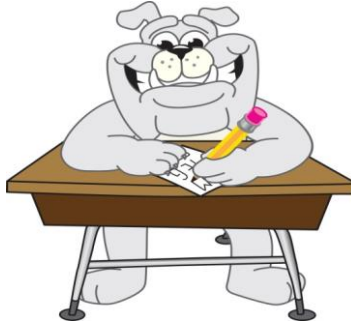


Brookneal Elementary School

P.O. Box 900
133 Charlotte Street
Brookneal, VA 24528
Phone: 434-376-2042 Fax: 434-376-2371



SCHOOL/STUDENT HANDBOOK

Welcome to Brookneal Elementary School and the home of Gladys the bulldog! The staff and administration believe that the elementary school years are the most important years in the educational process. It is during this early time that values are formed, learning patterns established, and basic skills and concepts that lead to success in school and in life are acquired.

Brookneal Elementary School is comprised of pre-kindergarten through fifth grades. Our instructional program is based on the Virginia Standards of Learning. Our instructional goals include assisting students in attaining skills necessary for success in school and life.

The purpose of this handbook is to provide you with information pertaining to our school and school system. We encourage you to take time to read and familiarize yourself with this information. Please call to schedule an appointment with your child's teacher whenever concerns arise regarding your child's progress. If you have any questions regarding our policies and procedures please contact Mrs. Sharron Gunter, Assistant Principal, or Mr. Keith Bennett, Principal.

ADMINISTRATIVE STAFF

Principal: Keith Bennett
Assistant Principal: Sharron Gunter
School Secretary / Bookkeeper: Trisha Elder
Attendance Clerk: Faye Gaddy
School Nurse: Laura White

DAILY SCHEDULE



7:35 A.M.	Teachers Arrive
7:40 A.M.	1 st Load Buses Arrive (Main Entrance)
7:40 A.M.	Car Riders Arrive (Cafeteria Entrance)
7:40 A.M. – 8:37 A.M.	Breakfast
7:50 A.M.	2 nd Load Buses Arrive
8:10 A.M.	Tardy Bell / Morning Announcements
10:40 A.M. – 12:30 P.M.	Lunch
3:00 P.M.	1 st Load Buses Dismiss (Main Entrance)
3:00 P.M.	Car Riders Dismiss (Cafeteria Entrance)
3:10 P.M.	2 nd Load Buses Dismiss (Main Entrance)

Parents or guardians may not drop off students before 7:40 AM. The faculty and staff are unable to provide supervision prior to 7:40 AM.

TWO HOUR DELAY SCHEDULE



9:40 A.M.	1 st Load Buses Arrive (Main Entrance)
9:40 A.M.	Car Riders Arrive (Cafeteria Entrance)
(NO BREAKFAST SERVED)	
9:50 A.M.	2 nd Load Buses Arrive
10:15 A.M.	Tardy Bell / Morning Announcements
10:45 A.M. – 12:25 P.M.	Lunch
3:00 P.M.	1 st Load Buses Dismiss (Main Entrance)
3:00 P.M.	Car Riders Dismiss (Cafeteria Entrance)
3:10 P.M.	2 nd Load Buses Dismiss (Main Entrance)

TWO HOUR EARLY DISMISSAL

7:35 A.M.	Teachers Arrive
7:40 A.M.	1 st Load Buses Arrive (Main Entrance)
7:40 A.M.	Car Riders Arrive (Cafeteria Entrance)
7:40 A.M. – 8:37 A.M.	Breakfast
7:50 A.M.	2 nd Load Buses Arrive
8:15 A.M.	Tardy Bell / Morning Announcements
10:40 A.M. – 12:15 P.M.	Lunch
1:00 P.M.	1 st Load Buses Dismiss (Main Entrance)
1:00 P.M.	Car Riders Dismiss (Cafeteria Entrance)
1:10 P.M.	2 nd Load Buses Dismiss (Main Entrance)





ARRIVAL TO SCHOOL

1. Students arriving to school after 8:10 A.M. are considered **tardy** and must sign in at the main office. Students will be issued a tardy slip to present to their teacher upon entering the classroom.
2. Morning drop-off for car riders is from 7:40 A.M. – 8:10 A.M.

For the safety of all students, parents of car riders need to turn onto Harrison St. and turn left onto West Forest St. to drop off students at the cafeteria.



Area 1 is for bus drop off and pick up only from 7:40a.m. - 8:10 a.m. and 2:45 p.m. -3:05 p.m.

Area 2 is for all car riders for arrival to school and pick up in the end of the school day. All parents are asked to enter **W. Forest St. through Harrison St. and not Charlotte St.**

All car riders will be given a **BES CAR RIDER SIGN** with a **NUMBER** to be placed in your car window for after school dismissal.

Teachers will be on duty at the cafeteria to assist with children exiting vehicles and walking safely into the building. After 8:10 A.M. parents may enter the bus loop to park and walk children up the side walk into the **front entrance** of the building but not to the classroom. Students must **NOT** be dropped off in the teachers' parking lot unattended at any time.



ATTENDANCE

Attending school all day, every day, is a crucial component of student success. Absences, tardies, and early dismissals are only excused if they meet the criteria listed in the Campbell County Schools Parent Notifications Manual. The school must receive a written note explaining the reason for an absence, tardy, or early dismissal. School administration and staff will determine whether the stated reason meets the criteria to be excused.

- After 3 unexcused absences a letter will be mailed requesting notes.
- After 5 unexcused absences, a second letter will be mailed requesting the parent meet with a school administrator to discuss the truancy.
- After 6 unexcused absences, school administration will contact the parent.
- After 7 unexcused absences, a referral to the Truancy Review Team will be submitted.
- When a student has accumulated 10 total absences (excused and /or unexcused), a doctor's note will be required to excuse any future absence.

1. Absences – A student must bring a written excuse to their classroom teacher explaining any absence. **The Campbell County School Board only excuses absences for illness, death in the family, court appearances, or religious holidays.** Frequent unexcused absences affect a child's progress in school. Prearranged absences, which must be approved by the principal prior to the absence, will be excused or unexcused based upon the number of previous absences. An approved absence allows the child to make up missed work. Please refer to the Campbell County School Board policies for more information.

2. Tardies – Students arriving to school after 8:10 A.M. are considered tardy. Students need to be accompanied by a parent or guardian with a written note or verbal explanation regarding tardiness. Excused tardies are only for illness, death in the family, court appearances, medical conditions, or appointments verified by a note from the physician or dentist. Frequent tardiness may affect a child's grades.

3. Excessive absences or tardiness – Parents will be notified of frequent absences or tardiness. Phone calls will be made and letters will be sent requesting written notices or doctor's verification regarding the absences or tardies. If this is not rectified, a written referral will be made to the Truancy Review Team.



DISMISSAL FROM SCHOOL

Our instructional day ends at 3:00 pm.; please make every effort for your child to remain in school for the entire day.

1. Students will only be called from the office during the afternoon for emergencies or for occasional appointments. Students will not be called from the office on a daily basis. To ensure all transportation needs are met for all students any transportation /bus changes need to be made by 1:30 pm. When calling to make bus changes you will need to supply the physical address of the location you wish the student be dropped off.

2. **For the safety of all students, parents must come to the office/front desk to sign students out. Entering a classroom to pick up your child is not permitted.** Students are dismissed through the main office. Proper procedures must be followed for departure; the safety of our students is very important.

3. When students plan to go home with another student, each student needs a note signed by his/her parent to be approved in the main office at the beginning of the school day. Bus drivers will be notified if another student will be riding that day at dismissal.

4. A note must be written if a student is leaving school with someone other than the individuals listed on the emergency card. We will call parents/guardians to verify the change in dismissal.



CAR RIDER

If you are picking your child up from school on a daily basis, you will need to complete a form stating the names of those picking your child up regularly and you must display a printed Brookneal Elementary School Car Rider Pass on the dashboard of the vehicle picking up the student. **All car riders will need to use W. Forest Street entering from Harrison St. Your child will be escorted to your car and will only be allowed to leave with persons listed on the Brookneal Car rider pass. If you have not received a BES car rider tag please fill out the car rider dismissal form in the office to receive a BES tag.**

SCHOOL BEHAVIOR EXPECTATIONS



Students are responsible for knowing school-wide expectations. Appropriate behavior is expected from students in the classroom, cafeteria, bathroom, on the playground, and on the school bus. In addition, students are expected to adhere to Campbell County School Board Policies, Rules, and Regulations.

1. A lot of work has gone into making our school a clean and nice place in which to learn and grow. It is the duty and responsibility of every student to see that no one does anything that might bring discredit to our school. Students abusing school property will receive disciplinary action including restitution and repair.
2. Students are to show proper respect for all adults at all times. They must follow the directions of all teachers or other school employees.
3. Students are expected to maintain good discipline in all classes. Students who continuously disrupt the academic atmosphere will be subject to strong disciplinary action.
4. Students will not run in the school building at any time or on the school grounds while going to and from the buses. Students are expected to follow in a line when moving as an entire class.
5. Bringing animals, such as pets, to school may only be done after obtaining prior approval of the principal. Approval must be obtained at least one week in advance. Animals are brought to school for instructional purposes only.
6. Students are expected to adhere to restroom break schedules. Those students needing more frequent restroom breaks should bring a letter from parents/and or a physician stating such.
7. Students should avoid bringing large amounts of money to school. If purchases are necessary, students should bring only the amount of money needed.
8. Students are not to throw objects such as stones, sticks, snowballs, acorns, pieces of mulch, etc. on school grounds.
9. Students are not to bring brothers, sisters, or other visitors to school or on Field Trips. It is not the responsibility of the school to watch them during the day.
10. All students are expected to adhere to Campbell County School Board Policies, Rules, and Regulations.
11. The administration and staff of Campbell County's Elementary Schools are committed to the maintenance of an effective environment for learning. Student discipline is viewed by school personnel as being the joint responsibility of both the home and school. In dealing with discipline problems, it shall be the purpose of the school to treat each individual fairly, firmly, and justly; while at the same time insisting upon an environment that is conducive to learning.

ITEMS NOT ALLOWED AT SCHOOL



- Mp3 players, personal iPods, CD players, headphones, skateboards, roller blades, laser pointers, and other electronic devices or games, toy weapons, knives of any sort are not allowed at school at any time.
- Toys (Unless they serve a specific instructional purpose by the teacher)



DRESS CODE

1. Students are expected to dress in a manner appropriate for school which includes athletic shoes for physical education classes and outside recess.
2. Students are not allowed wear the following items to school:
 - Flip flops
 - Hats or caps (worn inside the building)
 - Clothing that is tight and revealing, or that has writing and/or pictures which are obscene or questionable in taste for a school setting.
 - Dresses, skirts, shorts, and skorts that are shorter than the students' fingertips when arms are held straight down towards knees
 - Spaghetti straps and tank tops that are less than two inches wide

Any student who is not wearing appropriate clothing may be removed from class or school. Please refer to the Campbell County School Board Policies for more information.



WIRELESS COMMUNICATION DEVICES

In accordance with the Campbell County Schools Standards of Student Conduct: “the possession of wireless communications devices (cell phones, pagers, PDA’s, wireless internet connection devices, or any similar device) is prohibited unless kept and used as set out in this policy. Such devices are contraband subject to confiscation and the student shall be subject to imposition of other penalties. Possession of such devices by a student is allowed **only** if such devices are kept turned off and kept out of sight inside a pocket, book bag, purse, or similar container. Such devices shall not be displayed, used, or allowed to emit any ring tone or other noise on school grounds during school hours or during school transportation. While participating in school sponsored events outside of

school hours such devices may be used only with prior consent of the school official in charge.”

EMERGENCIES/CHILD SAFETY



Detailed plans for emergencies such as armed intruders, bomb threats, fires, tornadoes and mock disasters are outlined in the teacher handbook. Each teacher will become thoroughly familiar with this information which will be reviewed and practiced with the students.

Accidents: First Aid may be administered on the spot of the accident or the student may be brought to the office depending on the nature of the injury. Parents or guardians will be notified if necessary. The classroom teacher is responsible for seeing that the student needs are met. A nurse will assist with health services and provide leadership in establishing a complete and effective program of school health. More serious injuries may involve rescue workers or transporting the student to the hospital. The school principal or designee will accompany the student to the hospital and parents or guardians will be notified immediately to assist in decision making.

Drills: The school will conduct fire drills, tornado drills, earthquake drills, and lockdown drills on a regular basis. **Parents and visitors will not be permitted to enter or exit the building during a lockdown drill, or during an actual lockdown.**

FOOD /CAFETERIA



- **FOOD ALLERGY ALERT:** The sharing of food among students at any time is not permitted because of potential health and allergy concerns.
- Candy, gum, soft drinks, or other confectioneries may not be brought to school or eaten except for special occasions as directed by the administration or teacher.
- All students have a cafeteria account. Your child’s account cannot be accessed by anyone else.
- Food purchased in the cafeteria must be consumed in the cafeteria or thrown away. Students cannot take food purchased in the cafeteria to their classrooms.

CLINIC GUIDELINES

Health Requirements: State law (Ref. Code of Virginia § 22.1-270) requires that your child is immunized and receives a comprehensive physical examination before entering public kindergarten or elementary school for the first time.

Accidents: First Aid may be administered on the spot of the accident or the student may be brought to the office depending on the nature of the injury. Parents or guardians will be notified if necessary. The classroom teacher is responsible for seeing that the student needs are met. A nurse will assist with health services and provide leadership in establishing a complete and effective program of school health. More serious injuries may involve rescue workers or transporting the student to the hospital. The school principal or designee will accompany the student to the hospital and parents or guardians will be notified immediately to assist in decision making. Injuries, scrapes, scratches, insect bites and other injuries that have scabs that are older than 48 hours old will not receive ice, Band-Aids, or other treatment.

Illness: If a student has a fever of 100.5° or higher, is vomiting, or has diarrhea, the student will be sent home and should remain home until symptom/fever free for 24 hours without the use of medication.

Medications: Prescription medications will not be given without physician's orders. If your child needs to take medication (prescription or non-prescription) while at school, the medication must be in the original container, labeled, and a medication authorization form must be completed for each medication. The medication, along with the completed authorization form, must be given to the nurse. This includes cough drops. **Please make sure that the school is aware of any allergies, medical conditions, or other important information about your child in case of an emergency.**



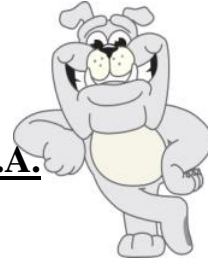
PARENT VOLUNTEERS/VISITOR POLICY

All visitors must report to the main office immediately upon entering the building. In some instances, identification may be required for verification. All visitors will be issued a visitor or volunteer badge to wear. This will be returned to the office when the visitor/volunteer leaves the building and checks out.

Parents planning to volunteer in a classroom must first contact the teacher and arrange a suitable time. The teacher will inform the office and receive approval for the pre-arranged volunteer time. Parents will not be allowed to volunteer in classrooms if this scheduled time is not on our volunteer calendar.

PLEASE NOTE: For the safety of all students, the faculty and staff have been instructed to stop anyone not wearing a badge to report to the main office/front desk to receive a visitor or volunteer Badge.

BROOKNEAL ELEMENTARY P.T.A.



We are fortunate to have an active and supportive Parent-Teacher Association at Brookneal Elementary. Meeting dates will be posted on our website. Parents and other family members are encouraged to become active in our PTA. All fees and fundraising is used to support activities for Brookneal Elementary students. Volunteering is a wonderful way to help your child.

Please visit the PTA's Facebook page.



Brookneal Elementary School



P.O. Box 900

133 Charlotte Street

Brookneal VA 24528

Office: 434-376-2042 Fax: 434-376-2371

NOTICE TO PARENTS

August 15, 2016

Dear Parents:

As a parent of a student at Brookneal Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it.

Brookneal Elementary School is a focus school as designated by the Virginia Department of Education. Specifically, you have the right to ask for the following about each of your child's classroom teachers **who were hired after the first day of the 2002-03 school year teaching in the following core academic subjects: English, reading or language arts, mathematics, science, foreign language, civics and government, economics, art, music, history, and geography:**

- Whether the Virginia Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher's aides or similar paraprofessional provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the principal, Keith Bennett, at Brookneal Elementary School, 434-376-2042, Extension 8950.