Parent Handbook



Burlington Elementary School

6533 Peters Creek Road
Roanoke, Virginia 24019-4045
Phone: (540) 561-8165 Fax: (540) 561-8162

https://www.rcs.k12.va.us/Burlington

Our Mission:

Roanoke County Public Schools provides a safe, nurturing, and engaging environment in which students are empowered by knowledge, skills, and experiences to thrive as tomorrow's leaders, workforce, and citizens.

Our Vision:

Roanoke County Public Schools fosters a student-centered learning environment, ensuring world-class educational experiences designed to equip all students with an innovative mindset and the skills to adapt and thrive in a changing global environment.



BURLINGTON ELEMENTARY SCHOOL

6533 Peters Creek Road
Roanoke, VA 24019-4045

Telephone 561-8165
Fax 561-8162

School Colors: Green and Gold
Mascot: Bobcats

School Hours

Tardy Bell: 7:45 a.m.
Dismissal Bell: 2:25 p.m.

Caution

For Safety of Our Children

Children being brought to school should not arrive before 7:25 a.m.
Supervision cannot be provided any earlier, so please honor this request.

Parents dropping off students in the morning and picking up students at dismissal time are asked to drive down South Barrens Road and enter the side parking lot at the second entrance.

Roanoke County Public Schools does not discriminate about race, color, national origin, sex, or handicapping condition in an educational and/or employment policy or practice. Questions and/or complaints should be addressed to the Deputy Superintendent of Administration/Title IX Coordinator at (540) 562-3900 ext. 10121 or the Director of Special Education & Pupil Personnel Services at (540) 362-3900 ext. 10181.

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Dear Burlington Families –

Welcome to Burlington Elementary School

where we Believe and Expect Success for *every child every day*!

BES is a wonderful place for students from diverse backgrounds to grow educationally and have meaningful learning experiences. Our goal is to ensure success for all students by providing a positive and safe learning environment where students are engaged and accountable for their learning.

We believe education is a team effort and that parents are an important part of the team. As such, we welcome parent involvement at Burlington Elementary and invite you to be actively involved in your child's education. *Together we can accomplish more!*

I am proud to serve as your principal and look forward to the upcoming school year!

Go Bobcats!

Respectfully –

Beth Grim
"Every Child Every Day"

GENERAL INFORMATION

BRIEF HISTORY OF BURLINGTON ELEMENTARY SCHOOL

Burlington Elementary School is located on a ten-acre site on Peters Creek Road in the northern section of Roanoke County. The tract was purchased for $4,000, and funds for the building were secured partially from a WPA grant from the Federal Government in 1935. The building was constructed in 1939 and valued at $100,000. It was named for a town that had been laid out but did not materialize.

Burlington Elementary School replaced Hollins Grammar School, which was located near the intersection of Route 117 and Route 11. The rapid growth of this area necessitated the building of Burlington Elementary School and the eventual enlargement of existing facilities. The original building consisted of eight classrooms, four bathrooms, and an auditorium. In 1953, the first addition was completed. In 1960, three basement rooms were renovated and made into classrooms. In 1966, the second addition consisting of four classrooms, four bathrooms, five storage rooms and a multipurpose room was added. The third addition, in 1970, was a cafeteria and storage room. In 1999, a $2.1 million remodeling project resulted in the addition of six new classrooms, a new gym, remodeled kitchen area, a new library and redesigned office and entrance to our school. The front office was remodeled again in 2007. In 2012, a new addition housing eight classrooms was built on the east side of the main building.



RCPS Strategic Framework = BES Strategic Framework

A long-time leader in instructional technology, Roanoke County Public Schools (RCPS) is continuing a sea change in the way instructional planning, digital resources, and technology are leveraged to transform the learning experience of students in all RCPS classrooms toward deeper learning. By shifting the learning focus toward a balance between content knowledge and the equally important process of developing 21st century skills, RCPS affirms its mission to ensure students are equipped with collaborative problem-solving skills and are able to think and communicate creatively about their experiences. In this paradigm, providing access to digital resources and technology is neither the end game nor is it limited to passive tasks such as taking online tests or accessing information. Students use a variety of technology tools as consumers as well as producers of information.

None of this happens within a vacuum; rather, students will successfully achieve within a carefully cultivated climate and culture conducive to learning and with educators and support staff fully prepared to collaboratively meet the needs of each student.

For RCPS, the sea change toward deeper learning means leveraging technology in meaningful ways to focus on the C's of 21st century learning –*Citizenship, Collaboration, Communication, Creativity, and Critical thinking*— while continuing to ensure that every student has appropriate resources to achieve along the path to graduation and beyond.

https://www.rcps.us/Domain/1505

Budget and Finance

Provide accurate and professional financial information for the use of board members, staff, and the community to make pro-active budgetary decisions, plan for future school division needs, assess past financial performance, and optimize the sharing of information.

PHILOSOPHY AND OBJECTIVES

Burlington Elementary is a community of students, staff, and parents, who work collaboratively to support all learners in their individual quest for learning. At Burlington, we provide an atmosphere that values diversity and supports social, emotional, cognitive, and physical development. We learn through exploration and by sharing our knowledge, skills, and experiences with others. Our children are active participants in their classrooms and learn by doing through hands-on learning. Each child is accepted as an individual with unique talents and potential. Every student holds a gift or talent to be shared with the school community. We recognize education as a life-long process, and we strive to prepare children for the journey by providing them with a learning environment that fosters differentiation and meets the needs of all learners.

In order to exceed our own expectations for learning the major objectives of our staff should be as follows:

- Staff members accept and respect all children
- Staff members promote and model the enjoyment of life-long learning
- Staff acknowledges that children can be motivated to learn and reach their own potential
- Children need a consistent learning environment with routines which provide a sense of security
- Professional educators should be part of the decision-making process regarding curriculum, instruction, and evaluation based on verifiable research and effective practice
- A collaborative community of professional educators and support staff is a vital component in the continuing process of improving the quality of life and learning for students and adults within our school
- Parents are encouraged to be active partners with educators in the education of each child;
- The parents, school, and the community are responsible for building character and sensitivity of the diverse nature of our world
- Staff utilizes multiple measures to assess students' progress toward mastery of grade level standards
- Staff members ensure that all parents and interested community members understand the standards and are aware of progress toward grade-level mastery

Curriculum and Instruction

Textbooks

The parent and child are responsible for turning in textbooks at the close of the year in reasonably good condition or paying for damage or loss of book.

Physical Education

A physical education period averaging thirty minutes a day is required by the State of Virginia. With the Encore schedule, students have a forty-five-minute physical education class instructed by the physical education teacher every three days. All children must participate. A child should bring a written excuse from his parent if he cannot physically take part for one to three days. Non-participation beyond three days would require a doctor's excuse.

Students need tennis shoes for participation in the physical education program as well as daily recess. Please see that your child brings or wears tennis shoes every day.

School Counselor

The school is fortunate to have its own elementary school counselor who works with students, teachers, and parents. Her objectives are to aid children in developing academic skills, realistic self-concepts, group awareness, effective coping behaviors, and to provide effective learning climates. The school counselor will schedule conferences upon request.

Gifted Education

Students who are identified for gifted education require curriculum adaptations and/or additional services beyond those usually provided by the regular school program.

Roanoke County's identification processes incorporate standardized and non-standardized data, which relate achievement, intelligence, performance, and teacher ratings. Although the approach to identification varies for students in grades K-2 and grades 3-5, the ultimate goal of each is to find those children whose outstanding capabilities necessitate curriculum adaptations and/or additional services.

If you have specific questions about the screening process and/or feel your child's abilities make him/her a candidate for screening, consult the principal or school counselor. He/she will share with you the time line associated with screening and will direct you to a member of the staff for the gifted program if you have additional questions.

If your child is new to Roanoke County Schools and participated in a gifted program in his/her former school, your child automatically qualifies for screening. Remember to consult with the principal or school counselor to engage your child in the screening process.

Roanoke County also provides a program for artistically talented children in grades 3-5. Screening for this program begins in January of each school year and involves students in grades 2-5 who are referred by parents, classroom teachers, and/or art teachers. If your child is a second grader, you will receive a letter announcing and explaining the approaching screening period and the procedures you should follow to refer your child for screening.

Sue Bostic, Gifted Program Resource Teacher, can be reached at 562-3900 Ext. 10222.

Field Trips

Field trips are planned each year by the teachers as a way to enrich classroom instruction. All trips are related to grade level standards of learning. Parents must give written permission before a child is allowed to go on a field trip. Special transportation will be provided by the school as indicated by a student's IEP (Individualized Education Plan) or 504 Plan.

Chaperones/Parents are expected to provide their own transportation for trips using school buses. Chaperones/Parents may ride charter buses as long as room is available and they pay for their seat as part of the trip's expenses.

BURLINGTON ELEMENTARY SCHOOL WELLNESS PLAN

Dress Code

Roanoke County Public Schools respects students' rights to express themselves in the way they dress. All students who attend Roanoke County Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.

2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).

3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.

4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.

5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.

2. Clothing may not depict or imply pornography, nudity, or sexual acts.

3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

5. Sunglasses may not be worn inside the building.

6. Clothing and accessories that endanger student or staff safety may not be worn.

7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.



School Parties

The following policies regarding parties and snacks were developed by our staff as a requirement of the Roanoke County Schools Wellness Committee. The purpose of the policies is to encourage staff, parents, and students to make healthier choices for snacks and parties. Parent support with our efforts to promote healthier choices for school snacks is appreciated by the staff.

Party Policies (Grade chairs/homeroom parents will organize these events)

- Three parties will be held each year
- Homeroom parents should always discuss plans for classroom parties with the teacher.
- Homeroom parents should check with the classroom teacher about types of food allergies.
- A menu for snacks will be provided to homeroom parents.
- Younger children or siblings are requested not to attend the parties.
- Parties will be held the last hour of the school day.
- When parents volunteer to help with parties, it is important that they also help with the cleanup after the parties. This is a big help to the teachers since they need to prepare their room for the next school day.
- Snacks should be limited to one sweet food, one beverage, and one or more healthy snacks from the suggested list below. The beverage should not include red coloring or be high in sugar content. Water is encouraged as a healthy choice for a drink.

Suggested Snacks

Apple slices	Orange Slices	Trail Mix	Baked Potato Chips
Raisins	Pretzels	Jell-O cups	Animal Crackers
Granola bars	100% Fruit juice	Popcorn	Graham Crackers
Cereal	Chex Mix	Fruit Cups	Mini Rice Cakes
Grapes	Cheese Cubes	Carrot Sticks w/Ranch Dressing	







Birthday Recognition

- ❖ Party invitations may be handed out at school ONLY if every child in the class receives an invitation.
- ❖ The school nurse must check all food items for allergines.
- ❖ Parents must inform the teacher in advance if they want to send a birthday token (nonfood item: pencil, sticker, etc) or snack to celebrate their child's birthday.
- ❖ Parents must drop off the items in the office and the office staff will deliver to the classroom.
- ❖ Teachers will decide when the snack or tokens will be given to the students.

Enrollment and Attendance

Admission to School (Immunizations)

Every child seeking admission to school for the first time must present a State Birth Certificate and a physical examination by a physician or nurse practitioner including immunizations for DPT (one must be given after the fourth birthday), Polio (minimum of three with the third after the 4th birthday – it is also acceptable to have 4 doses before the fourth birthday), Measles, Rubella, Mumps, Hepatitis B, and Varicella. If your child has had chicken

pox, documentation of the Varicella vaccine is not necessary. Parents need to provide a written statement that the child has had chicken pox.

Each child needs a birth certificate to enter school. The birth certificate may be secured from the Bureau of Vital Statistics in the capital of the state in which your child was born. Forms to be sent to Richmond may be secured at the Health Department or the school office. Social Security cards may be secured from the local social security office.

State law requires that every pupil is properly immunized before entering school. Parents need to take responsibility for this and bring documentation to school. Failure to have your child immunized will result in the delay of their enrollment in school. Please contact the principal if you have questions.

Any person who enrolls in a public school for the first time must be of school age as set forth by the State of Virginia as follows: ***Virginia School Law states that children are of school age if they have reached their fifth birthday on or before September 30.***

Daily Schedule

7:25 a.m.	Teachers arrive
7:45 a.m.-2:25p.m.	School in session
2:20 p.m.	Dismissal of primary grades
2:25 p.m.	Dismissal for upper grades for buses and Car Riders
2:45 p.m.	Dismissal for teachers
4:00 p.m.	Office Closes

Daily Attendance

Students arriving in homeroom after 7:45 am are considered tardy. Tardies can adversely affect a student's progress, and, if the number of tardies becomes excessive, the student may be referred to the school social worker. After 7:45 am, parents MUST bring their child to the office to sign their child into school on the computer. A tardy slip will be provided for the student to give to the teacher.

RCPS Admin Regs 7.07 AR: Excused Absences and Tardies

a. Regular attendance at school is important in making academic progress and developing responsibility. Students are expected to arrive to all classes on time every day. Please refer to Policy 7.07 Student Attendance and to your school's Parent or Student Handbook for detailed information about absences and tardies.

b. Excessive and Unexcused Tardies or Absences to School or Class:

i. Students are expected to arrive on time and to attend all classes each day.

ii. A parent's, teacher's or staff member's request is required for excused class absences.

iii. Excused absences include, but are not limited to, hospitalization or extended illness, doctor or dentist appointment, mandatory court appearance, approval from administration prior to absence, death in family/funeral or school-sponsored activities.

iv. Justifiable reasons for absences should be submitted to the school for each absence.

v Students shall not be tardy or absent without an acceptable excuse.

In accordance with Section 22.1-258 of the Code of Virginia, a reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence. If the parents were not successfully contacted, students who are absent must bring a valid note stating the reason for absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the superintendent.

Parents should call the school or send an email by 8:20 a.m. if you know your child will be absent. This helps the office staff who are required to call parents when children are absent. The office staff will call all parents starting at 8:20 a.m. if they have not heard from the parents of a child who is absent.

Report Student Absence By Email!

When students are absent from school, we are required to call parents the day of the absence. This is done primarily to ensure parents are aware students are absent from school. This is an additional level of safety for students. Parents often report the cause of the absence during this phone call; however, a written note stating reason must be submitted within the following three school days. If a child has any type of medical appointment, please obtain a note from the provider for school records. We have established an email address which will allow parents to email excuse for absence notes. Please remember the email must be received within the three school days following the missed day. We will respond to each email with the subject as Email Received, as confirmation. The email is: burattend@rcps.us

This email is for reporting absenteeism only. No other email will be responded to from this address. If you need to contact the school, please do so via staff email addresses listed on the school's webpage

Students may not leave school grounds during the day unless picked up by a parent or designated person approved by the parent. Please come to the office when picking up your child to leave for the day, and the office staff will call the child's teacher. Parents must always sign out their child from school. Parental permission is mandatory for students to remain at school after hours.

Late Arrivals

Attendance at the very beginning of the school day is very important for each student. A student who is tardy misses the homeroom procedures and very possibly class instruction. If the parent is experiencing difficulty getting the child to school on time because the child is resisting coming to school, the parent should contact the teacher, school counselor, or administration for help in working with the child. Every five (5) tardies will count as one (1) absence

Early Pick-Up

If you are going to pick your child up early in the day for a scheduled appointment, please send a note in the morning with your child that indicates the time of pick-up and who will be picking up the child. We ask that you refrain from calling the office to notify of an early pick-up unless it is an emergency.

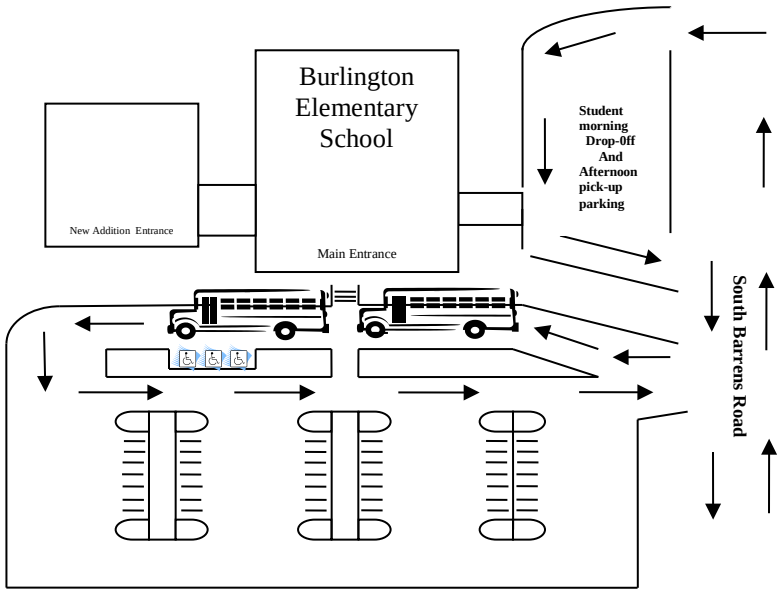
Procedures Concerning Safety and Student Supervision:

1. Always send a note to the homeroom teacher if there are any changes as to how your child will be transported home. You may call the office to confirm that we have received your note. Any changes in afternoon procedures should be made no later than 1:00 pm. Last minute changes run the risk of not getting your child on the proper bus, causes undue stress on our staff and your child, and can delay the buses. The Transportation Department has set the time guideline, and we must adhere to it.
2. When entering the building during the day, visitors must enter the first set of double doors and use the intercom system to alert office staff of the reason for their visit. All visitors entering the second set of doors into the main office must log in to the computer system in the foyer. Visitors must have valid picture identification.
3. Children should not arrive at school before 7:30 a.m. Supervision of students cannot be provided any earlier.
4. Only parents of Pre-School children will be allowed to walk their child to the classroom in the mornings, however, after 7:50 am school staff will escort the Pre Schooler to class.
5. Parents dropping off students in the morning and picking up students at dismissal time are asked to drive down South Barrens Road and enter the side parking lot at the second entrance

6. Drop Off and Pick Up Procedures are as follows:
    a. AM –students will be dropped off to enter door #19 from the side lot. Please have your student(s) ready to exit on the passenger's side. If your student(s) require your assistance for exiting the car, please park in the front lot and walk to the front entrance. Students must be accompanied by an adult to the side door #19. *Please note, no personal vehicles are allowed in the bus loop between 7:15-7: 45 am.*
    b. PM – students will be dismissed from the back gym door #14 after the 2:20 bell. Adults are to park in the side or front lot and walk to the door to sign out students for afternoon dismissal. We ask that adults remain in vehicles until the 2:20 dismissal bell. If a person other than parent/guardian is picking up a student, they must present proper ID. *Please note, no personal vehicles are allowed in the bus loop between 1:50-2: 40 pm.*

Our faculty and staff feel that your help with the above would be beneficial for the safety and welfare of our students. Your assistance will be appreciated.

VEHICULAR TRAFFIC PATTERN



Inclement Weather

An Instant Alert message will be sent informing parents of early dismissal from school due to inclement weather and also of school closings. A link is provided at www.rcps.us so that you may update your contact information. Also, please listen to your local radio/TV stations when it appears that there will be no school as scheduled because of inclement weather. Please do not call the school to inquire about the school closing. Please make sure the information on the *Early Dismissal Procedure Card is accurate and has been discussed with your child.* If school opening is delayed, regular dismissal time will be observed.



You may call the Roanoke County Information Line at 562-6000 for information on school closing.

COMMUNICATIONS

Conferences

Parent-Teacher Conferences will be held twice a year in compliance with the RCPS yearly calendar. Conference hours will be announced. If you need to have conferences at other times, please feel free to contact your child's teacher to schedule a conference.

Reporting to Parents

Report cards will be sent home four times a year. Students in Kindergarten and Grade 1 are evaluated using a checklist on their report cards. Students in grades 2 – 5 receive letter grades at the end of each nine weeks period. Parents will receive an interim report every nine weeks if your child is not working up to expectations with academics and/or behaviors.

Communication with Parents Who Maintain Two Households

Upon request, Burlington will make available to a non-custodial parent any information requested unless otherwise instructed by the court. Self-addressed stamped envelopes are requested from the non-custodial parent if there is a request to mail the information.

GRADING

Grading Scale

A - 90-100	D - 60-69
B - 80-89	F - 0-59
C - 70-79	

Interim Report Periods and Report Cards: Please refer to the district calendar on page two for dates.

6.18 Evaluation - Student Promotion Policies

The schools of Roanoke County shall develop such programs as best meet the needs of all students and which can be efficiently administered by the staff of the respective schools in compliance with the provision established by the State Board of Education in Standards for Accrediting Elementary and Secondary Schools in Virginia.

Elementary Schools

The decision of promotion 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 retentions, and other pertinent information. When retention is being considered, a committee comprising the grade level teacher(s), school counselor, and principal is required to meet before a decision of retention can be made official. There will be follow-up with the parents concerning the decision of the committee.

Promotion/Retention

Individual student promotion shall be based upon satisfactory performance as follows:
Kindergarten = shows satisfactory progress with Kindergarten skills in readiness for First Grade.
First-Fifth Grades – must pass at least two (2) of the following: mathematics, social studies, science and reading. A student may be retained if the final grade of "F" is received in reading or mathematics. A student may be retained if he/she consistently works below grade level in reading, mathematics, social studies, or science.

Homework

The RCPS homework policy (6.14) as set by the School Board is as follows:
Homework is defined as any schoolwork assigned to be completed outside of class time. Homework may be assigned at the discretion of the teacher to meet individual student learning needs. Homework assignments must conform to the following guidelines:

- The purpose of the homework assignment should be made clear to the student as the assignment should be closely related to classroom activities.
- Homework may not be used for punitive purposes.
- Homework tasks should be within the ability of the student to attempt to complete independently.
- Homework directions and expectations should be clearly communicated.

- Homework assignments should be designed in consideration of the student's access to resources outside of class.
- Homework assignments should be designed to be completed within a reasonable amount of time and in consideration of the student's overall homework load.
- Homework should be evaluated promptly, and appropriate feedback should be provided.
- 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.
- 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.
- Students in grades K-8 (except for those in credit-bearing classes) should not be required to complete homework on weekends.
- 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.
- Students in grades K-12 should not a homework assignment due on a day they are taking a SOL test.
- 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.
- Teachers should collaborate with colleagues and consult the principal as needed to determine the appropriateness and reasonable length of homework assignment.

At Burlington Elementary, K-5 students are provided a homework folder. Additionally, students in grades 2-5 are provided an assignment book. These should be checked nightly.

Parents should call by 8:30 am or send a note by a sibling when a student is ill to request homework assignments. Parents/guardians can pick up the requested homework after school or have the homework sent home by a sibling.

Telephone Use

Parents may leave messages for the teacher. Teachers will return telephone calls as quickly as possible. Please understand that instructional time cannot be used to return calls. Most return calls will be made after the students have left for the day.

Students should not be called during the school day except in emergency situations. Students are not allowed to make phone calls unless they have permission from the classroom teacher or the office staff.

Cell Phone Use

It is the policy of this school board that the unauthorized and/or improper use, possession, or control of any telephone, camera phone, universal remote, PDA or similar portable communication device by persons under the supervision of school officials on school board property is prohibited. The Student Conduct Code may provide appropriate sanctions for violation of this policy by students.

RCPS Policy 8.01.04 states:
Elementary and Middle School Students may possess a cellular telephone, PDA, or other communications device on school property, including school buses, provided that the device must be "off" and out of sight during the school day unless being used as an approved part of the instructional process.
If a student violates the policy, the device will be secured in the school office and will only be released to a parent/guardian.

SCHOOL DISCIPLINE

Discipline

Quality instruction depends on good discipline. We will not tolerate rudeness, disrespect, vulgarity, obscene gestures or language, vandalism, and inappropriate physical contact.

We strive to maintain order inside and outside of our school building. Running, shoving, etc., is not only a disruption but also dangerous and will not be tolerated.

The principal will support any reasonable measures taken by the teachers to maintain good discipline and will assist the teachers in this respect whenever necessary. The principal will make every effort to see that discipline is fair and reasonable.

All families should have a copy of the Roanoke County Public Schools Student Conduct Code and Internet Use Agreement. Parents should read and discuss this with their children.

Laws Related to School Disciplinary Records

Disciplinary actions for violating school board rules must be included in scholastic records. Additional information can be found in the Code of Virginia.

Weapons 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 or at any school activity. Please note this includes toys or look-alike guns. Possession at school will result in an automatic suspension.

Please refer to the Roanoke County Public Schools Student Conduct Code for further explanation.

In addition to other possible sanctions, the principal or any school employee may confiscate any weapon or dangerous object. All such confiscated items shall be delivered forthwith to the principal to be disposed of by authorities.

HEALTH AND SAFETY

Health Screening

The following screenings take place each year:

Hearing	Grades K, 3
Vision	Grades K, 3

Administering Medication to Students

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

Medications Prescribed for Individual Students

Employees of Roanoke County School Board may give medication prescribed for individual students (including preschool students) only under the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student. Parents must also deliver the necessary supplies with which to administer medications (ex. syringes, spacers). A Medication/Request Permission Form signed by the parent must be on file for all medication (prescriptions and non-prescriptions).

Nonprescription Medications

Employees of Roanoke County School Board may give nonprescription medication to students (* excluding preschool students) only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student. A Medication/Request Permission Form signed by the parent must be on file for all medication (prescriptions and non-prescriptions).

*Parents of preschool children ages 2 to 6 who may require over the counter medications must provide a written order on the Medication Form from a physician/practitioner to administer as needed during the current school year. A Medication/Request Permission Form signed by the parent must be on file for all medication (prescriptions and non-prescriptions).

Exceptions

There are exceptions in which a student may keep certain prescription medications for self-administration. These include bronchodilator and steroid inhalers for asthma, glucose tablets, gel, or glucagon administration kits, insulin, Epi-pens and cough drops. An Individualized Health Care Plan must be written and on file with the School Nurse. If non-prescription (over the counter - OTC) medication is

required, it must be supplied to the school in the original UNOPENED container by the parent. Written parent permission must be provided with specific directions for administration.

Misuse of Medications

Sharing, borrowing, distributing, manufacturing, or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the *Standards of Student Conduct.*

Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal or designee.

Additional Guidelines for Burlington Elementary

- All medication must be delivered to the office by the parent.
- Students may not carry any medication to school. ***Violation of this rule will result in a suspension.***
- All medicines are kept in a locked drawer in the nurse's office.
- Only authorized/trained personnel are permitted to administer medication.
- Pills should be counted by the parent and school staff when delivered to the school and documented on the medication log.
- It is very important that proper medication is provided for students on field trips.

Accident or Illness

When a child becomes ill or is injured, we make every effort to contact the parent to come to pick him/her up. It is IMPERATIVE we know how to contact a parent or relative.

Please fill out the Student Information form on INFOSNAP with all pertinent and current information as quickly as possible. This form contains your instructions to the school in case your child needs medical attention. If we cannot reach anyone listed as an emergency contact, we will call 9-1-1 for assistance and follow their suggestions for the child's safety.

Toys at School

Except for "Show and Tell" in primary grades, or upon prior approval or request by the teacher, parents are urged to see that children do not bring toys to school.

SCHOOL DRESS CODE

In choosing student dress, the parents and students should consider modesty, safety, weather, and scheduled activities. Students should not wear clothing that disrupts the educational process of the school.

Please refer to the following guidelines:

- Dress must comply with Roanoke County Schools Dress Code Policy.
- 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.

The administration reserves the right to judge appropriate appearance.

EMERGENCY DRILLS

- Students are given necessary instruction on a regular basis on how to react in case of an emergency.
- Fire Drills and Lockdown Drills are held as follows:
  Lockdown Drills-
  Two within the first 20 days of school opening

Two more before the end of the school year

Fire Drills –

One each week for the first four weeks of school

One each month

BUS TRANSPORTATION

Bus Riders

For the safety of all students who ride buses to school, we must require good behavior **at all times** while on the bus.

Bus conduct rules are posted on all buses, and misconduct by any student on the bus, at a bus stop or going to or from a bus stop will be reported to the school administrator by the bus driver. ***All buses are equipped with video cameras that record the activities on the bus and may be used by the school administrator in determining appropriate disciplinary action resulting from misconduct on the bus.***

Students who wish to ride a different bus or get off at a different stop with a friend must have written permission. Both students MUST have written permission from their parents.

Bus Discipline Policy

In accordance with policy 9.11, "the principal will have the authority to suspend the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus."

The principal and/or assistant principal will use the Bus Conduct report to record number of write-ups from the driver as indicated on the top right-hand portion of the report.

The principal and/or assistant principal will follow the preliminary actions listed as well as the present actions and recommendations when disciplining a student for bus conduct issues.

A student will be suspended off of the bus when s/he receives the 3rd notice for the same or similar misconduct.

The following suspension schedule will be used for 3 or more notices (write-ups):

- 3rd notice (write-up) - 1-2 days suspension
- 4th notice (write-up) - 3-5 days suspension
- 5th notice (write-up) – 5-10 days suspension
    - Plan parent meeting or phone conference with possible Central Office representation
- 6th notice (write-up) – 10 or more days suspension or loss of bus privileges for the remainder of the school year

Due to the severity of the misconduct – the principal or assistant principal may choose a long-term bus suspension (10 or more days), bus expulsion regardless of the number of notices (write-ups) or suspension from school (1-10 days).

Roanoke County School Bus Regulations

The following regulations must be observed by students who ride buses:

1. Be at bus stop 5 minutes before schedule
2. Strict obedience to the bus driver
3. Obedience to State Bus Law:
    a. Do not put head out of the bus window
    b. Do not extend hand or arm out of the bus window

c. Do not throw things out of the bus window

4. Students must get on the bus in the mornings and off in the afternoon at the stop nearest their home. Any changes must be authorized by the RCPS transportation department.
5. Riders on the bus must remain seated until the bus comes to a full stop
6. Students waiting to get on the bus must line up and enter bus in an orderly manner. No playing in the streets. Students are to walk in front of the school bus.
7. Loud talking, profanity, unusual noises, pushing, inappropriate touch, shooting spitballs, and throwing of any article is forbidden.
8. All food and drink are prohibited on buses
9. Any deliberate destruction of bus seats, glass, etc., will be paid for by the student
10. Any unnecessary movements to distract the driver are forbidden
11. School bus regulations also apply to field trips
12. Any student not obeying these bus regulations to the fullest extent is punishable by the loss of the privilege of riding the school bus
13. Any glass objects or containers are prohibited on buses.

**In accordance with policy – ALL Preschool, Kindergarten and First Grade Students must have an adult at the afternoon bus stop. If no adult is visible, the student will be brought back to school, and the parent/guardian called to come to the school for pick-up.



FINANCIAL MATTERS

Student Pictures

School pictures are made annually for student records. The photographs are then offered for sale as a fund-raising project for the school. Proceeds are used to purchase equipment, supplies, materials, and other worthwhile school needs. The parent is under no obligation to purchase the photographs. Payment must be made when pictures are taken.

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 local health and human service organizations to fund their programs and services, which are listed in their brochures. The Roanoke County School Board does not necessarily endorse the philosophy of some agencies and reserves the right to deny its advocacy of that group.

Student Door-to-Door Sales

School or PTA sponsored fund-raising activities are not intended to involve students in door-to-door solicitation. This type of selling is contrary to School Board Policy.

LUNCH and BREAKFAST PROGRAMS

Breakfast – 7:30 a.m. to 7:45 a.m. (Breakfast cannot be charged and will not be served when school opens late due to inclement weather.)
Lunch – 10:30 a.m. to 1:00 p.m.

Breakfast:	Daily Lunch:	Other:
Full Price - All Schools: $1.35 Reduced Price - $.30 Adult Breakfast - $1.85 Weekly Breakfast: Elementary - $6.75 Reduced Price - $1.50 *All meal prices are subject to change.*	Full Price - Elementary: $2.55 Reduced Price - All Schools - $ .40 Adult Lunch - $ 3.45 Weekly Lunch: Elementary: $12.75 Reduced Price - $2.00	All Milk - $.50 All Juice - $.50 Ice Cream - TBD
Free and reduced breakfasts and lunches are available for those parents who qualify after completing the Free and Reduced Price Student Meals Form.		

Breakfasts and lunches can be prepaid.

Money may be added to accounts daily, weekly, or yearly to buy breakfast, lunch, and snacks. Money may be paid to the cafeteria or online at http://www.myschoolbucks.com (this was known as MyLunchMoney - the name has changed, but your account information will remain the same).
If a student does not have their lunch money, they may borrow for one day. This money needs to be re-paid the following day. Please refer to RCPS Policy #9.15 concerning meal charges.

Milk Allergy

If your child has been identified by a physician or practitioner as being allergic to milk, we must have a written note from the physician/practitioner on file. You will need to provide your child a substitute beverage at lunch time. The note from the physician/practitioner must be renewed at the beginning of each school year.

Extra Items

Extra food items are available daily. These purchases cannot be used as a lunch substitute and may not be charged if the account is not sufficient. Students receiving free or reduced lunches must pay cash or place funds on their accounts to make a purchase.

Cafeteria Guests

We welcome parents/guardians to join students for lunch. ***However, morning routines will not allow parents/guardians to join students for breakfast.***

Expectations for visitors to our cafeteria for lunch are as follows:

1. NO OUTSIDE FOOD preferred. We appreciate your support to the cafeteria.
2. Only Guests purchasing food from the cafeteria are allowed to go through the serving line. If not purchasing, please proceed to the ***family dining tables located outside the cafeteria***.
3. Guests are to sit at the family tables ***with their student only***.
4. No additional students may sit with guests.
5. Extra Food Items are for students only. Not available for guests to take unless purchased.
6. Follow the same cafeteria rules as expected of our students.
7. Students will exit the cafeteria with their class at the end of their designated lunch block. Guests are asked to say their goodbyes and exit the building by checking out in the office. Guests are not allowed to return to the classroom with their child, linger in hallways or remain on school property.

COMMUNITY INVOLVEMENT

Burlington Elementary School Community Interaction Plan

The Community Interaction Plan for Burlington Elementary School shall include but not be limited to the following considerations:

- Field trips to various community businesses and cultural locations
- The invitation of parents to serve as school volunteers
- The close association with local Parent/Teacher Association Groups to include teachers and principals serving on the Executive Board
- The observation of American Education Week, Veterans Day, and National School Lunch and Breakfast Week with the open invitation for parents and other community members to visit the school
- The invitation of numerous community resource people and organizations to serve as individual speakers and program presenters, such as Clean Valley Committee, Science Museum, History Museum, and Water Authority.
- The school also publishes a Parent Handbook, School Newsletter, maintains a school website and observes Parent/Teacher Conference Days.
- The school also serves as a clearinghouse for information from many community groups such as the Girl Scouts, Boy Scouts, Roanoke County Parks & Recreation, and the Roanoke County Public Library.

School-Community Relations

Burlington 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 Back-to-School Night, use of the facilities by the Recreation Department, Parent/Teacher Conferences, PTA meetings, Family Reading Night, and Family Math Night.

What You Can Do To Effectively Help Your Child

- Encourage your children to try their best at school each day.
- Read aloud to your child(ren) or have them read to you or each other.
- Have a family storytelling night at least once a week.
- Practice math facts each day.
- Ask your child questions about school and wait for the answers.
- Carefully study papers that are brought home. Please check your child's Bobcat folder (Gr. K – 5) and assignment pad (Gr. 2 – 5) daily.
- Accept invitations to conferences or meetings.
- Attend the PTA meetings (See the monthly newsletter for dates).
- Make an appointment to talk to a teacher when you have questions or concerns.
- Get to know your child's teachers, the administrators, and your School Board representatives.
- Attend a School Board meeting which is open to the public. The meetings are normally on the second and fourth Thursday of each month in the Roanoke County School Board Room at 7:00 p.m. Check the Roanoke County Public Schools website (www.rcs.k12.va.us) for verification of date/time.

VOLUNTEERS – We welcome volunteers in our school. The volunteer coordinator will assess the needs of the teachers and match with volunteer skill sets and talents. A brief training on Volunteer Guidelines will be provided for all volunteers at the beginning of the school year.

Please join the PTA and learn how you can be an active part of
Burlington Elementary as we work together for
Every Child, Every Day!

SEX OFFENDER REGISTRY NOTIFICATION

The Roanoke County Public School division recognizes the danger sex offenders may pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Roanoke County Public School division requests automatic electronic notification of the registration or re-registration of any sex offenders in the same or contiguous zip codes as the school. School Board Policies 3.12 and 3.45 address procedures related to sex offenders. Any parent or citizen wanting information regarding registered sex offenders may contact the Virginia State Police via their website: http://sex-offender.vsp.virginia.gov/sor/

Lunch Schedule Revised 8/8					
Time	***Time***	***Grade***	***Teacher***	***Table #***	***Cafeteria Duty***
10:20	10:50	5th		1 thru 7	
10:20	10:50	5th	Brooks		10:20-10:55 Basham
10:25	10:55	5th	Farrell		10:20-10:55 McBee
10:25	10:55	5th	Smith		
10:35	11:05	PK	Brodrecht	8,9	**PK AIDS**
			Turner		
10:45	11:15	1st	Fisher	10,11	**10:55-11:15 McBee**
10:45	11:15		Sheridan	12,13	**10:45-11:20 Holland**
10:50	11:20		Call	14,15	**10:45--11:20 Kidd**
10:50	11:20		Hayes	16,17	**10:55-11:05 Becktold**
11:05	11:35	2nd	Saul	1,2	**11:05-11:25 Becktold**
11:05	11:35		St. Clair	3,4	**11:20-11:35 Holland**
11:10	11:40		Jennings	5,6	**11:20-11:35 Kidd**
11:10	11:40		Browning	8,9	
11:30	12:00	4th	Kessler	10,11	**11:30-12:10 Laughlin**
11:30	12:00		Perko	12,13,	**11:30-12:10 Hickman**
11:35	12:05		Falls	14,15	
11:35	12:05		Barney	16,17	
11:50	12:20	3rd	Beard	1,2	**11:45-12:20 Hartman**
11:50	12:20		Crouch	3,4	**12:10-12:25 Hickman**
11:55	12:25		Milton	5,6	
11:55	12:25		Clifton	8,9	
12:15	12:45	K	Fifer	10,11	12:15-12:50 Dixon
12:15	12:45		Shelor	12,13	12:20-12:45 Hartman
12:20	12:50		Frost	14,15	
12:15	12:45		Kaur	16,17	

7		17
6	8	16
5	9	15
4		14
3		13
2		12
1		11
		10

Two Hour Early Release Schedule

11:40	12:10	3	Beard/Crouch	1-9	10:50-11:20
Time	***Time***				
10:15	10:45	5th	All	1-7	*9:40-10:10*
10:25	10:55	PK	All	7,8,9	
10:40	11:10	1	Fisher/Sheridan	10-17	9:05-9:35
11:45	11:15	1	Call/Hayes		
10:55	11:25	2	Saul/St.Clair	1-9	10:15-10:45
11:00	11:30	2	Jennings/Browning		
11:10	11:40	4	Kessler/Perko	Classroom	7:55-8:25
11:15	11:45	4	Barney/Falls		
11:25	11:50	K	Fifer/Shelor	10-17	8:30-9:00
11:30	12:00	K	Frost/Kaur		
11:40	12:10	3	Beard/Crouch	1-9	10:50-11:20
11:45	12:15	3	Milton/Clifton		

TWO HOUR DELAYED START SCHEDULE

Arrival Time	***Exit Time***	***Grade***	***Teacher***	***Table #***	***Encore***
10:25	10:55	5	All	1-7	12:00-12:30
10:35	11:05	PK	All	8-9	
10:45	11:15	1	Fisher/Sheridan	10-17	1:10-1:40
10:50	11:20		Call/Hayes		
11:05	11:35	2nd	Saul/St.Clair	1-6	12:35-1:05
11:10	11:40		Jennings/Browning		
11:30	12:00	4th	Kessler/Perko	10-17	10:00-10:30
11:35	12:05		Barney/Falls		
11:50	12:20	3rd	Beard/Crouch	1-9	11:25-11:50
11:55	12:25		Milton/Clifton		
12:10	12:40	K	Fifer/Shelor	10-17	1:45-2:15
12:15	12:45		Frost/Kaur		