

Greenfield Elementary School

Student & Parent Handbook

2024-2025



Greenfield Elementary School Hours: 7:30 a.m - 3:30 p.m.

* This handbook is not meant to be inclusive of all rules or regulations. For a complete list of Botetourt County School District policies, please visit the Botetourt County website and click Parent Resources to view the

[BCPS Parent/Student Handbook](#)



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Message from the Principal

Dear Parents and Students:

Welcome to Greenfield Elementary School. It is exciting to be starting a new school year. I know that you will find Greenfield Elementary to be a safe and positive learning environment. Our faculty and staff are dedicated to our students and work very hard to ensure that students are learning and growing. We believe that education requires a school community consisting of students, parents, and teachers.

Greenfield Elementary is an outstanding elementary school with a faculty that demonstrates a sincere dedication to student achievement. The children that attend here are loved and nurtured as they are challenged to do and be their very best. They are exposed to and participate in a variety of learning activities that promote inquiry, socialization, and character.

I am honored to be working with you this year. Parents are a necessary part of the success of children. Parents contribute to and support the school in countless ways. I encourage and appreciate parent participation. Parent ideas, efforts, and support never go unnoticed. Together we can ensure that every child experiences a happy and successful school year.

I know that you will find that Greenfield is truly a wonderful place for you and your child. Please feel free to contact me with any questions or concerns.

Sincerely,

Jennifer Hawks



The Greenfield Faculty and Staff Members

Principal

Jennifer Hawks

Assistant Principal

Kristy Martin

Office Staff

Debbie Seitz, Lindsey Brock and Michelle Gantzhorn

Teachers

Kindergarten

Melissa Campbell, Cynthia Ketron, Emily Keogh, Elizabeth Edmonds

Grade 1

Lora Paschall, Jody Rago, Victoria Shephard, Heather Whitson

Grade 2

Katie Kurz, Kristen Pennock, Nicole Salsgiver

Grade 3

Shannon Farrar, Alisa Gunter, Beth Rickman, Kylene Smith

Grade 4

Crissy Gentry, Marie Hanna, Alex West

Grade 5

Beverly Honaker, Kelly Payne, Michele Quesenberry

School Counselor

Carolyn McLucas

Media Specialist

Aimee Spence

Music/Chorus

Margaret Courtney

Physical Education

Taylor Leonard

Art

Holly Clary

Speech Pathologist

Brandi Holland

Gifted

Lisa Grinnell

Reading Specialist

Sarah Carter

PALS/VALLSS

Maryanne Kirby

ECSEVPI Preschool

Cindy Higgins & Kayla Kirk

ELL

Kay Spangler

Special Education
School Nurse

Heather Breeden, Mark Ingram, Heather Austin, Sarah Rudolph, Carla Harrell
Cassie Bartocci

Instructional Assistants

Connie Albert, Abby Austin, Emily Ballard, Jackie Carter, Lindsay Cooper, Cannady Dent, Jaydn East, Sarah Dominisac, Amy Evans, Grace Ferris, Kelly Johnson, Debbie Lafon, Shannon Little, Brandi Mitchell, Karen Neal, Kristina Robinson, Krista Ronk, Brenda Thomas, Catherine Wertz

Cafeteria Staff

Bri Gilbert (Cafeteria Manager), Waynette Johnson, Nikki Plymale



ACADEMIC INFORMATION AND INSTRUCTION

GRADUATION REQUIREMENTS ([School Board Policy IKF-BR1](#))

The Botetourt County School Board awards diplomas and certificates in accordance with state laws and regulations. The requirements for a student to earn a diploma and graduate from high school are those in effect when the student enters ninth grade for the first time. Virginia High School Graduation Requirements may be found on the Botetourt County Public Schools website: www.bcps.k12.va.us .

STANDARDS OF LEARNING

All schools are required to provide each student with a program of instruction that corresponds to the Virginia Standards of Learning for English, mathematics, science, history/social science. SOL tests will be administered in the spring of each year for students in grades 3, 4, and 5. State Growth Assessments be administered to students in grades 3-8 reading and mathematics in fall and winter (mid-year) of the 2023-2024 school year

PUPIL EVALUATION AND REPORT TO PARENTS ([School Board Policy IAA-BR](#))

We believe that each child develops at a rate that is appropriate for him or her. Therefore, each student is evaluated on the basis of the capacity and potential of that individual.

We believe that it is the basic responsibility of the school to see that students strive to do their best. However, we feel that parent encouragement from the home provides an even stronger opportunity for success. This challenge provides students the opportunity to progress beyond traditional boundaries.

Pupils are evaluated by informal and formal means. Teacher tests, observations, and standardized tests are used to measure pupil progress.

Academic progress reports are emailed for parents and guardians each nine-weeks reporting period. The report card includes basic academic and work habit evaluations of student progress. The following grading scale is used in Botetourt County Schools to determine grades in courses based on the academic requirements of individual classes:

A = 94-100
A- = 90-93
B+ = 87-89
B = 83-86
B- = 80-82



C+	= 77-79
C	= 73-76
C-	= 70-72
D+	= 67-69
D	= 60-66
F	= 0-59

HONOR ROLL (School Board Policy IKF-BR2)

Students in GRADES 3-12 are recognized at the end of each grading period for outstanding academic achievement by having their names placed on the school honor roll. In order to be placed on the “A” honor roll, a pupil should have a grade of “A” in all subject areas. Pupils having all “A’s” and “B’s” or all “B’s” shall be placed on the “A-B” honor roll.

STUDENT PROMOTION/RETENTION (IKF-BR4)

Promotions in Grades K-5 are to be made annually based on the student’s overall progress in achieving the standards established for each grade level. Each student should learn the relevant grade level subject matter before promotion to the next grade. The promotion/retention committee will use the following criteria, in determining whether a student is promoted or retained.

- The report card verifies insufficient progress and/or failing grades in one or more of the core areas, English (reading), mathematics, science and history/social science.
- There are failing scores on one or more of the SOL tests given in grades 3, 4, and 5.
- The report card indicates that the student is working below his/her present grade level in reading, mathematics, science, and/or history/social studies.
- Standardized test data, if available, indicates that the child is achieving in reading or math in the bottom quartile.
- The student’s achievement is not commensurate with his/her ability.
- Excessive absences and tardiness have adversely affected achievement.
- Student’s social/emotional functioning and maturity are developmentally inappropriate.
- The student has previous retention(s) in grades K-5.

INSTRUCTIONAL TIME

Greenfield Elementary School has a 6-hour instructional day, with an additional half-hour added for lunch. The principal, faculty and staff make every effort to eliminate interruptions and protect allocated instructional time. Greenfield Elementary school office hours are: 7:30 a.m. - 3:30 p.m.

LATE WORK (School Board Policy IAA-BR)

Student work handed in beyond its due date should receive the following grade penalty:

- The final grade of work turned in late should be reduced by ten points per day for the first five school days after the due date.
- After five school days, the number of points deducted for late work is at the discretion of the teacher.
- This regulation does not apply to routine daily assignments, such as homework.
- It is at the teacher’s discretion if an oral report can be presented after the presentation due date. Teachers should enforce the late policy if the oral presentation is made after the due date.



FIELD TRIPS ([School Board Policy IICA](#))

Field trips are correlated with the Virginia Standards of Learning and are to be scheduled by the grade level teachers throughout the school year. Primary students will tour local attractions, while older elementary students may take advantage of attractions at a greater distance from the school. Elementary students do not participate in overnight field trips.

No child will be denied the opportunity to participate in a field trip because of a lack of funds. Student attendance does require parent permission indicated on a field trip permission form.

Parent volunteers may be used on field trips. Younger or older siblings of parent volunteers will not be permitted on school field trips. Due to field trip details (i.e. trip cost, travel arrangements, type of trip planned) volunteers may not be necessary for all planned activities. Teachers will contact parents when volunteers are needed. We strive to have as much parental support as possible – and we will continue to work with families to get them involved in trips when needed.

ASSEMBLY PROGRAMS

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

SCHOOL PARTIES

There are three parties planned each year for the students. The room mothers assume the responsibility for coordinating these parties under the direction of the classroom teachers. The parties are before winter break, Valentine's Day, and end of the school year.

Flowers or balloons are not to be sent to school for children. The latter items become safety hazards on school buses.

Student birthday parties and party snacks are not permitted. Cupcakes and other food items are not permitted for student birthdays, due to student food allergies. Ice cream may be purchased from the cafeteria for the entire class.

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE ([School Board Policy IEA](#) and [IEA](#))

The Botetourt County School Board recognizes that a moment of silence prepares students and staff for their respective day. Therefore, a moment of silence is observed each morning.

The Pledge of Allegiance is recited daily in each classroom in the Botetourt County school division. During the recitation of the Pledge, students stand and recite the Pledge while facing the flag with their right hand over their hearts or in an appropriate salute if in uniform.

No student is compelled to recite the Pledge if the student or the student's parent or legal guardian objects on religious, philosophical, or other grounds to the student's participating in the exercise. Students who are exempt from reciting the Pledge shall quietly stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts those who are reciting the Pledge..



PARENT INVOLVEMENT

We believe parents are the most important teachers that a child has. In order to help your child be successful, parent support is needed. Through the cooperation of parents, teachers, and staff, the quality of education at Greenfield Elementary School will be better than ever.

CONFERENCES WITH TEACHERS

Monday, October 21, 2024 and Monday, February 10, 2025 are designated Parent-Teacher Conference days. A special effort will be made to schedule conferences for all parents to meet with teachers on these established days. Parents are also encouraged to request conferences with teachers any time during the school year when questions or concerns arise.

EDUCATIONAL RECORDS

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

VISITORS

Greenfield Elementary is equipped with an Access Control System. Visitors must push an intercom button next to the front entrance. Visitors are asked to identify themselves and their purpose for visiting the school. Upon entering the building all visitors (anyone other than students or staff) are required to immediately report to the school office to register. A visitor's badge will be issued and must be worn while the visitor is in the school.

VISITATION

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

TEACHER COMMUNICATION

Teachers are glad to return a parent's call at a time when they are not responsible for instructing and supervising students. If you would like to talk with your child's teacher, please call the school and leave a message for the teacher to call you. Teachers will respond to phone calls and emails within a 24 hour period.



COMMUNICATION WITH PARENTS

A principal's newsletter containing items of interest to students and parents will be distributed on a regular basis. Teachers will also send newsletters on a regular basis.

It is very important that parents read the newsletters and calendar of events carefully in order to be aware of what is happening in the school. The daily folder and assignment sheet/notebook is also used for teachers and parents to correspond with each other.

DAILY FOLDER

A Greenfield folder will be sent home daily. It will be used to send home student work, important memos, and reminders of upcoming events as well as daily homework assignments. It is important that you look at the information in the folder and discuss the information with your child.

PARENT-TEACHER ASSOCIATION

Through the cooperation of parents, teachers, and staff, the quality of education at Greenfield Elementary School will be better than ever. Research indicates the distinguishing characteristics of the best schools are involved parents. Let's make Greenfield one of the best! Each parent is encouraged to be involved in the activities of both the school and the Greenfield PTA to the maximum extent possible.

PTA OFFICERS: 2024-2025

President	Stephanie Spiller	spillersparkle@gmail.com
Vice President (Fundraising)	Meghan Hall	meghan6115@yahoo.com
Vice President (Hospitality)	Brittney Wyrick	bwyrick1984@gmail.com
Treasurer	Ashley Mixon	amsimmons2010@gmail.com
Secretary	Lindsey Brock	lindseybrock89@gmail.com

PTA PROGRAMS & MEETINGS 2024-2025

- o August 6th - Launch Day Open House
- o August 20th- PTA Board Meeting & Back-to-School Night
- o September 13th-Family Movie Night
- o September 17th- PTA Board Meeting & Community Engagement Event
- o September 18th- PTA Boosterthon Kickoff Event
- o September 27th- Boosterthon Fun Run
- o October 15th- PTA Board Meeting & Performance~Home for Harvest (2nd Grade)
- o October 24th - PTA Dragonfest
- o November 19th- PTA Board Meeting & Performance~Thanksgiving Fun (1st Grade)
- o December 17th - PTA Board Meeting & Performance~Merry EVERYTHING (4th Grade & Fortissimo)
- o January 21st - PTA Board Meeting & Community Engagement Event
- o February 18th- PTA Board Meeting & Performance~Let's Get Patriotic (5th Grade)
- o March 18th- PTA Board Meeting & Talent Show
- o April 15th- PTA Board Meeting & Performance~Recorder Riot (3rd Grade)



- o April 11th - PTA Dragon Fair
- o May 13th - PTA Board Meeting & Night of the Arts

FUND RAISING

School sponsored fund-raising activities that involve elementary students in door-to-door solicitations shall be prohibited. Students are asked to please refrain from soliciting teachers and staff for fundraisers other than those sponsored by Greenfield Elementary. Below you will find ways to contribute to our school:

- Kroger Community Rewards Program – Visit www.kroger.com/account/communityrewards/ and enter organization number CY762. A percentage of your purchase goes directly to Greenfield Elementary.
- Box Tops for Education – Visit boxtops4education.com for details.

VOLUNTEER PROGRAM

One of the most valuable assistance programs is the volunteer program. We welcome mothers, fathers, grandparents, friends, and community members to take part in this very worthy project. All volunteers must report to the office to sign in and obtain a visitor badge. Parents may be allowed to volunteer in their child's classroom during instructional time, if they are not a distraction or disruption to their child or others. Having family in the classroom can be distracting and may interfere with the education of students. We have many needs and will be happy to make arrangements for your volunteer assignment.

ATTENDANCE

ABSENCES ([School Board Policy JEA](#) and [JEA](#))

Please contact the school by phone by 8:30 A.M. if your child will not be in attendance that day. State law requires the school to notify you daily when your child is absent; thus, your call saves time for the office staff. When your child is absent or leaves early from school, please send a written excuse with the student's name, date of absence, and a definite reason for absence. In the event that your child accumulates five unverified absences, the school administration will make direct contact with the parent and a conference will be scheduled in order to develop a plan to resolve the child's non-attendance.

It is always best not to interrupt your child's education due to trips or vacations; however, we do know this is not always possible. We would appreciate it if you would come in and make plans with the teacher in advance of such trips.



School attendance should be made a priority. Excessive absences may result in denial of promotion to the next grade level. Habitual tardiness and absenteeism is unacceptable and extreme or habitual cases of tardiness and absences may be reported to the superintendent or to appropriate child protection agencies.

TARDINESS

Parents should make every effort to get students to school prior to 7:50 a.m. A student arriving late (after 7:50 a.m.) must be accompanied by an adult and will be required to report to the office for a tardy slip prior to going to class. If a student's bus is late, he will not be counted tardy. Being late to school for any other reason will be shown as tardy on the attendance report.

EARLY ARRIVALS

Students should not arrive at school before 7:30 a.m. as appropriate supervision is not available. Special permission must be obtained from the principal for any student to be left at the school prior to this time. These students are to remain in the office until buses arrive.

CHECKING OUT EARLY

Any parent who wants to pick up a child during the school day (no matter what the purpose), must come to the school office to do so. Parents should remain in the office until the student is signed out. Students leaving school during the school day must be signed out. Identification from any adult who comes to pick up a child and who is not recognized is required. We reserve the right not to release the child to anyone other than the custodial parent; in case of doubt, we will phone the custodial parent to confirm that someone else has been authorized to pick up a student. When picking up a child, you must wait in the office. This provides extra safety and less confusion for students. ****Reminder:** Please fill out the "sign-out" page located on the counter in the office when checking your child out of school.

STUDENT CONDUCT

The school will continually strive to guide the physical, mental, social, and emotional development of its students. The cooperation of the home is essential if we are to accomplish our goal. A child must have consistent patterns of desirable behaviors and opportunities to practice them if he is to be prepared for a productive and rewarding life.

DRESS CODE ([School Board Policy JFC-BR4](#))

The Botetourt County Public Schools dress code for Grades PK-5 prohibits students and teachers from wearing the following items:

- any clothing or accessory that contains references to alcohol, drugs, or tobacco;



- any clothing or accessory that contains vulgar, derogatory, violent or suggestive diagrams, pictures, words or slogans that may be interpreted as offensive and/or likely to cause a disruption in the school setting;
- dresses, skirts, and shorts shorter than mid-thigh;
- pants or skirts worn low on the hip so that undergarments or bare skin is exposed;
- strapless tops or any top with shoulder straps less than 1” for grade 3-5 students;
- tops that are cut so short that bare skin in the midriff area is exposed;
- holes in garments above mid thigh;
- hats, hoods or non-religious head coverings worn inside the school building;
- sunglasses or other permanently tinted glasses; and
- bedroom slippers or pajama/lounging pants.

Some classroom activities or curriculums call for specific dress guidelines. Any such changes will be explained to students by the teacher.

Please mark your child’s clothing with name and grade. Please instruct your child to check the “lost and found” items in the front office for any missing article. Parents are invited to do the same should they find it necessary.

STANDARDS OF STUDENT CONDUCT (School Board Policy JFC)

Appropriate behavior in the classroom and throughout the school is essential if effective teaching and learning are to take place. Students are expected to respect the authority of the school staff and the rights and feelings of one another. We are proud of the fact that most of our students seldom require discipline measures. The following behaviors, however, will result in disciplinary action:

- disobeying/disrespecting faculty or staff;
- damaging school property;
- intentional injury (bullying, fighting);
- using or possessing alcohol, tobacco, or drugs on school property;
- using obscene or profane language/gestures;
- failing to tell the truth;
- making malicious remarks/threatening violence;
- taking money or property from others;
- possessing dangerous articles such as knives or guns (including toy look-a-like weapons);
- failing to use the bathroom facilities properly;
- selling items;
- cheating;
- bus related offenses;
- theft;
- vandalism; and
- violations of BCPS acceptable use policy

Failure to follow student expectations may result in loss of privileges, notice to parents, and suspensions. It should be noted that the punishment for the possession of weapons (any type of gun or knife), the possession of alcohol or drugs (including cigarettes), or generating an act of violence at school will lead to suspension or expulsion, according to procedures outlined in the [\(The Botetourt County Public Schools Parent/Student Handbook\)](#).

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



BULLYING (School Board Policy JFC-R Standards of Student Conduct)

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

The principal notifies the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.

[\(The Botetourt County Public Schools Parent/Student Handbook\)](#) will be sent to parents at the beginning of the school year. The "Parent and Student Verification" sheet requires the signature of each parent or guardian and student (in Grades 3-5) to verify that they have read the information.

COMMUNICATION DEVICES

Students may possess a cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.

At no time may any device be used with an unfiltered connection to the Internet. The division is not liable for devices brought to school or school activities. If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

MONEY AND ITEMS BROUGHT TO SCHOOL

Students should not bring extra money, radios, electronic games, toys, or similar items to school that may be traded, misplaced, or damaged at school or on the way to and from school. If these items are brought to school, the school does not assume responsibility for them. Exceptions may be made upon staff request for specific school activities.

CRIME LINE

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



STUDENT SERVICES

ART

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

CHARACTER COUNTS! EDUCATION

Character Counts! began in the school system in the fall of 1999 through a partnership between Botetourt County Public Schools and Botetourt County 4-H. It is part of the total school curriculum that includes teaching by example and the use of a “common language” of character education to use and model. Character Counts! provides practical ground rules for everyday living and decision-making based on the “Six Pillars of Character”: Trustworthiness, Responsibility, Caring, Respect, Fairness, and Citizenship.

EARLY CHILDHOOD SPECIAL EDUCATION

Early Childhood Special Education addresses the needs of students ages 2-5 with significant developmental delays. Children are eligible to attend this program if they qualify through the Individuals with Disabilities Act of 1997.

GIFTED PROGRAM (JOURNEY)

Students in Grades 3-5 whose abilities and potential for accomplishment are so outstanding as to require a special program to meet their educational needs are eligible for the BCPS Gifted Education Program. Students may be referred and recommended for the Gifted Program by teachers or parents.

GUIDANCE

As a part of the Botetourt County instructional program, guidance and counseling services are offered at the elementary level. The guidance and counseling program serves the needs of all children at each stage of their development. With the counselor’s help, children will be helped to better understand themselves and others. The counselor meets with children in classroom guidance, individually, and in small groups. In order to provide an effective program, the guidance counselor works cooperatively with the teachers, parents, and students. If you have any questions concerning the guidance and counseling program, please contact the school.

MEDIA- LIBRARY

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

Reminder: If your child has lost a book that has been checked out of the library in his/her name, he/she will be responsible for paying the cost of the book.



MUSIC

The music specialist offers a variety of musical experiences for students. The general music program includes singing, listening, music appreciation, rhythmic experiences, introduction of instruments, music reading, and creative experiences.

We are pleased to offer an after school ensemble to students in addition to their regular music classes taken in the ENCORE rotation:

- **GREENFIELD FORTISSIMO:** This program is offered to 5th graders only. Singers learn two-part choral music, read off of real musical scores, and learn simple music theory. Extra costs may be required, as this ensemble often travels once per year to a place of interest to perform and sight-see.

PALS (Phonological Awareness Literacy Screening)/VALLSS (Virginia Language & Literacy Screen System)

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

PHYSICAL EDUCATION

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

SPECIAL EDUCATION

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

SPEECH AND HEARING

Services of the speech and hearing specialist are available upon referral. Students are evaluated for eligibility in these special education areas.

STUDENT SCREENING

New students will be screened within 60 days of their initial enrollment in the areas of speech, hearing, vision, and motor skills. In addition, students in Grades 1, 3, & 5 will receive vision screening. Students in Grade 3 will receive hearing screenings.



TECHNOLOGY

Technology is an important part of the instructional program. A technology teacher will provide support for teachers and students.

CAFETERIA PROGRAM

Greenfield Elementary serves nutritious meals every day. Students eating breakfast should arrive by 7:40 a.m. Students should report directly to the cafeteria when arriving at school.

BREAKFAST AND LUNCH

Each student has an account in the school cafeteria connected to a debit account. Students can bring money on a daily basis and pay as they go through the cafeteria line. Parents may choose to send money on a weekly or periodic basis to be deposited in the student's account. The customized debit account issued to each student has a unique identification number. At mealtime, the student enters their identification number into a keypad and the computer accesses the account. If there is money in the account, the purchases are deducted. If the student is eligible for a free or reduced meal, the computer acts as if the student has meal credits in the account. If there is no money in the account and the student eats regular priced lunch, the computer will ask for the price of the purchase and the student will present payment to the cashier. Snacks, ice cream, and extra items may be purchased on student accounts if permission is provided.

CAFETERIA CHARGES

Account payments may be paid by cash or by check. Checks should be made payable to Greenfield Elementary School (please write the students' first and last name on the memo line of the check) and given to the cafeteria manager. All prepayments are credited to student accounts that day; therefore all checks must be good on the day they are presented. Returned checks are not returned to the school. All returned checks are held and collected by the Botetourt County Treasurer's Office using the same procedures to collect bad tax and decal checks. Returned check fees may be assessed by your bank and the Treasurer's Office when it is returned for collection.

Parents may also access lunch account information by using the website www.myschoolbucks.com. This site allows you to pay on your cafeteria account, create a low balance alert, set up automatic payments, and track and review the purchase history. Enrollment is easy and just requires you to register for an account. All on-line payments will be credited within 24 to 48 hours.

Meal charges are discouraged. The students will be reminded when the amount of money remaining in the account reaches a low balance. Parents will be notified by written notice or telephone call when the account reaches a low balance or becomes overdrawn. **Students are only permitted to charge two lunches. Charges will not be allowed to accumulate over \$5.00.**

Current meal prices are posted on the Botetourt County Public Schools website.



FREE AND REDUCED PRICE FOOD SERVICES ([School Board Policy EFB](#))

The Botetourt County school division provides free and reduced-price breakfasts, lunches and milk to students according to the terms of the National School Lunch Program and the National School Breakfast Program.

School officials determine student eligibility based on guidelines established by federal law.

Eligible students are provided nutritionally acceptable meals and milk free or at a reduced cost if state and federal resources for school food programs are available. The superintendent or designee establishes rules and procedures as needed to implement this policy.

The criteria for determining a student's eligibility and the procedures for securing free and reduced-price meals and milk is publicly announced at the beginning of each school year and provided to parents of all children in attendance at Botetourt County public schools.

FOOD ALLERGIES

“Peanut free” and “egg free” zones are designated in the school cafeteria, due to students having serious allergic reactions to food products containing peanuts and/or eggs. There will be a section of each table that will be “peanut and/or egg free”, where these students can eat with their friends. Hand washing and table washing will be practiced to avoid allergic reactions. **Food sharing between students and adults is strictly prohibited.**

A doctor's written recommendation is required to be on file in the school office, to indicate a medical need to substitute milk with juice at no additional cost. Students who have a packed lunch may also purchase milk.

ICE CREAM/SNACKS

Ice cream and extra snacks may be purchased daily by students in Grades 2-5. Students in Kindergarten may purchase ice cream on Friday only. Students in first grade may purchase ice cream on Thursday only. The cost for ice cream and snacks range from \$0.50 to \$1.00. These items can be paid for with cash or by using your child's lunch account. Students who owe money on their lunch account may not charge ice cream or snacks on their account.

Given the number of students in the school, it is virtually impossible for the school to manage individual parent requests regarding the purchase of extra items. The following procedures should help facilitate communication with parents.

1. Written permission to purchase a la cart items with student debit accounts must be obtained to do so. Otherwise, no charging of such items will be allowed.
2. Students will only be allowed one a la cart item each day unless indicated in writing by the parent.
3. Parents can only indicate the “number” of items per day, not the monetary amount or specific days allowed to purchase. Our computer system is not designed to manage specific requests.

MENUS

Breakfast and lunch menus are distributed to each child. Please keep these available so that your child will know if he/she wishes to buy on that particular day.



Botetourt County Schools participate in the offer vs. serve program of the National School Lunch Program. Offer vs. serve allows students to decline to take all offered food/milk items on the tray. Students are required to take a minimum of three of the required items (for example a meat, vegetable, and milk would meet the requirement).

LUNCH VISITORS

Guests are permitted to join students for lunch throughout the school year. Our cafeteria is a busy place so we are asking all families to adhere to the procedures outlined below to ensure this is a smooth process for everyone.

- ☐ Outside food from restaurants is strictly prohibited.
- ☐ Guests are not permitted to buy ice cream or extras for other students due to student allergies and safety concerns.
- ☐ Guests must sign in the office and wear a green visitor sticker while they are in the building.
- ☐ Guests will remain in the office until the designated lunch time and then meet their student in the cafeteria.
- ☐ Guests will need to say good-bye to their student in the cafeteria and return to the office to sign out. Guests are not permitted to walk students to classrooms after lunch.
- ☐ Guests will sit at the designated guest table with their student. No other students are permitted at the guest table.
- ☐ Parents/guardians must provide the office with notice of the guests permitted to eat with their student.
- ☐ Guests are not permitted to visit other areas of the school while visiting for lunch.
- ☐ Guests may be asked to provide photo identification if office staff is not familiar with the guests.
- ☐ Photographing and videoing students is prohibited.
- ☐ Please be mindful of cell phone usage during lunch.

TRANSPORTATION

TRANSPORTATION/BUS

Parents should go over bus guidelines with their student(s). In order to promote the safety and welfare of all pupils transported by county school buses, orderly conduct must be observed at all times by pupils. We will need your cooperation in maintaining such conduct. Pupils should respect and obey those in authority. Please take time to discuss bus safety and its importance with your child. We hope it will never be necessary to deprive a child of bus privileges.

BUS RULES AND REGULATIONS FOR STUDENTS

- Arrive at the bus stop on time.
- Line up quietly and away from the highway.
- Sit in assigned seats and do not move about.
- Remain seated until the bus comes to a full stop.
- Cooperate with the bus driver and fellow students to promote safety on the bus.
- Conduct yourself in a manner that is becoming of a good citizen.
- **No medication is to be transported on the bus.**
- Bottles and glass containers are dangerous and are prohibited on the bus.
- Ride only the bus to which you are assigned.
- Have a written note from a parent in order to ride a bus other than your assigned bus.
- Do not board or leave the bus at any stop other than your own.



- Use no loud, profane, or abusive language.
- Keep arms, legs, and head inside the bus.
- Do not play with the emergency door.
- If you must cross the road, look both ways. Be sure cars are not coming. Look at the bus driver. He/she will tell you when it is safe to cross.
- If you have to cross, cross in front of the school bus. Never cross in back of the bus.
- Riders will be responsible for any damage they do to the bus.
- Tape recorders, cell phones, electronic games, balloons, radios, and animals are not permitted on the bus.

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

BUS NOTES

Children are permitted to ride buses other than the one designated to transport them to and from school with written request from the parent.. Parents are requested to fill out an afternoon transportation change slip or a written note with all necessary information, when your child needs to get off at a different stop, ride a different bus, or ride in a car. We are requesting that email not be used for transportation changes and telephone changes be reserved for emergency situations since we cannot verify those requests.

Any child who wishes to stay after school must have written permission from a parent and approval of the principal or teacher. Students should never be asked to assume the responsibility of a change without a note.

Reminder: Send a note the day of change and please review the day's change with your child. Do not send one note for two or more changes or request that your child assumes the responsibility of a change without a note. This note is very important for the office and for the safe transportation of your child.

STUDENT DROP-OFF AND PICK-UP PROCEDURE

The lane in front of the building is reserved for buses. The lane on the side (on your right as you pull into the school) is designated for morning drop-off and afternoon car pick-up of students. These procedures have been established in an effort to make our driveways and parking lots as safe as possible for our children as they enter and exit the school building. Parent cooperation is expected. Please inform grandparents and others who occasionally transport students to and from school of the policies.

Morning Drop Off:

- Please drive slowly around the perimeter of the side parking lot.
- Do not pass cars or go around cars unloading students.
- Pull up to a staff member waiting on the sidewalk before allowing your child to exit the car.
- Please keep conversations to a minimum. This will assist with a quick drop off line.
- Students **MUST** exit on the passenger's side of your vehicle.
- Remain in your car, staff members will assist your child.

Afternoon Pick Up:

- Please drive slowly around the perimeter of the side parking lot.
- Do not pass cars or go around cars loading students.
- Pull up to a staff member waiting on the sidewalk.
- Your child will be escorted to the car by a staff member.
- Students must be loaded on the passenger side of the car.



- Remain in your car, staff members will assist in loading your child.
- Exit slowly, do not pass cars loading in front of you in line.

TRAFFIC CONTROL

Parents are requested to take extra care when driving on school property. Every effort is made to promote safety and prompt movement of traffic. Please be aware that it is unlawful to drive through bus lanes.

MEDICAL INFORMATION

SCHOOL NURSE

A school nurse (R.N.) is available to provide health services from 7:30 a.m. until 2:30 p.m. daily. Nurse visits are documented and parent notifications are sent home.

ACCIDENTS/ILLNESS

Online forms will be completed by parents at the beginning of the school year. The submitted contact information indicates who to call in case of an emergency or illness. Please keep the office up-to date on any changes of phone number, address, or place of employment.

If your child has symptoms of illness or has a fever, please make sure he or she stays at home so that other children do not become infected. **A child must be fever free for 24 hours without fever reducing medication, before returning to school.** Please notify the teacher if a lengthy illness is expected. In case a child becomes ill during the school day, the parent will be called at the discretion of the principal, teacher, and school nurse. Students are expected to make up work missed when absent due to illness.

BODY MASS INDEX (BMI) MEASUREMENT

Botetourt County Public Schools mandate that the elementary school nurses screen, as a minimum, all third grade students' BMI measurement annually. For those students with a BMI% falling under the 5th percentile or being greater than the 85th percentile, a letter will be mailed to the parents/guardians for their information.



IMMUNIZATIONS

As of July 1, 1983, schools are required by law to exclude any child from school that does not have an up-to-date immunization record. This pertains to all grade levels. Children entering school for the first time must also have a complete physical examination and a health certificate filled out by the doctor. (The school has the proper form for this or it may be obtained from the child's doctor.)

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

1. *DtaP, DPT, DT, or Td* – A minimum of 3 doses. A child must have at least one dose of diphtheria, tetanus, and pertussis-containing vaccine after the fourth birthday. If the child has received six doses before the fourth birthday, additional doses are contraindicated. DT vaccine is required for children medically exempt from pertussis vaccine. Adult Td is required for children 7 years of age and older who do not meet the minimum requirements. As of 2006, DtaP Booster vaccine is required prior to entry into sixth grade if at least five years have passed since the last vaccine.
2. *Polio* – A minimum of 3 doses of OPV or IPV in any combination. If a child has had only 3 doses of polio vaccine, one dose must have been administered after the fourth birthday. However, a child who had received four doses before the fourth birthday is adequately immunized and does not need a dose after the fourth birthday.
3. *Hib* – This vaccine is required only for children up to 60 months of age. A complete series consists of either 2 or 3 doses (depending on manufacturer). However, the child's current age and not the number of prior doses required govern the number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.
4. *Hepatitis B* – A minimum of 3 doses for all children born on and after January 1, 1994 (with at least 4 months spacing between the 1st and 3rd doses). This will also be required for all children entering the sixth grade in September 2001.
5. *Measles, Mumps, Rubella* – A minimum of 2 measles, 1 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine is usually given as MMR.) First dose must be administered at age 12 months (365 days) or older. Second dose of measles vaccine does not have to be administered until age 4-6 years (at entry of kindergarten) but can be administered at any time after the minimum interval between dose 1 and dose 2. The minimum interval is one month (28 days). Since March 2008, a second dose is recommended, but not required, for school entry.
6. *Varicella* – All susceptible children born after January 1, 1997, shall be required to have a dose of chickenpox vaccine not earlier than the age of 12 months (365) days. For children that have already had the chickenpox illness, documentation from a primary care provider must be received stating that the student had Varicella or a Varicella titer had indicated immunity to Varicella. Since March 2008, a second dose of Varicella (chickenpox) vaccine is recommended, but not required, before school entry.
7. *Pneumococcal (PCV) Vaccine* – This vaccine is required ONLY for children less than two years of age. Two to four doses at age of first dose, of pneumococcal 7-valent conjugate vaccine are required.

A certificate from a licensed physician stating the month, day, and year on which the child was successfully immunized against the above communicable diseases will be required when a student is admitted for the first time to a public school.



MEDICATION

Generally, schools do not unilaterally dispense or administer medications to students. The following procedures are to be followed when parents or guardians request that medications be given to students during school hours or activities. It shall be the parent's responsibility to provide and ensure that the medication is delivered safely to and from school. ***No student shall transport medication to school or home.**

PRESCRIPTION MEDICATIONS

Parents must provide the school with a written request from a doctor in order for a prescription drug to be administered to the student. This request shall state the amount of the dosage to be given, the time it needs to be given, and any other information needed for the safe and proper administration of the drug. Parents are requested to provide the medication to the school in the original container.

Parents shall provide the medication to the school in the original, labeled pharmacy container. The labels shall include the name of the pharmacy, the name of the drug, the name of the prescribing physician, and the proper directions for use and dosage. Pharmacies are usually willing to provide an extra container for this purpose.

Again, please do not have your child transport prescription medications to school. If medication needs to be brought to school, please have an adult walk the medication into the school building and hand it to an office staff member or the school nurse.

OVER-THE-COUNTER MEDICATIONS

Parents must provide the school with a written request in order for an over-the-counter medication or drug to be administered to the student. This request shall state the amount of the dosage to be given, the time it needs to be given, and any other information needed for the safe and proper administration of the medication. Parents are requested to provide the medication to the school in the original container. Students are not permitted to transport over the counter medications to school.

STORAGE OF PRESCRIPTION MEDICATIONS AND OVER-THE-COUNTER MEDICATIONS

All prescription drugs and over-the-counter medications will be stored in the school nurse's office in a locked cabinet or other secure area established by the principal. The principal may approve exceptions for storage when a drug may be needed immediately in extreme or life threatening circumstances such as an allergy medication or inhaler.

RECORD KEEPING

Each school shall keep a daily log of all prescription drugs and over-the-counter medication that have been administered. The log shall include the name of the student, the time the medication was given, the amount of the dosage, and the school personnel administering the drug.



EMERGENCY INFORMATION AND STUDENT SAFETY

CLOSING SCHOOL

If school is closed for the day or if there is an early dismissal as a result of an emergency situation (weather conditions, loss of electricity, etc.), official announcements will be made over the local radio and television stations and posted to the Botetourt County Public Schools website www.bcps.k12.va.us.

DELAYING THE OPENING OF SCHOOL

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

EMERGENCY SCHOOL CLOSING

Please avoid calling the day of early dismissal to make arrangements or change arrangements for your child. We do not have adequate phone lines to accommodate students calling for directions and you may not be able to reach the school prior to dismissal. Students will be assigned to their regular method of transportation, unless the school is notified previously.

EMERGENCY PROCEDURES, FIRE DRILLS, AND EVACUATIONS

Fire drills are held weekly the first month of school and monthly the rest of the year. Other drills including evacuation, tornado, bomb threat, and lock down situations are also held throughout the school year.

SCHOOL CRISIS MANAGEMENT PLAN

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

FIREARMS ON SCHOOL PROPERTY ([School Board Policy JFCD](#))

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous/deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. The disciplinary sanction for bringing a firearm to school or to a school sponsored activity is expulsion for at least one year in accordance with School Board Policy JGD/JGE. Violation of School Board Policy JGD/JGE shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.



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

APPENDIX

STATEMENT OF EQUAL OPPORTUNITY

Equal Education Opportunity Statement

The Virginia Department of Education and Botetourt County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. No person shall be denied educational opportunities solely because of impairment, which is unrelated to the ability to engage in activities involved in the program for which application has been made.

Students see [School Board Policy JB](#)

Sexual Harassment Statement

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

Students see [School Board Policy JFHA/GBA](#)

Employees see [School Board Policy GBA/JFHA](#)

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

Mike Tetreault
143 Poor Farm Road, Fincastle, VA 24090
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