to drive through the car line and drop off your child (*please have your child get out of the car on the passenger side only*) but we do request that parents/guardians remain in the vehicle so that the traffic flow is not interrupted. If you need to have a conversation with other parents or a staff member, please park in the parking lot.

**Picking up your child at the end of the school day before 2:30 PM for early dismissal** – We request that you park in the front parking lot and sign your child out in the front office.

**Picking up your child at the end of the school day between 2:30 and 2:40** - We request that you drive into the car line to pick your child up, please remain in your car and a teacher on supervision will deliver your children to you on the passenger side of your car. Once your child is in your car, please remain in the queue, carefully moving forward as each car in front pulls away.

**In general** – Nothing is more important than the safety of the children attending our school and we need your support accepting and following these guidelines to reduce the chances of a child getting hurt during the morning and afternoon “rush hours.” Please allow sufficient time to deliver and pick up your child so you don’t have to hurry and please be patient with our staff and other parents as we work together to improve the logistics of coming and going. We will re-evaluate this plan as the school year unfolds and adjust it, if needed.

## **Parking Lot Safety**

### Students

When students are dismissed at 2:30 it is important that they walk to their bus. If a student accidentally leaves an item in the building, he/she should check with his bus driver before exiting the bus. It is extremely dangerous to cross between buses. If a student exits the building and sees that the buses are pulling away, he should contact a teacher. Never run after the buses when they are leaving.

### Parents

No automobiles should enter the bus loading and unloading area between 7:30-8:30AM and 2:00-3:00PM as posted. This creates a hazard for the buses and the students. Be aware that it is against the law to pass a school bus with the STOP arm out, even in the school parking lot. The car line is at legal distance from the parked buses and may continue to move while buses have the stop arms out in the school parking lot. Parents are encouraged to use extreme caution while pulling out and yielding to buses when leaving the parent drop off and pick up area.

## **Homework**

A major goal of the instructional program is to assist students in becoming committed to the process of learning. Learning is not restricted to the classroom, but is a continuous process. The individual school can only teach a small portion of that which is valuable and available to be learned. More importantly, the school can stimulate, within the student, the thirst for knowledge and the desire to pursue solutions to problems. The home is a vital partner in this process and a systematic approach to homework can assist the teacher, parent and student in achieving common learning goals.

We believe that homework can serve to promote learning, and that it can help children to develop a sense of responsibility. In order for it to be worthwhile, it is vital that the teacher, parent and student understand and fulfill their roles and responsibilities.

Homework serves valid purposes when it:

1. provides essential practice in needed skills
2. affords opportunities for students to increase self-direction
3. promotes growth in responsibility
4. helps children to budget time
5. brings children into contact with out-of-school learning resources
6. enriches and extends school experience

#### Teacher Responsibilities:

Homework should be assigned according to the following criteria and guidelines:

1. should serve a valid purpose
2. should be well within the capabilities of the student
3. should grow out of school experience
4. should extend the child's fund of information and/or increase skills
5. should be clearly explained so the directions are understood by the student
6. should not result in the mere copying of information
7. will not be used for disciplinary purposes
8. should not consist of paper and pencil tasks only
9. should be reasonable in terms of the time that it takes for the student to complete ( 10 mins per grade level, not to exceed 50 minutes in 5th grade).
10. should fit the needs and interests of the student

#### Parent Responsibilities:

Parents do their part to make homework worthwhile when they:

- cooperate with the school in making homework effective;
- provide their children with suitable study conditions at home and reserve time for homework;
- expect their children to be responsible for knowing their assignments and completing them on time;
- encourage their children and take an interest in what they are doing, but do not do their work for them;
- express questions or concerns about homework to the teacher;
- understand what the school expects homework to accomplish; and
- try to keep the time that students spend on homework within the maximum stated in the school guidelines.

#### Student Responsibilities:

The student is fulfilling his/her role when he/she:

- accepts responsibility for knowing assignments;
- requests help from teach if he/she does not understand assignments;
- completes assignments and returns them to the teacher on time; and
- makes up any assignments missed when requested to do so by the teacher.

If a child is out of school for more than two days due to illness, the parent may call the school to request work. Teachers should send the work to the office by 2:55 p.m. for the parent to pick up. In situations other than illness, students will work with his or her teacher to make up missed work upon their return to school.

### **Field Trips**

Field trips are taken to reinforce lessons learned in the classroom. The school and PTO funds transportation for some trips. Parents are asked to supplement the cost of trips as well. Parents requesting assistance with field trips should contact the classroom teacher or Mrs. Beck. No student will be excluded from a field trip for inability to pay. Parent permission is necessary for students to go on field trips. This is requested at the start of each new school year on the division's permissions form. You will be notified in advance of the locations, dates and times your child will be attending a field trip.

### **Protecting Instructional Time**

To prevent classroom interruptions, all messages or materials brought to school after your child has arrived, should be left in the office. These will be delivered to the class at an appropriate time. Please do not call your child out of class or otherwise disturb your child's classroom while school is in session. Students who are leaving school must be released through the school office.

### **Testing**

All Albemarle County schools administer the state-mandated SOL tests in grades 3, 4 and 5. These tests are given in the spring. These results are sent home to parents as soon as the information is available. In addition to the third, fourth and fifth grade state SOL (Standards of Learning) testing, students in grades K-5 are assessed periodically throughout the year in reading, spelling, writing and math. These assessments, along with other assessment instruments given to students at all levels, help teachers to monitor student performance, plan appropriate instructional strategies and content, and provide valuable information for parents on academic performance.

### **Organizing for Instruction**

Our school utilizes the classroom as the basic plan in organizing for instruction. Under this plan, each teacher is assigned a group of students of varying abilities and backgrounds and is responsible for the instructional program for these students.

In some instances, teachers at the same grade level may exchange classes for certain subjects or some students may move from one classroom to another to accommodate varying abilities.

## Assignment of Students to Classes

Class placement and/or teacher assignment is taken into serious consideration each year. Considerations that are taken into account when placing a child include class size, ability levels, learning styles, and placement with (or separation from) specific students. Additionally, we attempt to balance each class based on gender and ethnicity, as well as student involvement in specific programs such as gifted, special education, and ESOL. We are confident that your child will find success in whichever class he or she is assigned.

The practice at Broadus Wood School is to have grade level teachers meet as a team along with the input of resource teachers to develop class lists for the upcoming year. These lists do go through some changes during the summer based on changes of teachers, transfer students, addition or deletion of classes due to enrollment and other factors. In order to provide a placement based on educational needs, we ask that you do NOT request specific teachers.

Each spring, parents are encouraged to complete a digital form or write correspondence to the principal describing what they feel are the best structured learning environments for their child. This information is then brought to the meeting mentioned above and used in the final determination for class assignment. While your child's current teacher will have input regarding academic, behavioral, and social/emotional needs of each student, please realize that the final placement will be made by administration.

## Enrollment Procedures

### Registering a Child (during the school year):

His/her parent or guardian who resides in the Broadus Wood attendance area must register a child entering school for the first time. **WE REQUEST THAT CHILDREN REGISTERING DURING THE YEAR BEGIN THEIR ATTENDANCE ON THE DAY FOLLOWING REGISTRATION SO THAT PREPARATION CAN BE MADE FOR A SMOOTH ENTRY INTO SCHOOL.**

The following forms must be completed:

1. Registration form - <http://www2.k12albemarle.org/acps/parents/registration/Pages/default.aspx>
2. Physical examination and immunization record signed by doctor
3. Request for records (permission for former school to release records)
4. Birth certificate and social security number (any child entering public school for the first time)
5. Verification of residence-must present two identifications with physical address preprinted

### Kindergarten Registration:

A special packet of information, forms and instructions are given to parents who are registering children in Kindergarten for the first time. The division schedules a designated time usually early spring to register Kindergartners for the following school year. **Virginia has established that children who are five by September 30<sup>th</sup> may enter kindergarten.**

### Home/School Communications

The most important people in the school to influence your child are the classroom teachers. You and the teachers have much to give each other—you, because you know your child so well, and the teachers, because of their experience with so many children. Get to know your child's teachers early in the year and begin to lay the foundation for good communication.

Some of the ways we will try to communicate with you are: school newsletters, parent-teacher conferences (at least once per year) and this handbook. In addition, your child's teacher may telephone, write/email a note to you, email/send a class newsletter or come to your home in order to better communicate with you about our mutual concern—your child.

On Mondays your child will bring home special notices of school events, school calendars, classroom news, flyers, etc. In addition we encourage all parents to review and discuss papers, work, etc. that are sent home.

Some of the ways we hope you will communicate with the teacher are: signing and returning forms needing your attention; sending a note after your child has been absent as to the reason for absence; and coming to parent conferences and other parent-teacher meetings. Feel free to telephone or email/write a note whenever you feel it necessary. **If you would like to speak with your child's teacher or visit the classroom, please notify the teacher in advance.**

In developing good school-home relationships, we feel it is essential that teachers refrain from criticizing parents in the presence of their students. We also believe that teachers should not discuss a child or his family with non-professionals. In like manner, we would ask that you refrain from criticizing the teacher or the school in the presence of your child. When a difference of opinion exists, please discuss the issue with the teacher and school principal. It is essential that we work together for the benefit of the student.

## **Reporting to Parents**

### **Report Cards:**

At the end of each quarter, parents will log into ParentPortal to see their child's grades. In addition to report cards, teachers keep parents aware of student progress through narrative reports, conferences, and interim reports.

Grades are determined by:

1. quality of class participation
2. quality of written work
3. quality of work assigned in each area and completion of work
4. the application of learned skills
5. results of formal and informal testing by the teacher
6. effort and achievement based on student's ability in each area

The purposes of the report card are to help the parent and student identify the student's strengths and weaknesses and to help teachers evaluate each student and plan instruction accordingly.

### **Parent/Teacher Conferences:**

Parent/Teacher conferences are probably the best way that parents and teachers can communicate. Please do not feel that they need be limited to the days or evenings scheduled in the calendar for such meetings. Teachers and parents need to talk whenever there is a problem or concern. The principal urges teachers to contact parents and parents to contact teachers.

Also, do not hesitate to send an email, write a note or make a phone call. A question can sometimes be answered or a problem solved in this manner and a conference may not be necessary. When you call the office a message will be given to the teacher. The teacher will then return your call at a time that does not interrupt instruction.

## **Volunteers**

Broadus Wood Elementary School is fortunate to have a large corps of volunteers to assist with instructional and other duties. Parents and community volunteers are encouraged to participate in the volunteer program with ACPS. At the beginning of each school year, a form is sent or emailed home indicating what help is needed. Please give consideration to ways that you can assist within our school. You will need to bring in your driver's license/ or government issued photo ID every time. A computer in the main office is available for volunteers to sign in/out and provides a volunteer badge. Volunteers must wear their badge while in the building. Volunteers are asked to make alternate arrangements for their preschool children when volunteering in the classroom.

## Books, Supplies and Materials

Students receive a variety of supplies and other instructional materials supplied by the school (depending on grade level). Students are responsible for their materials and library books. They are expected to maintain them properly. Parents will be charged for all lost or damaged books. Typically, the PTO provides classroom supplies for students at a nominal fee; however, teachers may share class wish lists with parents throughout the year.

## Character Counts

At Broadus Wood the foundation for our basic beliefs, and the expectations we share for each individual involved in the Broadus Wood School Community (students, staff, parents, guardians, etc.) are reflected in the following “Six Pillars of Character”.

Trustworthiness  
Respect  
Responsibility  
Fairness  
Caring  
Citizenship

“**Character Counts**” is a program designed to encourage and teach people how to behave in an ethical and responsible manner.

1. **Character Counts** is the nation’s most widely used character development framework adopted by schools as well as youth, sports, and civic organizations.
2. It is based on shared beliefs and consensus values (the Six Pillars of Character, listed above) concerning qualities and traits associated with good character
3. **Character Counts** is a national grassroots initiative based on voluntary citizen action. Though supported by hundreds of nations, state and local governments, it is not a government program.
4. The **Character Counts** coalition is a partnership of over 200 national, regional and local organizations committed to the Character Counts strategy and joined together in a collaborative effort to improve the character of young people.

Each month we will be focusing on a different character pillar:



September – Character Introduction

October – Trustworthiness

November -/December – Respect

January – Responsibility

February – Fairness  
March – Caring  
April – Citizenship  
May/June – Character Review

### Bullying and Harassment Prevention

Albemarle County Public Schools is committed to creating a school environment that is free from bullying and harassment, and where each child feels cared for and connected. Children who feel safe, secure and valued as members of their school community are truly prepared for learning.

The Code of Virginia states that character education should address the inappropriateness of bullying and that each school board code of conduct should address bullying. (Policy JBA). The Olweus Bullying Prevention Program is in place at all Albemarle County Schools and is part of our comprehensive Character Education efforts. All Albemarle County schools use the Olweus Bullying Prevention Model. This model is a school-wide approach to address bullying behavior and improve overall school climate. The goals of the Olweus program are to:

- Reduce existing bully/victim problems within and outside school,
- Prevent the development of new bully/victim problems, and
- Improve peer relations at the school.

Four rules are the foundation for behavior:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Parents are the most important partners for bullying prevention in and outside of school. There are actions you can take to help:

- Know the four anti-bullying rules and discuss them with your child.
- Talk often with your child about his or her experience with bullying as a victim, bully or bystander, and what the school is doing to reduce bullying.
- Discuss how your child can contribute.

Contact your child's teacher, the school counselor, or principal if your child reports bullying experience that you are unsure that the school is aware.

### Miscellaneous Information

Drills –In compliance with state accreditation standards, Broadus Wood School has periodic fire drills to help prepare our students for emergencies. Fire drills are held once a week during the first month of school and once a month thereafter. When the fire drill sounds, students are expected to quickly lineup and follow the teacher's directions for exiting the building in total silence. Students may return quietly to the class when they get the all-clear signal. The school also has safety/security drills that prepare the students and staff for special emergencies such as severe weather, power outages, earthquake, gas leaks, and an intruder at the school.

Lost and Found – Lost and Found items are kept in the hallway by the cafeteria. Some items are hanging on hooks while others are in a large box. Parents are welcome to look for lost items at anytime. Valuables such as watches, rings and money are turned in directly to the office. **Parents are reminded to write their child's name in all school supplies, jackets, coats, sweaters sweatshirts, lunch boxes and bags.** At the end of the first semester and at the end of the year, unclaimed clothing is given to the local Goodwill.

School Pictures – Each fall the school sponsors a photographer for taking individual school pictures. Parents are given an option to purchase various packages that cover all price ranges. In the spring, class group pictures are taken and are pre-sold. Annually, our PTO produces a school yearbook that is available for purchase.

School Directory –To assist students and parents, a school directory is published by the PTO each fall (when possible) that contains names, addresses, and phone numbers of students by class. Parents are given the opportunity to opt out of the directory if they don't want their address/phone numbers included.

Party Invitations – Students may wish to invite other students to birthday parties and other special celebrations. The school directory is published to assist with such invitations. If invitations are to be distributed in class, then invitations should be given to all students in that class.

### **Broadus Wood's After School Program**

Broadus Wood School is part of the Albemarle County School's Extended Day Enrichment Programs (EDEP), which are available to students for an additional fee. This program is dependent upon enrollment and provides a choice of activities in a safe environment after the school day ends. EDEP provides students with a safe and enriching environment from the time school is dismissed until 6:00 p.m. every school day (except for an unexpected early dismissal). It is designed for the family that wishes after school care for their children either on a regular or an occasional basis. They offer a variety of enriching experiences including activities in arts and crafts, science and nature, performing arts, outdoor trips, guest speakers and supplemental classes. **The Inclement Weather Program** usually provides day enrichment service to students during those times when regular school is closed due to inclement weather. **The Student Holiday Program** provides a full day of enrichment to students during those times when school is closed for certain holidays and teacher workdays. Details about these programs are available online at <https://www2.k12albemarle.org/dept/instruction/comengage/edep/Pages/default.aspx> or by calling 296-5840.

### **Evening Programs and Presentations**

During the course of the year, student presentations and other programs are offered during the evening for parents, children and community members to enjoy. All children are welcome at PTO programs. If your young child has difficulty remaining quiet during the presentations, please consider the other people around you and take your child outside the cafeteria/gym (either hallway or outdoors) for a short time. Be aware of where your children are and be sure that they

are following the standard school rules. They should not be allowed to roam the school or grounds unsupervised.

### **Management of the Student's Scholastic Record**

It has been the practice of the administration of the Albemarle County Public Schools to permit parents to review, with the school principal or her designee, records maintained on their students. Virginia Department of Education Regulations officially mandates that parents and eligible students be informed in writing of the School Board's policy with respect to the management of student records.

Student scholastic records are written and maintained for the purpose of assisting the student in his personal, social, educational and vocational development consistent with high professional standards. These records are kept under the supervision of the principal or her designee. The records are used to assist the school staff in working with the student. The principal or her designee is responsible for reviewing the records to make sure information no longer needed is removed.

No other person, other than the parent or eligible student and officials legally designated, has the right to information in the record unless the parent or eligible student gives written permission or if the information is subpoenaed by a court or requested by officers of the court. Upon challenge of record content by the parent or eligible student, the established procedures for student and parent shall be followed. The cost of reproducing any portion of the record will be borne by the eligible person who desires such reproduction.

### **Support Programs**

Teachers and students receive valuable assistance from numerous support programs that are offered in our school. These programs may be a part of our regular curriculum for all students or may be in addition to the regular program for children with special needs.

Physical Education: Ms. Lindemann

All students receive 30 minutes of planned physical education activity 4 days a week with the PE specialist. The program is conducted in accordance with the school system's physical education curriculum.

Music: Ms. Flaherty

A music teacher is employed part-time at Broadus Wood to provide each student with music instruction. Student in grades K-1 receive 30 minutes of planned music education a week, and students in grades 2-5 receive 60 minutes of planned music education a week.

Art: Ms. Jones

All students at Broadus Wood School participate in a variety of art activities. A part-time art teacher provides instruction coordinated with classroom units and curriculum. All students receive 45 minutes of planned art instruction a week.

Library: Mr. Chrobak

Our school has a well-equipped library managed by a full time librarian. The library offers many resources for teachers and students. In addition to providing instruction for students in the use of the library/media center, the librarian collaborates very closely with teachers to extend and enrich classroom learning. Activities may include: research skills, reading strategies, author studies, technology lessons, and/or book talks. The librarian also works with teachers to provide a wide variety of appropriate materials to enhance classroom instruction. Students have the opportunity to use the library throughout the day for book selection, research, special assignments, and projects. Every effort is made to make a child's visit to the library relevant to their reading level and interests.

Guidance: Ms. McClanahan (Ms. Mac)

Elementary Guidance is an important part of the instructional curriculum in all of the Albemarle County elementary schools. Elementary Guidance is developmental and preventative; that is, the primary focus is to help children with the normal processes of growing up so as to prevent problems from developing later. Classroom guidance includes social skills, study skills, career options, problem solving, conflict resolution, and bully prevention. Elementary Guidance is for all classrooms.

Special Education: Mrs. Wegscheid

Broadus Wood School offers programs for children with identified disabilities. These programs provide extra services to students who qualify for help after an extensive evaluation to determine if the student has a specific handicapping condition or disability. Delivery of service is determined by the individual Education Plan (IEP) developed for each student and might include spending time with a resource teacher in a resource room, receiving assistance from a special education staff member in the regular classroom, monitoring performance, or consultations between classroom teachers and special education teachers. Additional services available in special education include occupational therapy, physical therapy and psychological services.

#### Speech and Language Program

All Albemarle County schools offer programs for Speech and Language Development. All kindergarten children, children new to the school, and students who are referred are screened to identify any need for this service. Those children found eligible meet with the clinician according to goals established by an Individual Education Plan, mutually agreed to by the teacher and parent. In addition, the speech pathologist works with pre-school children in the Broadus Wood area who have speech or language needs.

#### Gifted Education Program:

This program has been developed to meet the needs of students with outstanding intellectual aptitude requiring special attention. The goals of the program are as follows:

- Goal 1: All students with outstanding intellectual aptitude will be identified and served K-12.
- Goal 2: Intellectually gifted students will receive an appropriately differentiated curriculum that reflects such inherent characteristics of gifted children as: curiosity, creativity, tenacity, impatience with the normal pace of traditional instruction, desire to relate to intellectual rather

than strictly chronological peers, and the abilities to synthesize disparate information and make intuitive leaps.

Goal 3: The gifted program will be designed, delivered and administered by teachers specifically trained in gifted education.

Goal 4: Parents, students, and community members will be informed regularly about all aspects of the gifted program and will be involved in the planning of new services for gifted students.

Goal 5: Students, staff members and parents will be involved in the evaluation of the gifted program.

Teachers and/or parents can make referrals for students to be considered for the gifted program.

## **Student Health**

### **Illness or Accident at School:**

Broadus Wood School has a school nurse, Mrs. Dorothy Trotta, who is on duty most of the school day (9am-3pm). The nurse can provide medical assistance when there is illness or injury. If a student is injured at school, the school nurse or secretary will contact the home or the person indicated on the student's emergency information. The parent or designated person is requested to come to the school to take the student home. In case of an accident, no matter how minor, the student should report that accident to the teacher immediately. Parents will be made aware of any accidents. If a student complains of illness, the teacher sends the child to the clinic where the nurse or school secretary will record the child's temperature. Under most circumstances, parents are notified of their child's illness if the fever is 100 degrees or higher or if vomiting or diarrhea has occurred.

### **Medication at School:**

It is the preference of Albemarle County Schools that the parent at home administers all children's medication. Any pupil who is required to take medication during the regular school day must comply with the appropriate School Board regulation.

If under exceptional circumstances a child is required to take **PRESCRIPTION OR NON-PRESCRIPTION DRUGS** during the regular school day and the parent cannot come to school to administer the medication, only then will the nurse or office personnel administer the medication in compliance with the following regulations:

Parent/guardian shall file a written request for school personnel to administer medication. Forms are available from the office or nurse. You will provide:

Child's Name

Name of Medication

Time to be administered

Dosage

Duration of time for administering the medication

Signature of parent/guardian

Dispensing all prescription medication requires the completion of the Request for Giving Medication at School form. The physician and the parent need to complete this form before prescription medication can be administered.

In accordance with School Board Policy JHCD, all medication shall be supplied by the parent/guardian in its original container. **PARENTS, not the students**, should bring the medicine to school and leave it with the office staff. It will then be locked in the medicine cabinet in the clinic. Prescription medication must be in the **original prescription container**.

Medication will be given in the clinic. The school employee will give the medication to the student to be self-administered unless the student is physically unable to administer the medication to himself/herself.

Students should make every effort to remember when medication must be taken. Teachers who are aware of a child's need for medicine will try to remind the student. However, school personnel will not assume the responsibility for assuring that students receive their medication. The parents of the child are asked to inform the school of any change in the child's health or change in medication.

### **Health Tips**

Children perform maximum effectiveness if their bodies are working at their best. A good breakfast and enough sleep (about 10 hours) are minimum requirements for a child's healthy body. A 9:00 p.m. bedtime or earlier on school nights is reasonable for all elementary aged children. Children cannot perform well at school if they are sick, and they are a risk to the good health of others. Please remember if your child has an elevated temperature of 100 degrees or more or has been vomiting or diarrhea he /she needs to be kept home.

Please follow your doctor's instructions concerning school attendance after illness has occurred.

### **Special Health Needs**

If your child is allergic to certain foods, pollen, dust, bee stings, etc. that require attention, it is essential that we be provided with medication to administer, procedures for us to follow and emergency contact information. Procedures for us to follow should be in writing with the names of persons to contact including telephone number.

Please make us aware of any serious medical conditions. If a child is to be excluded-partially or completely--from physical education, we must have a statement to that effect. If the exclusion should extend beyond more than one physical education class, a doctor's note should indicate the duration of exclusion from physical education.

#### **Head Lice:**

While not a very pleasant topic, head lice can be a problem. They are at a mild epidemic stage in this country today and thousands of schools will experience outbreaks during the school year.

**IT WILL HELP TO GREATLY REDUCE THE POSSIBILITY IF PARENTS WILL QUESTION THEIR CHILDREN ABOUT ANY ITCHING OF THEIR SCALPS AND WILL EXAMINE THEIR CHILDREN'S SCALPS THOROUGHLY.**

## Albemarle County Public Schools Lice Standard Operating Procedure

Based on the revised recommendations of the CDC, AAP and NASN, ACPS will follow the following procedures when managing head lice infestations in schools.

- 1) Parents of students with live lice or nits only will be notified as stated above.
- 2) If a parent cannot be reached at home, notification will be via the student in a sealed envelope or via certified mail.
- 3) The school nurse and principal may determine if a general notification to parents of classmates is warranted. Sending letters to entire grades or the entire school is discouraged.

Exclusion procedures in cases of chronic lice:

Because the presence of severe infestations of untreated head lice can be disruptive to the educational environment, cases of chronic lice will be handled on a case by case basis in consultation with the school nurse, principal, school nurse coordinator and advising physician panel or health department.

Measures may include:

- Continued support of the family in attempting eradication;
- Provision of effective lice treatment kits if financial hardship is suspected;
- Referral to physician for additional support;
- School nurse assistance with the manual removal of live lice with such devices as a robi-comb;
- Recommendation of short haircuts (buzz or crew cut for boys –short cuts for girls);
- Extended monitoring with daily checks over time
- Repeated school exclusion for active infestations with no progress toward eradication

Additional considerations:

- Confidentiality must be maintained for students identified with lice.
- Confidential record logs with cases, dates of onset, treatment and follow-up will be kept in a secure place and shredded at determined intervals.

**If you should discover during the school year that your child has head lice, please inform the school so that we can take steps to prevent the spread.**

### Vision and Hearing Screenings:

The vision of students in third grade is checked early in the school year using a Sloan Eye Chart and parents are notified of any defects. The school nurse will re-check any students that are found to have defective vision. However, this is still not a thorough test of vision and there may be errors. Parents are informed when a student does not pass a screening test. Children in other grade levels may be referred for vision or hearing checks. You are encouraged to take your child for regular eye exams by a professional examiner.

## **Acceptable Use of Technology**

The School Board provides technologies, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term technology includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks.

All use of the Division's technology must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material using School Division technology, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials without prior notice.

It is prohibited by division employees to use school division technology services for sending, receiving, viewing or downloading illegal material via the Internet.

The school division has selected and operates a technology protection measure for the division's computers having Internet access that monitors and filters or blocks Internet access through such computers, to prevent access to:

- (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
- (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
- (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;

The Division Superintendent shall establish administrative procedures containing the appropriate uses, ethics and protocol for the technology. The procedures shall include:

- (1) provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
- (2) provisions establishing that the online activities of minors will be monitored;
- (3) provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- (4) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
- (5) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors;
- (6) a component on Internet safety for students that is integrated in the division's instructional program.

Use of the School Division's technology shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's technology is not a public forum.

IIBE Page 2

Each student and parent/guardian of each student shall sign the Acceptable/Responsible Use Agreement, IBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying

regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Adopted: August 26, 1996

Amended: February 22, 1999; April 22, 2004; May 24, 2007; May 27, 2010; August 8, 2013

Legal Refs: 18 U.S.C. §§ 1460, 2256.47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-

Albemarle County Public Schools' primary goal for technology use in education is to promote educational excellence by facilitating resource sharing, innovation, and telecommunications as outlined in this policy and applicable regulations.

#### *Expectations for Using School Technology*

The school division expects students to exercise personal responsibility when using technology.

The school division expects students to exhibit ethical uses of technology.

The school division expects students to avoid computer activities that interfere with the learning process for themselves or others.

#### *Personally Owned Computer Devices*

Personal technology devices are permitted at school and can be used in instructional areas with permission from the teacher.

Personal technology devices are permitted to use ACPS-PUBLIC wireless network.

Personal technology devices are prohibited from accessing the ACPS network (wired or wireless).

All Personal Devices used within school or at school functions must be free from anything that would violate the student code of conduct or this policy.

#### **Monitoring the Use of Technology**

Albemarle County Public Schools does not routinely monitor an individual's usage of the school division's technology. However, there is no guarantee of privacy granted to the user of these technologies. The normal operation and maintenance of the school division's technical infrastructure and services requires that usage and activity are monitored, data and electronic communications are routinely backed up, and programs or other devices are employed to maintain the functionality, integrity, or security of the network infrastructure.

Albemarle County Public Schools reserves the right to monitor any activity, communication, or file creation or storage that utilizes School Division technology resources. An individual student account or activity may be monitored without notice.

Albemarle County Public Schools may provide students with access to online educational services and websites through contracts with educational companies and vendors. Students may be provided with a username and password to access educational content on these websites.

### **Liability**

The School Board makes no warranties for the computer or technology systems it provides. The School Board shall not be responsible for any damages to the user from use of the computer or technology systems, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer or technology systems. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.

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### **Network Guidelines**

1. Users will access files and data created and maintained by them, that are publicly available within the school network, or to which they have been given authorized access.
2. User files are not private. The school division reserves the right to review content of all computer accounts and files. Network administrators may review files and communications to keep the computer network working properly and to ensure that users are using the system responsibly.
3. Users will use the network without disrupting its use by others. Network users are expected to respect all forms of protection and use responsible file management techniques (saving, deleting, naming, etc.)
- 4.

### **Consequences of Unacceptable Use**

The use of computer resources is a privilege, not a right. Misuse of Internet access or a violation of this regulation may result in the account or the user's access privilege being denied, revoked, or suspended. Misuse may also subject the user to disciplinary action up to and including suspension, expulsion, formal reprimand, suspension or dismissal as well as potential civil or criminal liability and prosecution. Any illegal activities will be reported to the appropriate agencies.

To review the Acceptable Use of Technology Policy in full with your child, please visit the division's technology page:

<https://www2.k12albemarle.org/dept/dart/Pages/default.aspx>

## **Parent-Teacher Organization**

### PTO Newsletter

In an effort to keep the parents and teachers well informed of PTO activities, goals, functions, and needs for assistance, the PTO will publish a weekly electronic newsletters throughout the year as well as maintain a website. You are encouraged to read these communications and seek ways in which you can become involved in the functions of the PTO.

Check out our PTO website: <http://www.bwespto.org/> .

### **In Conclusion**

We hope that this handbook has provided helpful information to you and your child. If you have questions or concerns regarding anything associated with Broadus Wood, please do not hesitate to contact your child's teacher, the guidance counselor, or the principal. We look forward to a very successful school year!