

Bonsack Elementary
School

Parent Handbook

Bonsack



Bobcats

Mrs. Leanne Leftwich, Principal

PARENT HANDBOOK

BONSACK
ELEMENTARY SCHOOL

5437 Crumpacker Drive
Roanoke, VA 24019

Phone: (540) 977-5870
FAX: (540) 977-5879

Mrs. Leanne Leftwich, Principal
Mrs. Penny Slusher, Secretary/Bookkeeper

Office Hours: 7:30 AM - 4:00 PM
School Hours: 7:50 AM - 2:20 PM



Dear Parents and Students:

This handbook has been prepared especially for you in order to make your year run smoothly. Many valuable pieces of information are contained within these pages. You will find many answers to questions about the school, its programs, requirements and policies. (This handbook is available online on the Bonsack Elementary School's web page which can be accessed from the Roanoke County School's webpage at www.rcs.k12.va.us.)

The staff is committed to providing each child the opportunity to learn in a safe, happy atmosphere. It will be important that each child acquires the basic skills of reading and math. Due to the fact that each child learns in different ways and at different rates, we will work with you to find the best approach (es).

We would like to extend an invitation to all parents/guardians to get involved in your child's education. There is a direct relationship between parent involvement and high achievement. Stay in touch with your child's teacher, attend PTA meetings and school functions, and volunteer at school. Take an active part in the PTA. This organization provides much needed materials, equipment, and services. It takes the whole community to rear a child.

We want to challenge each student to put forth his/her best effort. Set aside time to do homework each day. Read for a few minutes. Get some physical exercise. Participate in a sport or recreational activity. Eat a good breakfast. Follow a reasonable bedtime schedule and get enough rest. View some TV but balance it with other activities. Attend school regularly. Be on time. Establishing patterns such as these helps make you the best student you can be and prepares you for life. Parents can help children establish these lifetime skills.

There are three basic rules that students need to remember to follow: treat each other with respect; take care of personal and school property, and behave on the bus. Please help us by helping your child understand what these rules mean. Reinforce your child's self esteem by listening and praising him often for his/her accomplishments. Children will feel good about themselves and want to achieve.

If you have a concern about a classroom situation, work closely with your child's teacher to communicate and resolve your concerns. If those concerns aren't resolved, please contact Leanne Leftwich. If there are school concerns or ideas you would like to share, please contact Leanne Leftwich. We are a partnership in enhancing a child's educational experiences at school.

We look forward to meeting those of you we don't already know and renewing the associations of the previous school year. The staff and administration are more than willing to help in any way possible, so don't hesitate to ask questions for clarification, no matter how small or unimportant you think the question might be.

BEST WISHES FOR AN OUTSTANDING SCHOOL YEAR!

Sincerely,

Leanne Leftwich

“Our Children – Our Future”

Bonsack Elementary School's Vision

It is the vision of Bonsack Elementary School to provide a positive learning environment for all children and to prepare them to become lifelong learners and responsible citizens in the 21st century.

Bonsack Elementary School's Mission Statement

It is the mission of Bonsack Elementary School to strive to develop each child to his/her fullest potential, using a variety of educational and technological methods that promote intellectual curiosity, independent thinking and problem solving capabilities.

Bonsack Elementary School
Shared Values
To fulfill our mission, we will...

Challenge the LEARNER to

- Foster self-discipline
- Set goals and strive to meet high expectations
- Utilize problem solving techniques
- Improve social, emotional, and physical fitness
- Work cooperatively
- Respect individual differences
- Acquire positive self esteem
- Practice accountable, responsible citizenship
- Develop a global awareness
- Prepare for an ever-changing, technological world; and
- Cultivate an appreciation for the arts

Promote the SCHOOL ENVIRONMENT to

- Ensure a nurturing, caring and accepting environment
- Stimulate academic challenge and excellence
- Encourage teamwork, collaboration and participatory decision making
- Increase shared decision making and cooperative learning
- Foster innovation and creativity in meeting student needs; and
- Promote school improvement through continuous goal setting and utilization of educational research.

Encourage the SCHOOL COMMUNITY to

- Maximize the use of school, home and community resources
- Maintain ongoing and open communication
- Assume accountability and partnership for the success of learners; and increase active parental and community involvement, support and participation.

Facts About

Bonsack Elementary School

Date opened:	August 23, 1999
Current Enrollment:	Approximately 400
School Colors:	Blue and Green
Mascot:	Bobcat
Slogan:	"Our Children - Our Future"

School hours: 7:50 AM - 2:20 PM
Doors Open at: 7:20 AM



CURRICULUM

ACADEMIC PROGRAM

The academic program at Bonsack Elementary is highly organized while providing flexibility in its use of materials and personnel. Students are assigned to a homeroom group of varying abilities, where they remain for all academic instruction with regular and resource personnel. Students are provided differentiated and remedial instruction to provide for individual differences and varying needs. A student's progress on standardized tests, teacher-made tests, daily classroom performance, and teacher observation is the criteria used for differentiated and remedial instruction.

PUPIL EVALUATION AND REPORTING TO PARENTS

The progress of each pupil is reported to parents every nine weeks. Pupils are evaluated by informal and formal means. Teacher tests, observations and other criteria, along with standardized tests, are used to measure pupil progress. Student work is sent home on a regular basis.

An interim progress report will be sent to parents of students who have an average of "D" or "F" (for each subject area) during the midpoint of each nine-week grading period. Bonsack Elementary has the policy that if a child is not making satisfactory progress in any subject area for a two-week period, parents will be contacted.

PRESCHOOL

Mid year and end of year report

KINDERGARTEN and FIRST GRADE

Progress Report

GRADES 2-5

The grading scale is: A 90-100 B 80 - 89 C 70 - 79 D 60-69 F 59 and below

- The Roanoke County School System has developed programs to meet the needs of all students. These programs are in compliance with the provisions established by the State Board of Education in Standards for Accrediting Elementary and Secondary Schools in Virginia.
 - Promotion or retention of a student is of necessity based upon state and local requirements.
 1. Elementary Schools:
 - The decision of promotions or retention should be based on what is best for the individual student. The relationship of ability, effort, and achievement should be considered along with chronological age, previous retention, and other pertinent information. Retention or promotion will be determined by the classroom teacher(s) in conjunction and consultation with the principal and other members of the professional staff.
- ❖ **Promotion**
 1. Individual student performance shall be based upon satisfactory performance in at least three of the following subject areas (two at first grade level): language arts, mathematics, and social sciences.
 - ❖ **Retention**
 1. A pupil may be retained if a final grade of "F" is received in language arts or mathematics.
 2. A pupil may be retained if he/she consistently works below grade level in language arts or mathematics.

CONFERENCES

Conferences are an important means of communicating with parents and teachers. They provide an opportunity to get together in person to discuss your child's education. Before, during and after school conferences may be scheduled at a mutually convenient time. We encourage parents/teachers to request a conference whenever there is a need. Phone conferences also provide valuable information. Therefore, we encourage parents to contact the teacher, before or after the regular school day should they wish to set up a conference time. Every effort will be made to respond to your request as soon as possible. **Parents are always welcome to ask for a conference at any time during the school year should they wish to discuss academic, physical, social or emotional progress of their children. As a staff, we extend an open invitation to each parent regarding conferences and their child's progress.**

ELECTRONIC NEWSLETTER - The PTA and school publish a newsletter on various dates throughout the year. These will be emailed electronically. If you prefer a paper copy, send a note to your child's teacher. Copies will also be available in the front office.

HOMEWORK POLICY - ROANOKE COUNTY SCHOOLS

Homework is defined as any schoolwork assigned to be completed outside of class time. Every student at Bonsack Elementary (grades 1-5) is required to have an assignment notebook or sheet/folder. It would be beneficial for each parent to check this notebook/folder daily. If the notebook/folder is not being brought home on a regular basis, please contact your child's teacher.

Homework may be assigned at the discretion of the teacher to meet individual student learning needs. Homework assignments must conform to the following guidelines:

1. The purpose of the homework assignment should be made clear to the student and the assignment should be closely related to classroom activities.
2. Homework may not be used for punitive purposes.
3. Homework tasks should be within the ability of the student to attempt to complete independently.
4. Homework directions and expectations should be clearly communicated.
5. Homework assignments should be designed in consideration of the student's access to resources outside of class.
6. Homework assignments should be designed to be completed within a reasonable amount of time, and in consideration of the student's overall homework load.
7. Homework should be evaluated promptly and appropriate feedback should be provided.
8. The teacher will contact the student and parent when the student's neglect of homework significantly impacts content mastery or the student's grade for the marking period.
9. Students in grades K-5 should not be required to spend more than one hour each day on homework for all classes. The amount of homework should remain age appropriate, with less homework assigned in lower grades.
10. Students in grades K-8 (except for those in credit-bearing classes) should not be required to complete homework on weekends.

11. Students in grades K-12 should not be required to complete homework during school breaks. Students who are observing a major religious holiday will not be required to complete homework.

12. Students in grades K-12 should not have a homework assignment due on a day they are taking an SOL test.

13. Homework grades may raise or lower a student's grade average in a class, but may not be the determining factor for a student to earn a failing grade for any grading period.

14. Teachers should collaborate with colleagues and consult the principal as needed to determine the appropriateness and reasonable length of homework assignment.

The parents' responsibilities for homework are:

- to provide a suitable place for study
- to help the student develop systematic home-study habits
- to show an interest in the work being done; and
- provide possible experiences that would add interest to learning

SPECIAL SERVICES AT BONSACK ELEMENTARY

ART EDUCATION

An art specialist works with students in grades K-5 twice within a 12 day cycle.

CHILD STUDY TEAM

The purpose of the Child Study Team is to improve student performance by meeting a broad range of student needs. The team is composed of the referring source, parent, administrator, a specialist to offer interventions, and the student's regular education teacher. Other staff members may be included as deemed necessary.

GIFTED - Screening/Identification of Gifted Academic and Art Students

When seeking to identify gifted academic students, the school system is searching for those children who by virtue of outstanding abilities are capable of exceptional performance. Identification procedures incorporate standardized and non-standardized data which include achievement, ability, performance, and teacher observations, although the approach to identification varies for students in grades K-1 and grades 2-12. The ultimate goal of each process is to find those children whose outstanding capabilities necessitate curriculum adaptations and/or additional services.

Students new to Roanoke County Schools, who have previously participated in a gifted program, automatically qualify for screening. Parents need to initiate the screening process by contacting the school guidance counselor.

If parents have specific questions about the screening process please contact the school.

Roanoke County also provides a program for artistically talented students in grades 3-8. Any adult may nominate a student to be screened for this program beginning in the 2nd grade.

GUIDANCE

Bonsack Elementary is fortunate to have a guidance counselor who offers a broad-based guidance program consisting of 1) planned programs for each grade, 2) individual and small group activities, and 3) parent support activities. Some of the topics included in classroom guidance are self-concept, responsibility, social skills, decision making, test taking, academic progress, and the world of work. The counselor is available to students and parents and will schedule conferences upon request.

HEALTH SERVICES

Health services are under the direction of the School Health Coordinator, Charlene Vail, (562-3900, Ext. 29801). A school health nurse, Laurie Dedor, will be at our school each day, Monday through Friday - 8:30-2:00.

HOMEBOUND INSTRUCTION

Roanoke County Schools provide homebound instruction for students who are confined at home or in a health care facility for periods that would prevent normal school attendance based upon certification of need by a licensed physician, physician assistant, nurse practitioner, or licensed clinical psychologist. Please contact Sharece Kincer, our homebound coordinator, for more information (977-5870, Ext. 42003).

INSTRUCTIONAL TECHNOLOGY RESOURCE TEACHER

The technology resource teacher is a certified classroom teacher who supports and plans with teachers to effectively integrate technology into their lessons.

MEDIA

The media specialist sees all students twice within a 12 day cycle for instruction in library and reference skills and makes library resources available to all students and teachers in an effort to better coordinate the school program. The media specialist participates in curriculum planning and suggests resources to enrich units of study and integrates technology into lessons.

MUSIC

The music teacher offers a varied and technical program 4 times within a 12 day cycle. The vocal music program includes singing, listening, music appreciation, instrumental instruction, music reading, and opportunities for individual and group participation in the classroom and through special programs.

PHYSICAL EDUCATION

The physical education specialist meets with each child 4 times within a 12 day cycle. During this time he/she provides developmentally appropriate practices that recognize student's changing capacities to move and those which promote such change. The program accommodates a variety of individual characteristics such as developmental status, previous movement experiences, fitness and skill levels, body size and age. Each student needs a clean pair of **tennis shoes** in order to participate safely. Girls also need a pair of shorts or slacks. Your help in seeing that your child has these items will be appreciated. **Please help us by seeing that your child has tennis shoes at school each day.**

READING

The language arts coordinator is a certified reading specialist whose primary purpose is to coordinate the school's reading/language arts program. She serves as a resource to students, teachers, and parents and works with children of all abilities and needs.

SPEECH AND HEARING

Services of the speech and hearing pathologist are available upon request and the determination of eligibility. Diagnostic services are offered by the speech pathologist to determine if a child has a speech, language and/or hearing problem. In addition, he/she screens kindergarten and newly enrolled students not previously screened for language problems. Speech/language testing and therapy are services provided by the speech pathologist.

STANDARDS OF LEARNING

Achieving a standard of excellence with regard to the Virginia Standards of Learning requires the partnership of both parents and teachers. Parents may help to reinforce SOL objectives taught by going over tests, helping their child to study and be prepared for exams, checking out educational websites, and following up on projects assigned to their child.

The SOL tests are currently administered throughout the month of May for grades 3, 4 and 5. Grade 3 tests the areas of math and reading. Grade 4 tests in the areas of Virginia studies, math and reading and grade 5 students are tested in the areas of math, reading, and science.

SCHOOL POLICIES AND PROCEDURES

ACCIDENT INSURANCE

Participation in this insurance plan is voluntary. If you decide to enroll your child, please keep the information concerning the policy for future reference. The office does not keep that information.

HOW TO ENROLL - Go to www.k12studentinsurance.com

If you need help, contact the school for further instructions.

ACCIDENT REPORTS

When a child is injured at school, the teacher and/or nurse will administer basic first aid and make a report to the front office. Parents will be contacted if there is a bump to the head. Should the occasion arise in which a student does not inform the teacher of an injury, parents should call the school to report the accident.

ADMISSION TO SCHOOL

Every child seeking admission to school for the first time must present: 1) a state birth certificate, 2) a current physical examination form filled out by a doctor within last 12 months, including up-to-date immunizations, and 3) proof of residency (acceptable items are included on the form).

ADMINISTERING MEDICATION POLICY - ROANOKE COUNTY SCHOOLS

To protect the safety of all students from the misuse of medication, the policy of the Roanoke County School Board for administering medication is as follows:

- School personnel shall give medication to students only when prescribed by a physician or dentist and **written parent permission and instructions are supplied** to the school. Parents must deliver the prescribed medication in person to the school in its original container. The label should include the name of the student, the name of the medication, dosage, name of physician, and time to be given. The pharmacy label along with a medication administration form, with a physician's signature **MUST** be completed.
- If over the counter (OTC) medication is required, it must be supplied to the school in the original container by the parent. Written parental permission must be provided.
- All medication must be presented to the front office where the parent will fill out a form to be kept on file.
- Medication must be picked up at the front office at the time it is discontinued.
- Medication will not be kept from one school year to another.
- Preschool children under age 2 that may require over the counter medication **MUST** provide a written order from a physician/practitioner to administer as needed during the current school year.

- All over the counter (OTC) medication will be given according to the package label. Any changes to the recommended dose requires an order from the physician.

ASTHMA MEDICATION

If a child has asthma and needs to carry an inhaler, **PARENT AND PHYSICIAN CONSENT** documentation must be obtained. Parents will need to contact the school nurse to initiate the process in order that your child's health needs may be effectively managed at school. For certain students with medical problems, a health plan will be developed by the parent and the nurse.

ATTENDANCE

The Roanoke County school division regards student attendance as a high priority because a child's success depends upon a solid, educational background. That background can only be attained through punctual, daily school attendance. Research shows that school attendance has a direct effect upon achievement.

As a parent, you can set the tone by being positive and stressing the importance of being in school each day. Talk to your child about responsibility and the need to develop good work habits and positive attitudes.

The result of punctual, daily attendance will be evident in your child's overall growth in at least four crucial areas: academic, social, physical and emotional development. Start your child out on the right foot. You are establishing lifelong patterns for your child.

ABSENCES AND TARDIES

Each absence or tardy must be accounted for under the compulsory attendance law.

Written excuses from parents must state the reason for the absence or tardy. **If your child is absent, please call the school or email your child's teacher.** It will be the student's and/or parent's responsibility to see that any make-up work is completed within 10 school days. **If your child is tardy an adult must bring the student to the office and sign them in, including the reason they are tardy.**

When determining the number of absences a student has accumulated, five tardies are considered the equivalent of one absence.

DENTAL OR MEDICAL APPOINTMENTS

Students will be excused for dental or medical appointments. **(Please bring notes from the doctor's and dentist's office)** Parents are encouraged to schedule the appointments after school hours, if at all possible.

The complete RCPS attendance policy is located in Policy 7.07 and Administrative Regulation 7.07AR under School Board Policies on the RCPS website: www.rcs.k12.va.us.

BAD WEATHER OR EMERGENCY CONDITIONS

In case of bad weather, snow, severe storms, or emergency conditions, announcements concerning delayed openings or school closings will be made over local radio and television stations. Parent Link is available to Roanoke County patrons. Please refer to Roanoke County Schools' website for sign-up directions.

DELAYED OPENINGS

The opening of schools may be delayed one or two hours if unusual or hazardous conditions exist. Children should arrive at school for one-hour delayed openings after 8:30 AM; two-hour delays after 9:30 AM. When school is delayed, teaching staff also reports on a delayed schedule; therefore, there are no provisions for supervision of students who are dropped off at the regular time. If school opening is delayed, regular dismissal will be observed.

BIRTHDAY INVITATIONS

If birthday invitations or any other kind of invitations are to be passed out at school, the entire class should receive them so that no child's feelings are hurt. This policy is designed to eliminate the exclusion of any child to special events, activities, gatherings, celebrations, etc. where the notice of such an activity is distributed at school. This policy also includes notes and flyers relating to such activities given to a child from one parent and then passed along to the child of another parent for distribution outside the classroom. We realize that parents may not wish to have parties that include all of your child's classmates and we certainly understand. In such cases, to protect the feelings of our children, we are encouraging parents to handle all invitations outside the school. We hope you will understand the spirit of this policy. If you have any questions or concerns about this policy, please feel free to call the school. **The school, by law, is not allowed to provide names, addresses, and phone numbers of students due to a privacy of information act.**

BIRTHDAY RECOGNITION (AT SCHOOL)

Birthday parties are NOT permitted.

If a parent wants to provide refreshments, they may leave them in the office the afternoon before or the morning of the child's birthday. The parent needs to send a note to the teacher requesting the number of students and the date refreshments will be sent. The teacher will choose the appropriate time during the school day to share the refreshments with the students in the classroom. It may supplement their regular snack times. Healthy food items are encouraged.

BUS RIDERS AND DISMISSALS

Bus transportation is provided for pupils. Transportation routes are established by the School Board. Children are not permitted to ride buses other than the one designed to carry them to and from school. **No exception to this rule will be approved unless by written statement from parent.**

In order to promote the safety and welfare of all students transported by county school buses, **orderly conduct must be observed at all times by all students.** Refer to Student Conduct Code Booklet for specific rules. In order to assure the safety of all students on the bus, **no glass objects will be permitted.**

For the safety of your child, we would like to discourage your child from walking to school unless accompanied by you. A written note giving your permission must be on file with **BOTH** the homeroom teacher and the office if you opt to allow your child to walk. No one may walk home without a note from a parent and without the approval of the principal. This procedure also applies to students who need to stay after school for SCA and other meetings.

A student may be dismissed from the classroom **only** if the custodial parent or designee comes to the office and signs the student out. If a parent wishes to pick up a student at the end of the school day, we request this be done after classes are over and not before 2:00 PM. This procedure will prevent interruption of classroom instruction.

Day care vans and car riders will pick up students at 2:20 PM. and depart as feasible; usually following buses, but some may be boarded and departed before buses leave. Walkers will be dismissed **after the buses have left the school grounds.** **Teachers will dismiss students leaving in day care vans at 2:20 PM.**

DISMISSALS

WRITTEN NOTIFICATION - AFTER SCHOOL ARRANGEMENTS

For efficient communication between home and school, we are requesting that you notify your child's homeroom teacher - **in writing** - each time different arrangements are made for your child after school. (Example: day care, transportation, inclement weather, etc.)

Parents are required to notify their day care of any change of plan.

CLOTHING

Please mark you child's clothing and other possessions with his/her name. A lost and found area is located outside the front office. Items not claimed are donated to Goodwill, twice a year (at the end of each semester).

COMMUNICATION

When calling Bonsack Elementary, (977-5870), voicemail is available after hours. This will enable you to:

- Leave a message for the office or a staff member
- Inform a teacher or staff member that your child will be absent or late
- Ask or provide information for a specific staff member

If you call during the day for a staff member, the office personnel will either take a message or connect you to the staff member's voicemail.

CONDUCT CODE

The Roanoke County Public School's Student Conduct Code contains specific policies governing student conduct while on school property and school buses. An agreement to abide by this policy is signed by both student and parent. Please go over the rules in the booklet with your child.

COOPERATION BETWEEN THE HOME AND THE SCHOOL REGARDING MATTERS OF DISCIPLINE IS VITAL.

The Student Conduct Code is available online on InfoSnap for you to read, agree to, and provide an electronic signature. If InfoSnap is unavailable you will be provided with a hard copy.

DOOR-TO-DOOR SOLICITATION

The Roanoke County School System does not allow fund raising activities that involve elementary school students in door-to-door sales. When a fund raising activity is held by the school, parents should allow their child to sell only to relatives and friends.

DRESS CODE

A dress code is important to:

- Prepare students for expectations of appropriate dress.
- Create an atmosphere of "dress for respect": self-respect, respect for those around you, and basic modesty.

Clothing

General Guidelines:

- Short/skirt length should be no higher than mid-thigh.
- Undergarments (including bra straps), cleavage, or midriffs should not be exposed.
- Shoes are required at all times.

The following should not be worn in school:

- Sleeves with oversized armholes
- See-through garments
- Form-fitted shorts (e.g. biker shorts)
- Cut offs, torn, or ripped clothing that exposes skin above mid-thigh
- Grossly oversized clothing
- Shirts with spaghetti straps
- Tube tops
- Pajamas
- Bedroom slippers

Accessories

The following should not be worn in school:

- Heavy, metal chains
- Any accessories with spikes
- Dog chains or collars
- Sunglasses
- Headgear including hats, caps, sweatbands, bandanas, wave caps, or scarves (except for religious beliefs or documented medical purposes)

Miscellaneous

- Anything considered dangerous, distracting, or disruptive to the instructional environment is prohibited.
- Clothing or accessories should not bear messages or pictures that are profane, obscene, offensive to others, or promote gangs, violence, drugs, or alcohol.

Administration reserves the right to judge appropriate appearance.

(Adopted by the Roanoke County School Board August 11, 2016)

EMERGENCY INFORMATION FORMS

Emergency Information forms must be filled out online (InfoSnap) as soon as possible. The information listed tells us whom to contact in the event of an emergency or illness. Please be sure to list the names of two other contacts who have given their permission to be called in the event of such an emergency. **Please keep the office up to date with regard to changes of address, phone numbers, or change of employment. In cases where immediate medical attention is needed, the rescue squad will be called; otherwise, the parents will be contacted.**

EXTRA-CURRICULAR OPTIONS

Flags - Students in grades 4 and 5 are selected to be responsible for raising and lowering the United States and Virginia flags in front of the school.

Honor Roll - Students in grades 2, 3, 4, and 5 are recognized for achieving grades of all A's or B's during a nine-week report period. Students attaining honor roll for all nine weeks receive a certificate.

Outstanding Attendance - Recognition is made at the end of the school year for all students in grades K-5 who have missed fewer than five days due to absences and/or tardies.

Safety Patrols - Students in grade 5 may elect to participate in this program. Patrols work throughout the year patrolling the halls, outside walkways, at bus and car zones, and at the doors to the building. They are a reminder that safety rules should be followed.

SCA - The Student Council Association is a very active group in our school. Student involvement varies in grades 3-5, with positions such as officers, homeroom representatives and intercom announcements. Civic and community service projects are also promoted.

Spelling Bee - Fifth graders participate in a spelling bee in which those who earn the top 3 scores in each 5th grade homeroom are eligible to participate in the school spelling bee. The winner of the school spelling bee competes in the Roanoke County spelling bee with other fifth, sixth, seventh, and eighth grade school champions.

FIELD TRIPS

This school offers field trips to students to enrich and expand their learning experiences. Field trips are an extension of the curriculum of the school. The teachers will send a specific permission form to be signed by a parent or guardian for field trips prior to the trip. **Students will not be permitted to attend field trips without official permission slips nor will they be able to call home the day of the trip for permission.**

It is imperative that during school-scheduled field trips students remain safe. We have found that students who follow class rules on a regular basis are more likely to follow rules while away from the school. Prior to a field trip, your child's teacher will send home a letter outlining the expectations concerning your child's behavior and the privilege of attending that trip. This behavior management system has been implemented to ensure your child's safety, as well as the safety of the other students in the class.

FINANCIAL DRIVES AND CAMPAIGNS

The Roanoke County School Board authorizes financial campaigns in schools which support the programs of United Way of Roanoke Valley and which run concurrently with the United Way campaign. United Way distributes money to thirty-six local health and human services organizations to fund their programs and services. These are enumerated in their brochures.

GUNS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or a dangerous instrument on school property at any school activity. The principal will notify the parent, confiscate the weapon, and take action accordingly.

VA law states students **COULD** be expelled for bringing guns or dangerous weapons to school. **(This includes any object that resembles a dangerous weapon.)**

ILLNESS

If your child has symptoms of illness, please make sure he/she stays at home so that other children do not become infected. In case a child becomes ill during the school day, the parent will be called at the discretion of the administration and the nurse.

LATE ARRIVALS/TARDY SLIPS

Students arriving after 7:50 AM must be accompanied by an adult to the office to secure a tardy slip. This procedure assures the staff of knowing where your child is and eliminates a call home from the office.

LOADING AND UNLOADING STUDENTS

In compliance with state law, the school buses' red flashing lights will be on during the unloading (7:20-7:50 AM) of students. **Buses at Bonsack Elementary will drop all students off at the front of the building where they will enter the school through the main lobby. Those students arriving by private car should be dropped off at the gym side and enter the building through the gym door.** (Cars will be directed to bear right after entering the school driveway and then follow the signs to the designated drop-off area.) State law does not permit other vehicles to pass school buses when loading and unloading students. Persons failing to comply will be in violation of state law and are subject to a summons by local and state police.

LUNCH INFORMATION

Hot lunches are provided for all children. Parents are encouraged to have their children eat a warm nourishing meal in the school cafeteria. A menu is distributed monthly and is also available online. Children should bring the exact change if buying daily. Otherwise, you may add money to your child's lunch account by sending a check to the cafeteria or by signing up to pay online at myschoolbucks.com. At My School Bucks you are able to pay with your credit/debit card or electronic check. You may view account balances and meal purchases, schedule automatic payments, and make payments anytime using their free mobile app.

We would appreciate your abstinence from bringing fast food in to the cafeteria to provide for your child/ren and yourself. The reasons for this suggestion follow: some other parents aren't able to participate in bringing lunch in, it causes other students to feel badly, it creates some commotion in the cafeteria, and doesn't support our cafeteria program, which is self-sustaining. If someone brings outside food into the school, we will have to provide a place for parents and children to eat separately from the other students in the cafeteria, so as not to cause hurt feelings. Thank you for understanding our concern for all of our students.

Daily Lunch.....	\$2.55
Milk Only.....	\$.50
Ice Cream.....	\$.50
Breakfast.....	\$1.35

Money for extra items should be brought separately.

LUNCH EMERGENCY FUND

A **SMALL** fund has been provided for students who **lose** their lunch money. Students may borrow money from the cafeteria and are asked to pay it back **the following day**. **Students will not be eligible to borrow money again until all monies are repaid.** Money will not be loaned for ice cream or extras.

MOMENT OF SILENCE

The Roanoke County School Board recognizes that a moment of silence before each day prepares students and staff for their respective work or school days. Therefore, each teacher shall observe a moment of silence at the beginning of the first class each school day.

The teacher responsible for each class shall make sure that each student: 1) remains seated and silent, and 2) does not disturb or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection and meditation. However, the teacher responsible for each class shall not influence, in any way, students to pray or meditate during the moment of silence.

MONEY AND VALUABLES

Money and valuables should not be left in the school at any time. We also suggest that students carry only the amount of money needed for each day. In addition, cell phones, toys and expensive games should not be brought to school.

PARKING OF CARS

No vehicles should be parked in the bus loading zone at any time. This regulation is aimed at protecting your child's safety.

PERFORMANCE PROCEDURES/EXPECTATIONS

Behavioral expectations and courtesy during performances:

1. Enter and leave the dining area or gym quietly and respectfully.
2. Remain seated, unless it is an emergency.
3. Applaud for each act. (Whistling and booing is not courteous.)
4. Remain quiet and courteous during the performance.
5. Remain until the whole performance is completed.
6. Keep all children with you. (They should not wander about unattended).
7. If small children are disruptive, take them out quietly.
8. If taking pictures or videos, do so quietly.
9. Children attending performances should be accompanied by an adult.
10. Set good examples of self-control for your children.

PICTURES

Students' pictures will be taken by an independent photographer. The fall pictures will be prepaid and sent home with the children before the Winter Break. Individual pictures will also be taken in the spring. Yearbooks are available for purchase throughout the year and are distributed in the spring. Proceeds from the sale of the pictures are used to purchase instructional materials.

PLAYGROUND/PLAYGROUND RULES

Bonsack Elementary is fortunate to have two playgrounds that were completed during the 2009-2010 school years. After school hours it is used by the community for recreational purposes. The Bonsack students are aware of certain rules they must follow. We would like for parents to also be aware of the rules so that the safety of each child is maximized. A small preschool site is also available for preschoolers (ages 2-4) at the north exit of the wing that is near Huntridge Rd. at the back of the building.

The playground is designed for children in grades K-5 (approximately 5-10 years old)

- **Children must have an adult with them at all times.**
- **Bike riding, roller skating, scooters, or skate boarding if off limits to both asphalt and equipment areas.**
- **Proper shoes are required (tennis shoes work well).**
- **The slides are to have one child at a time going down (sitting up) and never walking from the bottom back up the slide.**
- **Horseplay is not allowed.**
- **Wet equipment might be slippery; be careful.**
- **Use hand rails only for hands.**
- **Only one child at a time is allowed on the horizontal ladders.**
- **Get off the equipment carefully; jumping off structure is not allowed.**
- **In order to be safe, be aware of others nearby.**
- **Do not wear clothing with drawstrings or hanging pieces that can get caught on the equipment and possibly become a choking hazard.**
- **Five and six year olds should not use the monkey bars without a spotter.**

PTA

You are cordially invited to join our PTA (dues \$5.00 per person). We encourage any family members, in addition to parents, to join our PTA and support their programs. The PTA at Bonsack Elementary School is a vital working organization that provides immeasurable assistance to the school's programs. Meetings are held each month unless announced otherwise. Your child will bring notices home of these meetings.

PUNCTUALITY

Students should be in school no later than 7:50 AM. It is very important that children form the habit of always being on time at an early age. The tone for the day is set early. It can be frustrating to students when they arrive after activities have begun. Help your child get a good

start each day by arriving at school on time. When a child is tardy, it requires the staff's valuable time to change attendance and give instructions for the day.

SCHOOL-COMMUNITY RELATIONS

Bonsack Elementary School seeks to maintain good school-community relations and deeply appreciates the support and assistance given annually. Many activities are planned to enhance the cooperative efforts, such as observation of American Education Week, National Lunchroom Week, PTA programs, parent groups, steering committees, school programs, use of facilities by public and recreational groups, conferences, parent volunteer programs, and resource speakers.

SCHOOL HOURS

School hours are from 7:50 AM to 2:20 PM according to our electronic clock maintained in the office area. Since all buses arrive at school by 7:50 AM, students who walk or who are transported by private means need to be at school no later than 7:50 AM. This will allow sufficient time to conduct morning business. **Teachers are on duty beginning at 7:20 AM.** **Please do not bring your child to school prior to this time.** When the front doors open and staff members are at the car and bus zones, you may let your children in the building. We do not consider it safe for children to be left unattended at any time.

SMOKING

The use of tobacco in the interior of school buildings, on school grounds, or at school-sponsored events is prohibited.

STUDENT COUNCIL ASSOCIATION

This student organization has made a significant impact upon the spirit of the school. The SCA has sponsored a variety of activities; some have benefited people and organizations with special needs and some events were just for fun. These students have demonstrated they have good ideas that can be incorporated into the school program. The purpose of the SCA is to develop good citizenship in each individual member and to provide opportunities to serve the school and the community. All students are members of the organization. The Council is comprised of students from grades 3-5. Representatives of this group should set good examples for younger students.

TELEPHONE

We feel that students should be responsible for remembering their homework, gym shoes, lunch money, field trip permission forms, etc., and should not make a habit of calling parents to bring them to school. Therefore, we discourage the use of the telephone for all calls except those approved by the principal and teacher.

TEXTBOOK DISTRIBUTION

Textbooks will be distributed to each student at no cost. A contract listing the textbooks and numbers for each student will be sent home for parents to sign. Parents are to inspect textbooks and list any damages on the back of the contract. Students should be informed of the importance of keeping their textbooks in good condition. **Full replacement and fines will be assessed as necessary.**

VOLUNTEERS

The Bonsack staff recognizes the importance of the many contributions made by school volunteers. This program has provided hours of service to the school. A computerized check-in system is in place in the front office for sign-in. It is important that we know who is in the building as a safety measure. It is also important that we be able to locate the volunteer in case of an emergency and to account for personnel in the building. **WE WELCOME PARENTS, FRIENDS, AND VISITORS TO BONSACK ELEMENTARY.** (For the protection of our students, we ask you to identify yourself in the office.) A computerized badge will be generated each visit. If you choose to volunteer, you will need to complete a Volunteer Form and return it to the main office.

WEBPAGE

Bonsack Elementary School's webpage may be accessed through the RCPS website:

www.rcs.k12.va.us.

WELLNESS INITIATIVE -The state mandated a wellness program in all public schools in 2007. We are encouraging good nutrition, proper rest, exercise, and healthy attitudes. Encourage your children to stay active.

WHAT CAN YOU DO TO EFFECTIVELY HELP YOUR CHILD

- Read aloud to your children or have them read to you or to each other.
- Have a family storytelling night at least once a week.
- Provide good books for reading and a time when the home environment is moderately quiet.
- Ask your child questions about school and wait for the answers.
- Study papers that are brought home carefully.
- Accept invitations to conferences and meetings.
- Attend PTA Meetings
- Make an appointment to talk to a teacher when you have a question.
- Think things through carefully before getting excited about school problems and then see the teacher before you see the principal.
- Read good books and magazines and study carefully the literature about education.
- Attend lectures, exhibits, and conferences on education.
- Get to know your child's teacher, the administrators, and your school board representatives.
- Attend a school board meeting. They are open to the public on the second and fourth Thursday of each month in the Roanoke County School Board Room at 7:00 p.m..
- Refrain from criticizing the school or teachers in front of your children. Avoid engaging and responding to hearsay. It often isn't valid.
- Earnestly try to have an open mind about educational policies of your school.
- Be positive parents who reinforce positive actions of your child.
- Volunteer in some way at school.
- Take an active role in your child's education.

