

Standards of Conduct and General Information
A Handbook for Parents and Students

L. L. Beazley Elementary

2014 - 2015



Student's Name

Teacher's Name

Bus Number

L. L. Beazley School _____ 733- 2745
Transportation Office _____ 733- 2712
Food Service _____ 733- 2710
Emergency Closing _____ 733- 2605
Champions Before & After School Care _____ 861- 5687
Web Site www.pgs.k12.va.us

L. L. Beazley ~ Where learning in a safe, caring environment comes first!

Dear Beazley Families,

As we enter another school year, we would like to welcome you to our family – L. L. Beazley Elementary School, grades PreK-5. The success of “our” school is a concern for us all. Hopefully, you will feel a part of Beazley and want to be involved in its progress through active participation within individual classrooms, support activities, special events, and our excellent Beazley Parent Teacher Advisory Committee.

On the following pages, you will find general and specific information, in addition to rules and regulations necessary to the safe, orderly, and meaningful operation of our school. These pages cannot be all inclusive and from time to time questions may arise. Please ask if you need to, as more complete details are available in PG Policy, and constructive criticism is also welcome. Remember, this is our school and whether a new or returning family, together, we have the capability of doing “whatever it takes to make it happen.” We look forward to working with you.

Sincerely,

James E. Scruggs

JES/ca

TABLE OF CONTENTS

Absences _____	17
Activities offered _____	14
Asbestos _____	9
Attendance _____	17
Academic Awards Assemblies _____	40
Bomb Threats _____	43
Bookstore _____	9
Breakfast _____	30
Bullying _____	44
Bus Rules _____	45
Bus, Students Riding _____	16
Bus, Students Not Riding _____	16
Charges, Lunch _____	30
Child Care – Before/After School _____	9
Communication _____	18
Conduct, Student _____	42
Curriculum _____	19
Daily Schedule _____	11
Damage to Property _____	42
Damaged Book Policy, Library Media Center _____	29
Detention of Students After School _____	43
Disaster Drills _____	9
Disciplinary Records _____	44
Dress Code _____	42
Drug Policy _____	45
Early Arrival _____	15
Early Dismissal _____	15
Emergency Closing _____	22
Emergency Plans _____	22
Entrance Requirements _____	3
Expulsion _____	44
False Fire Alarms _____	43
Family Education Rights & Privacy Act/FERPA _____	49
Fire Drill _____	9
Fireworks _____	43
Gifted Programs _____	23
Grading System _____	26

Graduation/Diploma Requirements	54
Graduation Requirements	9
Grouping	26
Grievance Procedure, Student/Parent	49
Guidance and Counseling Program	25
Gum Chewing	42
Head Lice	33
Health Examinations	3
Homework	26
Honor Code	41
Honor Roll	40
Instruction	26
Insurance	9
Items Not to be Brought to School	42
Late Buses	16
Library Media Center	28
Loan Policy, Library Media Center	28
Lost and Found	9
Lost or Damaged Book Policy, Library	29
Lunch/Breakfast Program	30
Math Intervention	21
Medallion/Champions	9
Medication	33
Minute of Silence	10
Mission Statement	1
No Child Left Behind	53
Objectives of Beazley School	2
Occasional Pick Ups	16
Opening Exercises, Daily	10
PACE	23
Parent Conferences	18
Parent Teacher Organizational Group	37
Parents Rights Regarding Students' Educational Records	49
Parties	10
PAAS Programs	23
PALS	21
Parental Involvement Policies and Practices	6
Philosophy of Beazley School	1
Physical Education	19
Pictures	10

Placement Policy _____	39
Policy Manual, Prince George County Schools _____	10
Posters and Signs _____	10
Preschool Program _____	21
Promotion/Retention Policy _____	38
Recognizing Student Achievement _____	40
Referrals, Gifted Program _____	24
Regular Student Pickups _____	16
SAGE—SOAR—K-SOAR _____	23
Sale of Products by Students _____	42
Scoliosis _____	35
School Activities _____	9
School Calendar _____	Back Cover
School Health Services _____	32
Services _____	23
Sexual Harassment _____	43
Sex Offender Registry Notification _____	52
Smoking _____	42
Special Services _____	20
Speech and Language Screening _____	5
Standards of Conduct/Students _____	41
Standards of Learning _____	19
Student Fees _____	9
Summer Programs Gifted _____	24
Suspension of Students _____	43
Tardy Permit _____	15
Textbooks _____	11
Threats _____	43
Title 1 Services _____	21
Traffic Flow _____	13
Traffic Pattern _____	11
Visiting _____	11
Volunteers _____	12

MISSION STATEMENT PRINCE GEORGE COUNTY SCHOOLS

Prince George County Public Schools, in partnership with parents and the community, will provide a rigorous educational program in a safe environment that prepares all students for post secondary education and the workforce and to be responsible citizens in a global society.

Guiding Principles

- **We provide quality education in a safe environment**
- **We are committed to understanding and meeting the needs of our school community**
- **We trust and respect each individual so that all may experience pride and joy in work;**
- **We are committed to continuous improvement**

PHILOSOPHY - Beazley Elementary School

The public school system in the United States is the essence of American democracy. The L. L. Beazley School Staff constantly endeavors to promote the highest ideals and aspirations of our country and the free enterprise system, which has fostered our country's leadership among the nations of the world. The continued participation of parents and students has enabled the faculty and administration to develop this program of national awareness.

L. L. Beazley School Staff, in keeping with the Standards of Quality and the Mission Statement/Guiding Principals of the Prince George School Division, affirms its commitment to quality education for all students, regardless of sex, race, creed, socio-economic status, or mental ability. Each student's individual needs are assessed and met by specially designed programs. The L. L. Beazley School Staff strives to instill in each student the basic skills, the initiative, and the independence needed to solve problems in today's complex world.

The L. L. Beazley School Staff contributes to the development of the student by providing for the individual growth and learning rates found in each child. The staff initiates learning situations, which maximize the total learning experience for all students, and thus promotes the full development of their constructive

talents. The students at L. L. Beazley School are encouraged to develop decision making skills needed for academic and life experiences. The responsibility for quality education is a shared responsibility. The home, the school, and the community must work together to provide opportunities for intellectual, personal, emotional, social, and physical development for all students. The staff plans activities which help the students to understand and appreciate the moral and ethical values of life. The L. L. Beazley School Staff emphasizes social responsibility and the development of cooperative skills, which are needed to become constructive members of society.

OBJECTIVES

The staff of L. L. Beazley Elementary School will strive to provide an educational setting in which each pupil, consistent with his/her individual abilities and educational needs, will:

1. Develop competence in the basic learning skills;
2. Develop the intellectual skills of rational thought and creativity;
3. Acquire knowledge of science and technology;
4. Progress on the basis of achievement;
5. Qualify for further education and/or employment;
6. Establish personal standards of ethical behavior and moral choice;
7. Participate as a responsible family member and citizen;
8. Develop a positive and realistic concept of self and others;
9. Practice sound habits of personal health and physical fitness;
10. Acquire an appreciation for the environment and a desire to improve his/her natural surroundings;
11. Develop an appreciation of the arts; and
12. Acquire a basic understanding and appreciation of democracy and the free enterprise system.

SCHOOL EXPECTATIONS

Students are considered to be under the jurisdiction of the School Board and its agents while in school and when going to and from school. This also includes school-sponsored activities after school hours. Students are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner at all times.

Any student with a question or problem will find his/her teachers and other staff members willing to listen, answer, or advise.

TO ENTER SCHOOL YOUR CHILD WILL NEED:

1. Certified state issued *Birth Certificate* (copy is acceptable)

If a parent cannot produce a birth certificate, a notarized affidavit may be accepted to complete enrollment until the birth certificate can be produced. However, if an affidavit is submitted, the principal is required to immediately notify the local law enforcements agency that the person enrolling the child has failed to produce a birth certificate. Parents have 90 days from the date of enrollment to produce a certified birth certificate. Failure to do so may result in the student being excluded from school.

Your child must be 5 by September 30th to enter school.

2. *Social Security Number* --Original social security card should be furnished Within 90 days of enrollment.
3. *Proof of Residency*:
 - a. Copy of signed lease, weekly receipts for temporary residence, or rental agreement with current address and parent/guardian name
 - b. Copy of deed with current address and parent/guardian name
 - c. Real estate tax receipt with current address and parent/guardian name
 - d. If family is residing with someone, a residence form must be completed. The person with whom they are residing must furnish a, or b, or c listed above. **This form must be notarized.**
 - e. If family is renting/leasing but does not have a written rental/lease agreement, the same residence form must be completed by the landlord **and be notarized.**
 - f. If the family is waiting for a home to be completed, they must contact the School Board Office to obtain permission for the children to be enrolled.

Residency issues will be investigated. A residency hotline (733-2700 ext. 149) is in place to report families suspected of not living in Prince George. Living means physically staying and sleeping in a residence in Prince George. Any report that someone is not living in the county will be investigated. Additional information proving residency may be required from the parent.

4. ***Comprehensive Physical Examination***

Parents of children entering an elementary school for the first time in Virginia must furnish a report of a comprehensive physical examination conducted no earlier than 12 months prior to the date of enrollment **OR** furnish records establishing that a physical examination was completed prior to enrolling in another school.

5. ***Immunization Record***

Immunization record should appear on the School Entrance Health Form and be signed by a physician.

Immunizations against communicable diseases will include: polio, MMR, DTP, hepatitis, and varicella. Refer to physical form for minimum doses.

6. ***Court issued custody papers*** (if applicable)

A student is deemed to be a resident in the school division if he/she is living with a natural parent. A court order or proof of custody is not a requirement for the enrollment for these students.

(Sups Memo #170, 8/27/04)

In situations where one parent provides evidence of legal custody granted by the court and physical custody is assigned to one parent, the student will not be permitted to leave with the other parent if this is what has been requested/prohibited by the parent having physical custody. However, both parents have equal access to student information.

If a student is living with someone other than the natural parent, one of the following documents should be provided:

- a. Court order
- b. Petition for custody -- follow up necessary
- c. Power of Attorney is **not** acceptable
- d. Fort Lee Exception: A power of attorney is accepted if a single parent is sent out on TDY

7. ***Previous School Records*** -- (if applicable)

Note: All required documentation must be produced before a student may attend school.

In the event a student moves, the parent should notify the office immediately, as well as provide a new lease or deed of trust.

SPEECH AND LANGUAGE SCREENING**Level 1**

Articulation and language screening tests will be given by a certified speech pathologist to new entries into the school division and all students referred by teachers.

Level II

Students identified as

- possibly having a speech or language problem in first level screening
- enrolled in speech therapy the previous year
- being placed on re-evaluation by the eligibility committee

will be given, by a certified speech pathologist, appropriate tests and observations of receptive and expressive language, articulation, auditory perception, hearing, and oral mechanism.

L.L. Beazley Elementary School

Parental Involvement Policies and Practices

PURPOSE

The purpose of parental involvement policies and practices is to improve student academic achievement and school performance. They are based on the belief that parents, and all members of the community, share with the school both the concern and responsibility for meeting the educational needs of children. Its intent is to forge a partnership between parents and teachers in support of the state's challenging achievement standards.

GOALS

The goals of parental involvement policies and practices include the following:

1. To involve parents practices in school review and improvement. (**Parent leadership**)
2. To ensure that this policy is distributed to parents of students in an understandable, uniform format and, as much as possible, in a language that parents can understand. (**Communication and building parent capacity**)
3. To build the parents' capacity for strong parental involvement and thus improve the academic quality of the school and of each student. This includes identifying and as much as possible, removing, barriers for all parents including economically disadvantaged, disabled, and non-English speaking parents as well as parents of every ethnicity. (**Building school and parent capacity**)
4. To establish procedures for coordinating and integrating the school's parental involvement policies and practices with those of other programs that are available, e.g. the pre-school at-risk parental involvement program. (**Coordination**)
5. To establish procedures for establishing other effective strategies, programs, and procedures, such as parent resource centers, in order to encourage and support parents to more fully participate in their child's education. (**Continuous improvement**)
6. To establish a procedure for evaluating the effectiveness of the school's parental involvement policies, practices, and procedures and a procedure for using those findings to continuously improve parental involvement. (**Continuous improvement**)
7. To provide assistance to parents in understanding the following topics and other

- topics of importance: The state's academic content standards, the state's student academic achievement standards, other state and/or local academic assessments of importance to their child's academic success, how parents can monitor their child's progress to improve achievement, and how parents can work with educators to improve achievement. **(Communication and building parent capacity)**
8. To establish procedures to assure that information related to school and parent programs, meetings, and other activities is sent to parents of participating students in a format and, to the extent practical, in a language that parents can understand. **(Communication and building parent capacity)**
 9. To foster parental involvement by providing materials and training to help parents to work with their children to improve academic achievement. **(Building parent capacity)**
 10. To educate, with the help of parents, school personnel on the value of parent contributions, ways to reach, communicate, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and schools. **(Parent leadership and building school capacity)**
 11. To increase home-school communications and cooperation and to develop a sense of partnership through such strategies as a fall orientation meeting, a parent-teacher conference opportunity, frequent progress reports, reasonable access to faculty, and opportunities to volunteer. **(Communication and building school and parent capacity)**

PRACTICES

1. Annual School Events:
 - a. Before the opening of school, orientation meetings for new and returning students.
 - b. An open house.
 - c. One to two workshops: School and/or division-wide.
 - d. A minimum of one annual parent/teacher conference day.
 - e. An opportunity to volunteer.
 - f. An opportunity to request parent/teacher conferences as needed.
 - g. Family Reading Night
 - h. Grade level performances
 - i. Awards Assemblies at end of each nine weeks
 - j. Reading/Math Night
 - k. Book Fairs

*During any after school event on campus, all children must be supervised at all times by an adult.

2. A copy of this policy must be provided to the parents of each student annually.

3. A school newsletter will be available online four times per year describing:
 - a. The school's responsibilities for providing high-quality curriculum and instruction in a supportive and effective learning environment.
 - b. The parent's responsibilities such as monitoring attendance, homework completion, volunteering, and use of extracurricular time.

GENERAL INFORMATION

ASBESTOS

The building is inspected on a regular basis for asbestos. A copy of the inspection report is available in the school office upon request.

BOOKSTORE

The bookstore is located around the corner from the main office and carries a complete stock of all the everyday school supplies that are needed. The hours are from 8:50 to 9:05 A.M.

CHILD CARE -- BEFORE AND AFTER SCHOOL

Champions School Partnerships, a private company who contracts with the school division, provides before and after school care in our cafeteria every day. A brochure is available in the main office.

FIRE DRILL/Disaster Drills

There will be periodic fire drills, a tornado drill, an intruder drill, and a bomb threat drill during the course of the year. Students will be instructed by their teachers on proper evacuation procedures.

GRADUATION REQUIREMENTS

The State Department requires that we publish graduation requirements. They are at the end of this document.

INSURANCE

To protect students at school, and also going to and from school, an accident insurance plan is available for purchase. Information is sent home on the first day of school.

LOST AND FOUND

If a student finds an article, he is on his honor to turn it in. Clothing articles are kept in big boxes behind the stage in the cafeteria. Items such as glasses, wallets, money, or jewelry can be taken to the office.

SCHOOL ACTIVITIES

Because of liability, any school activity planned for Beazley students during the school day, for example, field day, is limited to students attending Beazley only and volunteers. Because of health/safety issues pet/animals are not to be brought to school without prior approval from the administration.

STUDENT FEES

Unpaid student fees such as picture money, fundraising, and fines for lost

books could result in lost special privileges/activities during the school year.

OPENING THE SCHOOL DAY

Opening Exercises

The School Board encourages appropriate opening exercises conducted in the classroom including pledging allegiance to the flag and a period of silence, followed by morning announcements.

Minute of Silence

It is the policy of the Prince George County School Board, acting under the provisions of state law, that a minute of silence be observed daily in each classroom of the Prince George School Division.

In providing for this one minute of silence, the teacher who is responsible for each classroom shall take care that all pupils remain seated, silent, and make no distracting display to the end so that each pupil may engage in the exercise of his or her individual choice in any silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.

PARTIES-CLASS

Each class is allowed two class parties during the school year.

PARTIES-STUDENT

Procedures at elementary schools prohibit individual birthday parties for students. If the school classroom is used as a venue for invitations to be given out, then invitations are to be given out to all students in the classroom, not just a select few.

PICTURES

To respect the privacy of all students, please refrain from taking pictures unless you have received permission from the classroom teacher. There are some students whose parents do not consent to photographs. Under no circumstances, should photos be taken in the cafeteria.

POSTERS AND SIGNS

The display of any poster or sign must first be cleared in the office. School Board action prohibits the display of any poster or sign by a profit making organization.

POLICY MANUAL

A complete Prince George County Schools Policy on CD is available for review in the school library and on the county website (www.pgs.k12.va.us).

SCHOOL SCHEDULE -- DAILY

8:30 A.M.	Teacher Arrival
8:30 A.M.	Buses begin unloading
9:00 A.M.	Beginning of School Day
11:15 - 1:30	Lunch Periods
3:30	Dismissal

All Students must be picked up at 3:30 P.M.

OFFICE HOURS: 8:00 A.M. UNTIL 4:00 P.M.

TEXTBOOKS

Textbooks are the property of the Prince George County Public School System, and are on loan to students. It must be understood that the **PARENT AND CHILD ARE RESPONSIBLE FOR THESE BOOKS BEING LOANED.** If the books are lost or damaged, fees established by the school will be charged for repair or replacement of the books. Unpaid fees or monies owed such as lost or damaged books, pictures, or fundraisers must be paid. Failure to do so could result in your child being excluded from non-educational activities.

TRAFFIC PATTERN

The parking lot is divided into two sections. The one outside of the cafeteria is the **bus loading/drop off** area. The cars parked in it belong to staff members who are designated to park there. No visitors are to park in that lot.

Moving traffic is not permitted in the bus loading/unloading zone between the hours of 8:00 - 9:15 A.M. and 3:00 - 4:00 P.M. for any reason. **You must follow the one lane of traffic whether you are dropping off or parking.**

The second parking lot, located in front of the library/bookstore/clinic doors, is for student drop-off and visitor parking. In the mornings, parents may **drop off** their children along the sidewalk in front of the library/bookstore/clinic doors. **There is no parking along the sidewalk.** Traffic must keep moving. If parents wish to walk their children to class, they must park their cars **in the parking lot** (not along the sidewalk) in order to escort their children. Please remember to stop by the office first, sign in, and get a visitor's pass.

VISITING

Parents of Beazley students are always welcome. If you wish to eat with your child or to help as a volunteer, please **sign in at the office** prior to your visit. Interruptions to class, however, will not be permitted. Instructional time is valuable and closely guarded. At the request of a parent, messages can not be relayed to the teacher through the PA system. However, messages will be placed in teacher's boxes. Prior arrangements **MUST** be made to conference with teachers. Please remember, if you need to meet

with a teacher regarding your child, you can either send a note, email, or call the office to schedule a time that is convenient for you and the teacher to meet. For instructional reasons, we cannot allow a parent to simply stop by and “briefly” meet with a teacher or to go to a class during the day to drop off items. However, we will be more than happy to make sure items such as lunch, materials, etc. get to your child in a timely manner.

Allergy Alert: Please DO NOT hand out or share any food or other items. Check with the principal or teacher first.

VOLUNTEERS

Many Beazley parents volunteer one or more days a week. These volunteers serve the school in many, many useful ways that give the teachers more time to work with the students. We encourage and appreciate your participation.

A school-wide Student Activity Day is held at the end of the school year. Due to limited space, activities, and parking, we must limit the number of volunteers to two per classroom. Overcrowding could jeopardize the safety of our students. We appreciate your understanding and cooperation.

INFORMATION AND PROCEDURES

ACTIVITIES OFFERED AT BEAZLEY

While our emphasis is on academics, there are other things in life!

1. SCA - organized each year under the supervision of the principal and the SCA sponsor.
2. Bus and Safety Patrol Programs - organized under the supervision of the Safety Patrol sponsors each year in the fall.
3. NAC - (Nutrition Advisory Council) - each year classroom representatives are selected to serve on the committee to advise the cafeteria manager on menu selections.
4. Media Center Aides - this group of students is supervised by the library-media specialist in assisting with various duties which enables the center to serve the faculty and students of L. L. Beazley. Such duties include: circulation, desk duty, and delivery of audio-visual materials and software, as well as the equipment required to use various forms of education media.
5. Chorus - this group of students participate in concerts/programs.
6. Beazley Bullets (jump rope team) - students who express interest are selected by the P. E. teacher based upon tryouts. The jump rope team performs at various activities and sports functions.
7. LIONS PRIDE-students who are organized and supervised who show a desire to help with maintaining and improving in the beautification and appearance of the school.
8. Art Club-Students will participate in art activities based on portfolios.

ARRIVAL and DISMISSAL

Early arrival:

Students must arrive at school AFTER 8:30 A.M. There is no available supervision prior to this time. Before and after school care is available through a privately owned company, **Champions**.

Tardy Permit:

Pupils arriving at school late (after the 9:00 A.M. bell) are to report to the office, sign in, and receive a Tardy Slip before entering the classroom. A note from home must be brought to school by the student if not accompanied by an adult.

Early dismissal:

Pupils needing to leave school during the school day will present to the office a note from home in the morning, and get an "Early Dismissal" slip. The student shall give the slip to his/her teacher before dismissal from class. Students will be called to the office once someone has come to pick them up.

During the day, parents are to sign out and pick children up **in the office**, not the classroom or elsewhere on campus. Pick-up at the end of the day at 3:30 is in the library.

Students shall not be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee, or parent or guardian, unless expressed permission of the parent or guardian is first secured. ***NO STUDENT WILL BE PERMITTED TO LEAVE BEFORE THE 3:30 DISMISSAL BELL ON A REGULAR BASIS.*** Standards of Quality mandate a full day of attendance for all students.

In cases where one parent provides evidence of legal custody granted by the court and has requested that the student not be permitted to leave with the other parent, the request is to be enforced.

Dismissal:

PLEASE MAKE EVERY EFFORT TO DECIDE YOUR PLANS WITH YOUR CHILD BEFORE YOU LEAVE HOME. We can deal with occasional emergency changes, but with as many students as we have at our school, it becomes very difficult to keep up with everyone's plans and changes in those plans. When you try to call us after 1 p.m., you may not get through on the busy telephone lines, or we may not be able to fulfill your request.

Students Riding the Bus:

At 3:30, teachers escort their classes to the buses. In case a bus has not arrived by that time, students will line up behind signs with bus numbers on them.

In case a student needs to ride a different bus home from his/her regular one, a note **MUST** be brought from home. The office staff will fill out a bus pass which will be given to the bus driver. **NO STUDENT WILL BE PERMITTED TO RIDE A DIFFERENT BUS UNLESS THIS PROCEDURE IS FOLLOWED. NO EXCEPTIONS!**

Students Not Riding Bus*Regular Pick Ups:*

Students need to be picked up at 3:30 P.M., as there is no supervision after this time. At the 3:30 bell, students will be dropped off by their teachers in the **library**. **Parents must pick them up from the front door of the library**. Students must be signed out. We will request a picture ID until we get to know you. Please do not try to pick them up elsewhere on the campus. We are trying to ensure a safe environment for all children and circumventing the procedure defeats the purpose.

Occasional Pick Ups:

All students **must** have a written note from home if they are not to ride the bus, otherwise they will be expected to board the bus. Phone calls after 3:00 cannot be honored. For safety reasons, students can not be removed from the bus once loaded.

Late Buses

If there are late buses, we will have students either wait outside or in the cafeteria, depending on the situation. **ANYONE** picking up a student during late bus must follow school policy. They must come to the office to sign student out at which time a pass will be given to be presented to duty personnel for student release.

ATTENDANCE

Children can't learn if they aren't in school. While we have lots of books and materials, much of what goes on in the classroom comes from class discussion and activities. If your child is not there, that part of the work really can't be made up. While we do not want your child here if he/she is running a fever or otherwise sick, we NEED him/her here every day possible.

When your child is absent, you need to do 2 things:

1. Call the school by 9:00 a.m. to let us know, *and*
2. When your child returns to school, write a note explaining why your child was absent. A doctor's note is necessary if he/she was under a doctor's care. In the event that your child was quarantined, a doctor's certificate MUST be presented for re-admission.

For your convenience, we have an answering machine, so you can call beyond office hours and leave a message - 733-2745.

Virginia state law requires the school system to call the parent of any absent student from whom *parent notification has not been received*. In addition, a note should be sent. If we are not notified, then the automated system will call you.

Unnotified absences require the following action:

- After 5 **unnotified** days, parents will be notified by phone to address the child's absences and to remind the parents to notify the school on future absences.
- After the 6th **unnotified** absence, we will meet to develop/review a plan to resolve attendance issues with the school social worker.
- After the 7th **unnotified** absence, available alternatives to resolve the attendance issues will be pursued. These include a referral to the Department of Social Services and/or a referral to the Juvenile and Domestic Relations Court.
- Excessive absences even if excused with a note, could result in an attendance meeting being held.

According to policy, students who bring parental notes but display a pattern of excessive absences, tardiness, or early dismissal, will be referred to the principal or designee who shall investigate the absences and recommend appropriate corrective action. For this purpose, each instance of a total of three (3) tardies or early dismissals or a combination thereof shall be considered the equivalent of one (1) day of absence.

COMMUNICATION

One of the toughest parts about working with human beings is communication. When we work with as many families as we do (well over 700 a year), there are bound to be differences of opinion, or things that your child tells you that need to be clarified. Please begin any questions at the source. The staff is happy to help. If necessary, the principal will be willing to assist in the resolution of any questions or concerns.

Let's also remember that in dealing with people, we need to utilize the "Golden Rule"

“Do unto others as you would have others do unto you.”

It does not help any situation when people are spoken to in rude tones. We create unnecessary problems, and create a counter-productive atmosphere in trying to work out concerns.

About **Parent Conferences**: Any of our teachers will be happy to set up a time to meet with you about your child. The key phrase in that sentence was “set up a time.” The best times for conferences are before school (before 8:30), during the teacher's planning period, and after school. The rest of the day, the teacher is **on duty** working with ALL the children.

Even though you think that what you want with a teacher will “only take a minute,” nothing ever takes a minute. When you ask a teacher to stop what she/he is doing, the rest of the class suffers. Teachers plan what they are going to do for the day, and we all need to insure that they have the time to do it. Time on task is one of the most important keys to success in school.

Parents are welcome to visit classrooms. However, it is necessary that these visits are scheduled with the teacher prior to your arrival. Please understand that any new face is a distraction to young children. Additionally, teachers may be administering test or quizzes which would not be an optimal time for any visit. Please note: If you are visiting to monitor your child's behavior or work habits, it is typical for that behavior to change when a parent visits.

Email is a great form of communication. Our addresses are all the same: our first initial, last name, followed by @pgs.k12.va.us. We are also linked through the Prince George County Website: www.pgs.k12.va.us -- click on schools, then Beazley. It's quick, it's easy, and it's more accessible than the telephone. (Please remember to speak nicely in an email, too...)

We all have the same goal in mind -- the education of your child. We need to work together in a congenial manner to achieve it.

CURRICULUM

Standards of Learning (SOL'S)

The Standards of Learning were passed by the Virginia State Board of Education in 1995 in an effort to provide challenging education programs in the public schools. The standards are meant to be minimal expectations. We are encouraged as a school to go beyond the prescribed standards and to enrich the curriculum to meet the needs of all students.

Grade 3 tests reading and math

Grade 4 tests reading and math

Grade 5 tests reading, math, and science

Standards of Learning and Curriculum Pacing Guides for all grade levels can be accessed through our district website at www.pgs.k12.va.us. If internet access is unavailable feel free to contact your child's teacher for copies.

For your information, you can access the SOLs through the Internet - the Department of Education website: www.pen.k12.va.us

Core Subjects

Language Arts (language, spelling, reading, handwriting, and composition), Mathematics, Science, and Social Studies are taught in K-5, with emphasis towards preparing for the SOL tests.

Resource Classes

Physical Education at Beazley is a fitness-oriented program. Students will participate in physical education five (5) days a week, at least three (3) of which will be with a P. E. teacher. To ensure that your child participates safely, students are required to wear some type of tie-up gym shoe. Failure to wear proper footwear will result in exclusion from the activity.

Students are expected to participate actively each day. If your child is unable to participate due to illness or injury, a **written note** must be sent stating the specific reason for non-participating or restrictions in

activity and the date the note was written. If the problem may be long term (3 days or more), a doctor's note may be necessary. Students having continuing physical limitations should send a note stating the nature of the limitation and precautions or special care to be taken during physical education to the teacher.

Art:

Art is part of a complete education and is offered to all students, PreK-5. A variety of activities are done, including some art history.

Music:

Also a part of the curriculum, music is important in all areas of life. Learning to read music, play simple instruments, sing, and move to music will be accomplished in this class for all students, PreK - 5

Additional Areas of Instruction

Computer -- We have two computer labs and one wireless computer lab. Teachers instruct students on a weekly basis.

Family Life -- Non-sensitive areas are taught by the teacher throughout the year. Sensitive areas are taught by the PE teachers in segregated classes. An opt-out form is sent home at the beginning of the year. Contact the principal for further information.

Health -- Is taught as part of the science curriculum by the classroom teachers.

Character Counts -- Character Education is infused in all areas at Beazley.

Educational television, computer lab use, local resource people, and field trips are used to enhance the instructional program in the total school.

Special Services:

Special services are available for those who qualify. Referral processes and identification guidelines will be discussed with parents as needed. After identification, the IEP Team determines the level of services to be provided. At Beazley, services take the form of self-contained classes or the resource model.

Students in need of self-contained services not housed at Beazley will be transferred to those schools that do house them.

LD resource services, as well as related services such as speech, OT, and PT, are available on all grades. This is pull-out time from the

regular classroom with a specialist between 30 minutes to 2 hours per day. The length of time is determined by the IEP Team.

Title I Services:

Remedial Reading is offered to those students identified as having a need for this service. Teachers determine who is to be screened. Permission is obtained from parents to do so. If a student qualifies, this service is a pull-out time from the regular classroom where he/she works with our reading specialist and two highly qualified aides.

PALS

Students in grades K - 3 are given the Phonological Awareness Literacy Screening (PALS) in the fall and/or spring as a means of measuring the student's knowledge of important literacy fundamentals. Those who qualify for tutoring receive it during the year.

Pre-School Program: "The Virginia Pre-School Initiative"

This program is for at-risk four year olds. Children are selected on the basis of need according to state guidelines. These guidelines include, but are not limited to, family income, parent education and family stress.

Further information is available through **Brenda Gore at 733-2700**.

Math Intervention:

Remedial services are offered to those students identified as having a need for this service. Teachers refer students to the math interventionist who assist them both within and outside the classroom.

EMERGENCY PLANS

Emergency Closing

Extreme weather conditions or other reasons can justify emergency school closings. The decision for closing schools is the superintendent's after consulting weather bureau officials, local and state police, the county health department, and other authorities. As soon as the division superintendent makes the decision, he/she will notify local radio and television stations. The decision to close schools in inclement weather is generally not made until early morning in order that all available information and facts may be considered. If schools are to be closed, the area radio station, television stations, and police departments are notified immediately and carry frequent spot announcements to this effect.

WRVA- 1140 AM
WRVQ - Q94
WKHK - K95
WRXL - XL102

WWBT Channel 12
WTVR TV Channel 6
WRIC TV Channel 8

Should it become necessary to close schools during the day for any of the above-named emergencies, radio and television stations will be notified.

At times, schools may be operated on a delayed schedule. The division superintendent has the authority to open schools either one or two hours later than the regular starting time. This means that school buses will run their routes, and individual schools will start the school day one or two hours late. Radio and TV stations will be notified and requested to make announcements of delayed openings. Schools will close at the regular time on a delayed opening day unless there is a need for an early closing. Breakfast is not served on 2 hour delayed opening days.

Parents should call **733-2605** or check the web site regarding late openings or school closing: www.pgs.k12.va.us

Please be sure to have emergency plans in place. Your child needs to know where to go in case of early closing.

*In an emergency, the phones are not a good form of communication. It is very likely you will NOT be able to reach us. **Please take this seriously.***

Taping a card with this and other identifying information on the inside of the

book bag is a good idea.

GIFTED PROGRAMS

Programs and Eligibility (K-12)

Gifted programs are designed for students whose performances are so advanced that the regular classroom cannot meet their instructional needs. Prince George County now has four pathways into its Gifted Programs; PACE, SAGE, SOAR, AND PAAS.

PACE (Program of Advanced and Creative Experiences) targets students who are *generally intellectually gifted*. They are the students who perform in the top five to six percent on advanced creative and critical thinking tasks across *all disciplines*. These are tasks performed in their classroom as well as on standardized assessments. These students display many of the characteristics of gifted students. (1-12).

SAGE (Specific Academic Gifted Experiences) targets other students who are *gifted in one or more academic area(s)*. They are the students who perform consistently in the top five to six percent in their classroom and on assessments, in one or more academic subjects. It is not required that these students perform at a gifted level in every subject area. (1-12)

SOAR (Studies of Advanced Reasoning). This is a program designed to meet the needs of students whose outstanding performance in the classroom indicates their need for differentiated instruction. Their performance on indicators of advanced aptitude, conceptualization, and/or creative expression are promising but unclear or inconsistent. It is a temporary placement. (1-8)

K-SOAR (Kindergarten Studies of Advanced Reasoning) This is a program designed for kindergarten students who demonstrate advance learning and some or all of the characteristics of giftedness. Placement in this program is temporary. It expires at the end of the kindergarten year. K-SOAR students are automatically referred for other gifted programs. (SAGE, SOAR, PACE).

PAAS ART & MUSIC (Programs for Artistically Advanced Students) These are programs in vocal music and/or the visual arts that are designed to meet the needs of students whose outstanding performance in one or both of these areas indicates a need for differentiated and/or advanced instruction. Through the collection of data that includes adjudication, parent interview, essay, observation data, and information concerning activities, honors and awards, students are identified and serviced in grades 4-8.

Services:

All students who are identified are placed with teachers trained in gifted education for differentiated instruction in the classroom. They are challenged with advanced assignments that allow them to stretch their thinking in order to reach their full potential. In addition, PACE students are offered opportunities in grades 1-7 for group investigative studies across disciplines. In grades 9-12, PACE and SAGE students may choose to do an independent study for credit. These opportunities are offered under the direction of a resource teacher. PAAS students are encouraged to participate in contests and performances and to attend after school and/or weekend seminars.

Referrals:

Parents, students, and other community members who feel that a child may need gifted services are encouraged to discuss the programs in detail with the student's classroom teacher(s), the resource teacher of the gifted, the school principal or counselor, or to call Sheila Roalf, Director of Gifted, at the School Board Office. Referrals for the program can be made by anyone (parent, peer, community member or teacher) throughout the school year by filling out a written request. Self-referrals are also possible. Data is collected in the following areas: ability testing, achievement testing, characteristic checklists, grades, classroom products, and honors. A very high level of performance is expected. No one criterion can get a student into, nor keep a student out of, the programs for the gifted. Referral forms are available in the counselor's office. Decisions are made by the school's Identification/Placement Committee. Placement within the programs cannot be made without the written permission of the parent. Routinely, a thorough screening process conducted each Spring leads to the referral of many students K-12 in the academic programs. PAAS students are routinely screened and referred second semester.

SUMMER PROGRAMS**Summer Enrichment Opportunities for Advanced Learners**

Each summer Prince George offers a two-week summer enrichment program for selected students in grades 1-8. There are classes in math, science, social studies, writing, and the creative arts emphasizing hands-on, advanced experiences that make learning fun and challenging. Students are chosen on the basis of interest, task commitment, achievement, and ability. They are nominated by teachers. Parents may request a nomination by contacting the school's guidance office and filling out a form.

Mr. Peter Herzing, Gifted Resource Teacher

733-2745

GUIDANCE AND COUNSELING PROGRAM

The Prince George County School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student's parent object.

For the purposes of this policy, the following definitions apply:

- a) **Academic Guidance** - Guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities;
- b) **Career Guidance** - Guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;
- c) **Personal/Social Counseling** - Counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Such counseling may be provided either in groups in which generic issues of social development are addressed or through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s). At least annually, parents shall be notified in writing about the academic and career guidance programs, and the personal/social counseling programs which are available to students within the school division. Parents will be advised concerning the purpose, general description of the programs, how parents may review materials to be used in the programs, and procedures by which parents may limit the students participation in the program. Information and records of personal/social counseling shall be kept confidential and separate and not disclosed to third parties without prior parental consent or as otherwise provided by law. *It shall be the policy of the Prince George County School Board with respect to personal/social counseling that parents will notify the school division in writing if the student is not to participate in the personal/social counseling program.*

In no event shall affirmative parental consent for short duration personal/social counseling, which is needed to maintain order, discipline or a productive learning environment, be required.

Counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or

clinical settings and focus on mental illness or psychopathology are prohibited.

Mrs. Mary Lou Shelton, Guidance Counselor

733-2745

INSTRUCTION

Grouping

All classes are heterogeneously grouped. Pace/Soar students are grouped together according to the guidelines of the program within this heterogeneous grouping.

Reading Renaissance is part of the reading instruction. Using teaching techniques to individualize and promote reading growth through extensive amounts of reading practice. It is implemented differently at each grade level; however, for grades 3-5, this will account for $\frac{1}{4}$ of the overall Language Arts grade.

Grading System

Scholarship

Kindergarten

S - Satisfactory

P - Progressing

U - Unsatisfactory

Grades 1 - 5

A (93 - 100) Excellent Work

B (86 - 92) Above Average Work

C (78 - 85) Average Work

D (70 - 77) Below Average Work

F (Below 70) Unsatisfactory Work -- Failing

S & U are used for: Art, P.E., Music, Handwriting, Citizenship, Social and Work Habits.

Interims will be sent home in the middle of each grading period.

Report cards for grades 1-5 will be electronically printed.

Incomplete

Inc. is placed on report card only to indicate incomplete work due to excused absences. It is replaced with a letter grade upon completion of work.

Homework

The Prince George County School Board believes that homework is an important part of the educational process and that it is valid if it has the following objectives:

- A. To promote growth in self-responsibility and self-direction in learning;
- B. To direct students toward good work habits;
- C. To enrich and extend school research experiences;
- D. To bring pupils into contact with out-of-school learning resources;

- E. To help children learn to budget time;
- F. To provide essential practice in developing skills.

All homework should have specific objectives. It is suggested that homework assignments given to elementary school students should not exceed one hour. "Studying" and special project time are not to be construed as homework. Some time allowance should be made for studying.

Make-up work for students who are absent can be picked up in the office at 3:30 at the request of the parent.

Each teacher will communicate how he/she weighs individual assignments to arrive at a final grade for the quarter.

LIBRARY MEDIA CENTER

1. General

The primary objective of our Media Center is to encourage students to enjoy and appreciate literature appropriate for their ages which enhances their personal and academic growth. The effectiveness of the use of this center depends on the cooperation of the students in following these necessary regulations:

- a. All students must have a **LIBRARY PASS** to enter the center alone.
- b. Student aides will be selected by the librarian and classroom teacher. The student must have a permission slip signed by parents. Each aide must maintain grades of C or above and receive no U's.
- c. All K-3 classes will have a weekly scheduled library period for book checkout. All 4-5 and special education classes will have an assigned library period every two weeks for checking out books.
- d. No books or newspapers may be taken from the center without permission.

2. LOAN POLICY

- a. Books and magazines will be checked out for a period of two weeks - or ten school days.
- b. **Students are notified verbally on each regularly scheduled visit of overdue books.** Kindergarten and 1st graders will be given a written notice the first week their book is not returned. For 2nd-5th graders, notices are also given in writing, following a period of four **(4) weeks** overdue per book.
- c. Students with overdue books and lost or damaged materials are limited in the number of items they may borrow from the center as follows:

K-1 1 overdue book -- no book checkout

2-5 1 overdue book - 1 item out.
 2 overdue books (or a combination of each) -
 no books or magazines out.

These students may use materials in the media center only.

- d. Fines are no longer charged at the elementary level for overdue books, however, lost and damage fees are charged.

3. LOST OR DAMAGED BOOK POLICY

Books checked out of the library are the responsibility of the child who checked them out. Any loss of or damage to books by a second party will have to be made good by the person who checked the books out.

Books that are damaged beyond reasonable repair must be paid for at shelf list price (original cost). Students will be allowed two weeks to pay this fee before borrowing privileges are revoked. Books reported lost must be paid for at the shelf list price. Lost books should be reported in writing to the librarian by a parent. Students will be allowed two (2) weeks to pay the fee before borrowing privileges are revoked. In the case of lost books which are found and returned after having been paid for, a refund will be made. Ordinarily, **NO REFUNDS** will be made after the last day of school.

Failure to pay for a book which was lost or damaged during a previous year will result in the loss of borrowing privileges in following years until payment is made.

Damage to books or magazines **MUST NOT BE REPAIRED** outside of the library. Damage should be brought to the attention of the librarian when the item is returned so that proper repair may be made in the library.

A COMPLETE COPY OF THE COUNTY LIBRARY MEDIA CENTER LOAN AND FINE POLICY IS AVAILABLE IN OUR LIBRARY MEDIA CENTER

4. The school's Accelerated Reader Book List can be found on the school's website at <http://pgs.k12.va.us~jwestbay>. The list is also available in the library and at the Appomattox Regional Library Branches.

Mrs. Jamie Westbay, Librarian-jwestbay@pgs.k12.va.us 733-2745

Cafeteria Information

Children need healthy meals to learn. Prince George County Public Schools offer nutritious meals every school day. The cafeteria at your school is operated by the Prince George County Food & Nutrition Department.

Our schools offer a variety of menu selections which is designed to ensure we meet the nutritional needs of our students as established by new USDA guidelines. Our department continuously works on teaching the importance of healthy eating habits as part of a healthy lifestyle.

All schools in Prince George County participate in the National School Breakfast/Lunch Program.

Your child(ren) may be eligible for free meals or meals at a reduced price if your household income is within the limits on the Federal Income Eligibility Guidelines.

Menus are located on our school web site <http://pgs.k12.va.us/>. Breakfast and lunch will be served each day. Breakfast will not be served if school opens two hours late, however, it will be served if school opens less than two hours late.. The 2014-15 meal prices are as follows:

	Breakfast	Lunch
Full price	\$1.25	\$2.35
Reduced	.30	.40

Please complete an application for free and reduced meals each year. If you do not receive one at the beginning of the year, please contact the school office or our School Board Food & Nutrition Department at 733-2710. Our applications are available on our school web site and one will be sent home with your child/ren at the beginning of the year. You may reapply for free and reduced price meals any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or get SNAP or TANF for your child(ren), fill out an application at that time.

Charges will be permitted for lunches only; this is only applicable to elementary students. No charges are allowed at the secondary level. The cafeteria manager will notify parents in writing for the money owed for lunch charges. Students with two outstanding lunch charges who come to school without their lunch money will be provided with a cheese sandwich and a carton of milk. When a student has a negative balance at school and the student wants to purchase "snack" items, the money will be applied to the balance owed and no "snack" item will be given until the balance is satisfied. No student will be allowed to charge lunch the last two weeks of school.

Prince George County School Food& Nutrition Department has enrolled in an internet-based service called mySchoolBucks. This service is a website where you can pay for your child(ren's) meals using your Visa, MasterCard, Discover, American Express credit or debit card for a small fee. mySchoolBucks enables parents to keep track of their child(ren's) account balance. Participation is voluntary. You do not have to place money on your child(ren's) account in order to check balances. You will need to know your child(ren's) student ID number, this is obtained through the school office or contact the Food & Nutrition Department. Encourage your student to avoid sharing his/her ID number with others. All students will be required to enter their ID number regardless of meal status or payment method, thus insuring your child's(ren) privacy. To get started, parents have to first enroll at mySchoolBucks.com. Please contact or Food & Nutrition Department at 804-733-2710 if you have any questions.

Enrollment is easy!

1. Go to www.mySchoolBucks.com and register for a free account. A confirmation email will be sent to the email address you provide; click on the link included in the email to activate your account.
2. Activate your account and begin adding your students. You will need their school name and student ID.
3. Add funds to your students' accounts with your Visa, MasterCard, Discover Card, debit card, or electronic check.

Please note that as you make payments, your school's cafeteria will download them to your student's cafeteria account at set times throughout the day. As of this writing, our district downloads payments at approximately:

5:15 AM, 10:00 AM and 2:45 PM, Monday-Thursday

5:15 AM and 10:00 AM Friday

2:45PM Sunday

Once the school downloads your payment, the funds are available for your student to use. There is typically, however, a lag between the time that the payment is applied to your student's account and the information is uploaded to and reflected in the Current Balance link online. Money deposited into lunch accounts can take up to 12 hours to post.

If you have any questions, you can email support@myschoolbucks.com or call 1-855-832-5226. Visit us on Facebook www.facebook.com/myschoolbucks.

CAFETERIA RETURNED CHECK INFORMATION

Envision Payment Solutions™ was selected by Prince George County Schools/Nutrition as its check service provider. Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

Specifically, per Virginia Code Annotated § 8.01-27.1, the service fee for returned checks is as follows: \$50, plus legal interest from the date of the check and the bad check return fee charged to the holder by its bank. (Note that the fee structure will change according to any amendments made to VA law during a school year.)

If you wish to inquire about a returned check written to Prince George County Schools/Nutrition, please contact Envision Payment Solutions™ directly at Phone # 877-290-5460 or 770-709-3013. Fax # 770-709-3007 or P.O. Box 157, Suwanee, GA 30024-0157.

Please check your schools web site or our district web site @ <http://pgs.k12.va.us/> for further information.

PRINCE GEORGE COUNTY PUBLIC SCHOOLS

School Health Services
Overview

The mission of our school health services program is to promote health and wellness for our students and their families, our staff and our community. Our goals are to:

- Provide students with first aid and emergency care for illness and injury;
- Provide nursing care to students with health needs;
- Ensure access or referral to primary health care services and community resources;
- Prevent and control communicable disease and other health problems;
- Promote a safe and healthy school environment;
- Provide educational and counseling opportunities for promoting individual, family, and community health.

Vision and Hearing Screening:

Vision and hearing screenings shall be conducted for students in grades kindergarten, 3, 7, and 10 during the months of September, October, and November. Students in these grade levels who enroll after their school's screening date shall receive screenings within 60 administrative days of enrollment. The purpose of the screenings is to identify and refer children with potential vision or hearing problems to a healthcare provider.

Early intervention is critical in promoting health and academic success.

Parents shall receive written notification if abnormal findings are detected during the screening process. Parents should contact their child's school nurse if they wish for their child to opt-out of the screening. The school nurse can provide parents with the appropriate opt-out form.

Scoliosis Educational Information:

Parent educational information on scoliosis shall be provided to parents of students in grades 5 through 10 within 60 business days after the opening of school each year.

Scoliosis is a curving of the spine or backbone from side to side which cannot be corrected by simply learning to stand up straight. The curve may or may not be noticed by others. Early detection is important to ensure that the curve does not progress.

Health Conditions and Health Care Plans:

Parents are encouraged to communicate with the school nurse if their child has a health condition such as diabetes, seizures, asthma, heart condition, bleeding disorder, anaphylaxis (severe allergic reaction), sickle cell disease, or any other potentially life threatening condition. The school nurse shall assist in developing an appropriate health care plan specifically for your child. The health care plan provides guidelines for care of child's health needs during the school day and in an emergency. It is expected that parents keep the school nurse informed of any changes in their child's health status. Parents must supply medications and any equipment required to administer medications or provide special medical care at school.

Illness:

To protect all children from communicable disease, we request that parents keep their children at home for fever 100 degrees or higher, vomiting, diarrhea, unexplained skin rash, difficulty breathing, persistent cough, or red draining eye. Readmission to school for some diseases or conditions may require a statement from the physician affirming a child has been appropriately treated and/or is not contagious.

Sick or Injured Children:

Students who become ill or are injured at school or on a school bus shall be granted permission to leave class and report to the clinic. The student's parent or guardian will

be contacted should the nurse feel it is warranted. Space is limited in the school clinic; therefore, parents are requested to make arrangements to pick up sick or injured children immediately. Except for unusual circumstances, students will be returned to class within 30 minutes of resting in the clinic.

Pediculosis (Head Lice):

Each year we have a few cases of head lice detected within our student population. To help prevent this problem, parents should instruct their children not to share personal items such as hats, scarves, coats, combs, brushes, hair accessories, and towels. Parents are encouraged to examine their children periodically for signs of head lice: intense itching of the scalp, tickling feeling of something moving in the hair, presence of small grayish-brown insects on the scalp, or tiny white oval shaped eggs (nits) which stick firmly to the hair shaft. If parents suspect their child has head lice, keep child at home and contact the school nurse who can provide detailed information on treatment.

Health Insurance:

Children who do not have health insurance may qualify for FAMIS. FAMIS is Virginia's health insurance program for children. FAMIS covers doctor visits, hospital and emergency care, prescriptions, medical tests, vision and dental care and more. There are no monthly or yearly costs to your family. For more information and to obtain an application form, contact Prince George County Department of Social Services at 733-2650 or the school nurse.

Medication Policy:

1. Medication will be administered to students by qualified school personnel. Qualified school personnel shall be defined as nurses currently licensed in the State of Virginia and school employees (designated by the principal) who receive medication administration training by a registered professional nurse.

2. Before any medication may be administered to any student during school hours, written authorization shall be required as follows, with the exception of No. 3 below.

- All medication (with the exception of acetaminophen, ibuprofen and naproxen) shall require written authorization of student's licensed prescriber (physician, nurse practitioner, or physician assistant) and parent or guardian.

-Acetaminophen, ibuprofen and naproxen shall require only written authorization of student's parent or guardian, unless any of the following situations exist, at which time licensed prescriber's authorization is required:

- student requires medication for more than three consecutive school days;
- dosage exceeds recommended amount for age and/or weight;
- medication is contraindicated according to student's health condition and/or other medication being taken;
- personnel administering medication, at his/her discretion, determines that the medication should not be administered.

3. Auto-injectable epinephrine (called "stock epinephrine") shall be provided in each school, to be administered by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day.

- Stock epinephrine does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.). Stock epinephrine is intended for use on school premises and shall not be carried offsite.

- It is expected that parents of students with known life threatening allergies and/or anaphylaxis provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis.
- Stock epinephrine is not intended to replace student specific orders or parent provided individual medications.
- 4. All medication to be administered at school, with the exception of No. 3 above, requires written medication authorization be renewed annually each school year.
- 5. "Medication" shall be defined as all medications including over-the-counter nonprescription medications, vitamins, herbal products, dietary supplements, and those prescribed by a physician.
- 6. Parent or guardian must bring medication into school. All medication brought to school must be delivered to the office or clinic immediately. Medication cannot be transported on buses or by students.
- 7. With the exception of insulin, asthma medication and/or auto-injectable epinephrine, (as discussed below in No. 15) the possession, self-administration, sharing, borrowing, distributing, manufacturing or selling of any medication is prohibited for students.
- 8. Prescription medication must be in the originally labeled prescription bottle that clearly indicates name of student, name of medication, dosage and hour to be given, and name of prescriber. Over-the-counter medication must be in the original, unopened container, labeled with student's name.
- 9. Medication shall not be received or accepted by school personnel without the accompanying written medication authorization of parent or guardian and/or licensed prescriber, as according to No. 2 above.
- 10. It is recommended that the first dose of a new medication be given at home.
- 11. Any changes in an original medication authorization require a new written authorization and corresponding change in the prescription label.
- 12. Antibiotics prescribed 3 times a day will not be given at school. These can be administered at home before school, after school and at bed time. Where antibiotics are prescribed 4 times a day, one dose will be given at lunch time.
- 13. Medication that is to be given in the morning should be administered at home prior to arrival to school, if at all possible.
- 14. Parent or guardian may give medication to their child during the school day if they so desire. Parent or guardian should check in at the school office first when coming into the school for this purpose.
- 15. Students with a diagnosis of diabetes, asthma and/or anaphylaxis (severe allergic reaction) may possess and self-administer insulin, inhaled asthma medications and/or auto-injectable epinephrine during the school day, at school-sponsored activities, and while on the bus or other school property provided the following conditions are met: The student must have written consent from a parent; written notice from licensed prescriber that identifies the name, dosage and frequency of medication and circumstances which warrant such medication to be self-administered; physician confirmation that student demonstrates ability to safely and effectively self administer medication; and an individualized health care plan including emergency procedures for any life-threatening conditions. The permission to possess and self-administer inhaled asthma medications and/or auto-injectable epinephrine shall be effective for one year, defined as 365 calendar days, and must be renewed annually. Permission granted to a student to possess and self-administer insulin must be renewed annually at the beginning of each school year. Parent or guardian will be notified by a school official before any limitations or restrictions are imposed upon a student's possession and self-administration of insulin, inhaled asthma medications and/or auto-injectable epinephrine.

16. Parent or guardian is responsible for supplying medications and any equipment required to administer medications or provide special medical care, such as, but not limited to lancets, needles, and syringes; glucometer; testing strips; supplemental snacks; and nebulizer tubing and mouthpiece.

17. Medication will be stored in a locked cabinet or secured area, not accessible to students.

18. Expired medication will not be administered to students. Parent or guardian is responsible to replace expired medication immediately. Expired medication that has not been picked up by parent or guardian within 2 (two) weeks of notification will be discarded.

19. Discontinued medication that has not been picked up by parent or guardian within 2 (two) weeks will be discarded.

20. Left over medication that has not been picked up by parent or guardian at the end of the school year will be discarded.

21. School personnel will dispose of medication according to the U. S. Food and Drug Administration guidelines for drug disposal.

Copies of health care plans and medication authorization forms can be obtained from the school nurse or downloaded from the Prince George County School webpage: www.pgs.k12.va.us.

Scoliosis in Children and Adolescents

People of all ages can have scoliosis, but this material focuses on children and adolescents. Parents are encouraged to read the information in order to become familiar with warning signs of scoliosis. Should you have any questions or concerns, please contact your child's physician.

What Is Scoliosis?

The normal spine naturally curves outward in the chest area and forward in the waist area when looking at a person from the side. Scoliosis is a curving of the spine or backbone from side to side which cannot be corrected by simply learning to stand up straight. Scoliosis may cause the back to curve like an "S" or a "C." The curve may or may not be noticed by others.

Who Gets Scoliosis?

Most scoliosis is found in perfectly healthy children. Approximately 3 to 5 of every 1000 children develop spinal curves considered significant enough to require treatment. The most common type is adolescent idiopathic scoliosis of unknown cause and occurs after the age of 10. Girls have a higher incidence than boys of developing this type of scoliosis. Because scoliosis can run in families, it is recommended that a child who has a parent or sibling with scoliosis have regular checkups by the family doctor. Early detection is important to ensure that the curve does not progress. If allowed to progress, severe cases can result in chronic severe back pain, deformity, and difficulty in breathing.

How Is Scoliosis Identified?

Oftentimes the first indication of scoliosis is that clothes do not fit properly. The hemline of a dress or the length of pant legs may appear uneven. One of the easiest ways to detect scoliosis is by using the forward bending test. The test involves bending over, with straight knees, arms hanging loosely and fingertips reaching toward the floor. If a hump is noticed in the rib area or lumbar region (near

the waist), it is advised that the child be evaluated by a family physician, pediatrician, or orthopaedist.

Parents should begin to watch for the following warning signs of scoliosis when their child is about 8 years of age and continue until the spine has fully matured:

- Uneven shoulders or one shoulder higher than the other
- Prominent shoulder blade
- Uneven waist
- One hip higher or more prominent than the other
- Leaning to one side

How is Scoliosis Diagnosed?

Only a physician can accurately diagnose scoliosis. The physician will gather data such as family history of scoliosis, age of child when the curve was noticed, location and severity of the curve, and possibility of any associated birth defects, trauma, or other disorders. Physical examination may include evaluation of the back, chest, pelvis, legs, feet, and skin. The physician may request X-ray examination particularly for individuals with significant spinal curves, unusual back pain, or signs of neurological involvement. Based on X-ray report, the curve of the spine is measured to determine angle of the curve or degrees of severity.

How is Scoliosis Treated?

The physician will determine appropriate treatment based on the child's age, the amount of growth still expected, and the degree and pattern of the curve. Someone with a mild curve might only require regular checkups to ensure that the curve is not getting worse. Other recommendations may include wearing a brace or surgery.

Where Can I obtain More Information About Scoliosis?

National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)

www.niams.nih.gov

American Academy of Orthopaedic Surgeons

www.aaos.org

National Scoliosis Foundation

www.scoliosis.org

Scoliosis Association, Inc.

www.scoliosis-assoc.org

PARENT TEACHER ORGANIZATION GROUP

- Beazley Elementary School has formed PTAC (Parent Teacher Advisory Committee). It is an important and dynamic part of our overall success as a school.
- **EVERY BEAZLEY PARENT IS *automatically* A MEMBER OF THE**

- PTAC.** There are no dues. Everyone's participation in whatever capacity possible is appreciated. We are ever mindful of the fact that parents work and that schedules are tight. Even sending in something that is asked for is participation -- and we thank you for it! If you are interested in helping please contact the school.
- Fund raising activities will be the responsibility of the parents and will not involve students in door-to-door solicitation under any circumstances.

PROMOTION / RETENTION POLICY

- A. Rationale
The retention of a pupil is always based on a primary concern for what is in the best interests of the child. In addition, the process alerts the parents to the fact that unsatisfactory progress is evident early in the

child's school career.

B. Criteria

1. Grades K-5

- a. For promotion in Grades K-5, a student must pass math and language arts, which includes reading.
- b. Consideration also will be given to: achievement in science and social studies and passing of the core SOL tests in Grades 3 and 5.
- c. Reasonable Time
 - (1) No child should remain in grades K-2 more than one additional year for academic reasons.
 - (2) No child should remain in grades 3-5 more than one additional year for academic reasons.

C. Parent Participation - Grades 1-5

1. Parents will be notified by a form letter during the third nine weeks grading period of the "likely possibility" of retention.
2. The teacher will schedule a conference with the parent prior to the beginning of the fourth nine weeks to discuss "possible retention."
3. A parent-teacher-principal conference, if necessary, will be scheduled in the latter part of the final nine weeks period to discuss the final decision regarding retention of the pupil. In the event that the parents are unable to come to the school for the conference, a form letter will be sent from the principal to the parents.
4. Hopefully, parents and school personnel will agree that the retention provides a positive alternative for meeting the child's needs. However, if an agreement cannot be reached, **the final decision will be made by school personnel.**

D. Parent Participation - Kindergarten

If it appears that it may be in the child's best interest for him/her to remain in kindergarten a second year, the following procedure will be used:

1. Parents will be notified by a form letter at the third report period of the "likely possibility."
2. A parent-teacher-principal conference, if necessary, will be scheduled during the final reporting period to discuss the final decision regarding retention of the pupil. In the event that the parents are unable to come to the school for the conference, a form letter will be sent from the principal to the parents.
3. Hopefully, parents and school personnel will agree that retention provides a positive alternative for meeting the child's needs. However, if an agreement cannot be reached, **the final decision will be made by school personnel.**

E. Placement Policy

1. A pupil who is not making satisfactory progress may be placed in the next highest grade at the discretion of the principal in consultation with the teacher and parents.
2. Placement will not ordinarily be considered unless the pupil has been retained previously.

3. In all cases of placement, the report card shall indicate placement rather than promotion.
- F. General Factors
1. A pupil who is retained in a grade shall be assigned to a different teacher for the second year unless there is a mutual agreement between the parent, teacher, and principal that he/she should have the same teacher.
 2. Attendance in summer school or special tutoring during the summer may not be a consideration for promotion.
 3. An official year end promotion or retention decision cannot be issued to a student until the last week of school.

RECOGNIZING STUDENT ACHIEVEMENT

Honor Roll Guidelines

In order for a student in grades 3-5 to qualify for Honor Roll recognition, the following criteria must be met:

- a. In the normal progress range in reading.
- b. No grade below **B**.
- c. Music/P. E./Art must be an **S**
- d. Social skills, handwriting, and citizenship grades are not considered.

Academic Awards Assemblies - Grades 3 -5

First three nine weeks grading periods:

Awards Assemblies honoring All A Honor Roll, A/B Honor Roll, and Perfect Attendance are held at the end of the first **3** nine week grading periods. Students receiving awards for the fourth nine weeks will be recognized in their individual classroom/grade level.

End of year assembly -- recognition for the entire year:

Additionally, an awards assembly is held at the end of the school year recognizing students who have achieved each of the honor rolls **every** nine weeks. Perfect Attendance for all 4 nine weeks is also recognized.

Students who make exceptional progress in the reading program are also recognized.

At the last assembly, the **Presidential Academic Awards** are extended to existing fifth graders who attain a B+ average or equivalent accumulated in elementary school (4th grade and the first semester of the 5th grade), achieve in the 85th percentile or higher in math or reading on the most recent standardized test, score in the advanced range on state testing, and meet criteria based on honors earned and demonstration of personal qualities such as leadership, motivation, integrity, task commitment, etc.

STANDARDS OF CONDUCT FOR STUDENTS

A. General Conduct

Students are considered to be under the jurisdiction of school authorities while in school and when going to and from school. At all times while under

school jurisdiction, all students are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner. In the maintenance of good order and discipline in the school and on the school grounds, the authority of all teachers shall extend to all students, whether or not the teacher has the student in class.

B. Honor Code

An honor code is a system that operates under the simple premise of trust. Under the honor system, it is assumed that every student has an expressed interest in preserving the integrity of the school. The primary function of an honor code is to instill a common sense of honor and morality in each student and adult at a school. This system revolves around the concept of respect; the self-respect one has for his own word, his work, and his own possessions, and the respect he has for the words, the work, and the possessions of others.

Therefore, it is imperative that no student commit an act of lying, cheating, or stealing. It is equally important that no student should tolerate such behavior by his fellow students. Since the basis of this system relies on each student's

acceptance of his responsibility to uphold the code, it is imperative that each student acknowledge that he will abide by the code and encourage other students to accept the responsibility for living up to the honor code.

Listed below are the general activities which would undermine and violate the honor code and are therefore prohibited.

Cheating: Cheating includes the actual giving or receiving of unfair advantage on any form of academic work.

Plagiarism: Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work.

Lying/Falsification: This includes the verbal or written statement of any untruth.

Stealing: Stealing includes the acquiring of another's possessions without right or permission.

C. Dress

Students are expected to be properly groomed and appropriately dressed at all times while under school jurisdiction. Examples of inappropriate dress would include spaghetti strap tank tops, short shorts, bikers shorts, low rise pants, and clothing with profanity, offensive language or questionable art.

Grooming or dress which is hazardous to the health/safety/or good order and discipline in the school shall not be permitted. Clothing with midriff showing is unacceptable. The wearing of shoes by all persons in the school is required. Flip flops, shower shoes, and heelys are not allowed. Hats, caps, and head coverings will not be worn inside school buildings.

D. Items Not to be Brought to School

Students are not to bring dangerous articles, knives, guns (weapons of any type), radios, tape players, record players, beepers, balls, bats, matches, \ lighters, games of any type, or other personal items which are not needed at school (including "slang" books). Look-alike guns and knives are also \ included in this policy.

E. Student Code of Conduct

Students shall not have in their possession, a beeper, cellular telephone, Personal Digital Assistant (PDA), laser pointer, or other communication device. If a student possesses such a device, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned to the student's parent.

F. Damage to Property

When any student shall have damaged, destroyed, or defaced any school property, the student and/or his parents or guardian shall be requested to pay the amount lost in addition to whatever other disciplinary action may be deemed necessary and advisable by the principal of the school.

G. Chewing Gum

The chewing of gum will not be permitted on school grounds, nor on school buses.

H. Smoking

No smoking will be allowed on the school premises. This policy also includes adults under any circumstances. Any student caught violating this regulation will be excluded from school and his return made contingent upon his/her parent or guardian having a conference with the principal.

I. Soliciting and Selling Products by Students

Selling products of any kind for any purpose is prohibited unless sponsored by the school or the PTO.

J. Detention of Students After School

A student may be detained after school for disciplinary or other reasons if the parents and principal have been notified in advance and arrangements have been made for transportation.

K. Threats

Students are not to threaten individuals, members of their family or any school employee through written (signed or unsigned) or verbal communication.

L. Bomb Threats, False Fire Alarms, Smoke bombs, and Fire Works

1. May be considered criminal offense
2. False fire alarms (18.2-212 states that it is a class 1 misdemeanor if any person who without just cause, calls or summons by telephone or otherwise any ambulance or fire-fighting apparatus or maliciously activates a manual or automatic fire alarm in a building used for public assembly or for a public purpose, including public schools, regardless of whether the fire department responds).
3. Bomb threats (18.2-83 - class 6 felony if 15 or over, class 1 misdemeanor if under 15).
4. Smoke bombs (18.2-87.1 - A person who willfully and intentionally sets off or causes to be set off any chemical bomb capable of producing smoke in any building used for public assembly or regularly used by the public could be guilty of a class 2 misdemeanor).

M. Sexual Harassment

The school strives to maintain a working and learning environment for all its students which provides for fair and equitable treatment, including freedom from sexual harassment. The policy concerning sexual harassment can be found in the Prince George County Policy Manual File 105.

N. Suspension of Students

Discipline of inappropriate behavior is taken very seriously. **Each offense is handled on an individual basis.** Punitive measures are at the discretion of the administration based on each situation. Whenever a student ceases to be amenable to the efforts of the school to secure good conduct, and his conduct is detrimental to good order, he may be excluded from school and his return made contingent upon his parent or guardian having a conference with the principal. Suspended students are prohibited from going onto the grounds of or attending any activity at county schools until reinstated in classes by the principal or his designee. Violation will be considered trespassing. If satisfactory adjustments can mutually be established among parent or guardian, student, and principal, the student may return to school immediately, or at the discretion of the principal. The student may be required to remain out of school for a period not exceeding two weeks as a disciplinary measure, providing the Superintendent of Schools is notified of such action.

O. Expulsion

In cases of gross and continued misconduct, a student may be subject to expulsion.

In addition, any student who possesses or transmits any firearm, knife, explosive, or other dangerous objects on school property at any time will be suspended immediately by the principal pending a hearing of the School Board. The Superintendent of Schools may recommend expulsion of the student to the School Board. The incident may be referred to local police authorities.

Expulsion from Schools in Virginia

A student who has been expelled from another school in Virginia or another state for an offense in violation of school board policies may be excluded from attendance in Virginia for no more than one school year upon a finding that the student presents a danger to the other students or staff of the school division. Such exclusion may occur only after (a) written notice to the student and parent or guardian of the proposed exclusion, the reasons, and the right to appeal to the full board, and (b) a review of the case has been conducted by the superintendent or designee and the exclusion has been recommended. The student or parent may appeal the decision of the committee of the school board to the full board, which must notify the student or parent of its decision in writing no later than thirty days following the hearing. The student may petition the board for admission after one school year which is no more than 180 teaching days.

P. Disciplinary Records

Virginia State law clarifies that disciplinary records are scholastic records and requires that they be kept with cumulative/confidential files. In addition, a student's entire scholastic record (cumulative/confidential file) shall be transferred to the school division to which a pupil transfers upon request and without parental permission.

Q. Bullying

Beazley School shall not tolerate any bullying on school property or at any school activity. Bullying is a pattern of abuse over time and involves a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; put downs; name calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation. A conflict between equals is not bullying. Students are encouraged to report acts of bullying. Furthermore, teachers infuse in their instruction the difference between tattling and telling (reporting).

R. Drug Policy**A. Information**

Recognizing that the use and abuse of harmful drugs by students has become a local, state, and national problem, the Prince George County School board adopted the following policies concerning the sale, possession, dispensing, and/or use of drugs on school property and at all school-sponsored activities. The principal, or designated authority in his absence, shall immediately remove a student who is discovered using, possessing, or selling drugs on school property. In all areas, the Superintendent shall be notified of such actions.

The principal or designated authority in his absence may search a student's locker or desk under the following circumstances:

1. When the student has been informed in advance that under School Board regulation, desk and lockers may be inspected if the administration has reason to suspect the presence of articles or materials injurious to the best interest of the school.
2. When the principal suspects the presence of drugs or other harmful substances which are likely to pose a threat to the maintenance of discipline and order in the school.
3. When a witness is present.

S. RULES AND REGULATIONS FOR STUDENTS RIDING PRINCE GEORGE COUNTY SCHOOL BUSES

Mr. Scruggs's editorial note:

Children are expected to behave on buses. If they cannot, they will be removed from the bus. Transportation is not a right, it is a privilege. If you have ever had the joy of driving a bus full of 60 children, you know how rough it can be if they are screaming and not behaving. The safety of all students will not be jeopardized by the few who do not know how to listen and do as they are told. Thanks in advance for your support.

1. The number of pupils who may ride a school bus is determined by the total number who can be seated. Pupils shall not be permitted to stand by the side of the driver, in the stepwell, or between the driver and the entrance door. (Buses are designed to seat three (3) students per seat.)
2. The bus driver is the only person who is permitted to open and close the entrance door.
3. Posters, stickers, or advertising material of any kind are prohibited in

or on the school buses.

4. No object shall be placed in the bus that will restrict passageway to entrance or emergency door.
5. ALL students are under the jurisdiction of the driver while they are on a school bus. *Drivers have the same authority as a teacher in the classroom.*
6. On entering the bus, all students are to take a seat and remain there until they reach their destination, unless asked to move by the driver. Moving from seat to seat will not be permitted.
7. Misconduct such as: fighting, yelling, profanity, or any conduct that is distracting to the driver will not be tolerated.
8. No drugs, alcohol, or tobacco products are permitted on the bus.
9. No canned or bottled drinks of any kind are permitted on the bus.
10. *No objects are to be thrown out of the bus window.*
11. Drivers will not make a habit of waiting for students who are late getting to the bus stop.
12. ALL students are expected to ride the bus that picks him or her up at the stop nearest his or her home. Students are expected to ride the same bus home in the afternoon.
13. Students are not permitted to get off at stops other than their own, unless they have a note from home signed by the principal or his/her designee.
14. Any student found guilty of destroying any part of a school bus **WILL** be made to pay for the damage and is subject to suspension.
15. Any student who does not abide by the rules stated above will be disciplined or suspended from riding the bus. Riding a school bus is a privilege, **not** a right.
16. On mornings that we have fog, you may expect buses to be as much as one to two hours late.
17. At no time will students be allowed to stick head, hands, arms, etc., out of the open windows.

18. No pets will be allowed on buses.
19. Parents are encouraged to establish contact with their bus drivers. They are anxious to work with the parents in order that the transportation of students on school buses may continue to be a safe, efficient procedure.
20. Students are not permitted to bring radios, tape players, boom boxes or other musical instruments on buses. If they do, the student will be reported to administration. Administration will confiscate such items and hold them at school until parents pick them up.
21. Students are not permitted to eat on buses.
22. No buying or selling will be permitted on buses.
23. Parents should notify the bus driver if a child has a history of seizures, uncontrolled bleeding, or other medical problems.
24. Students are not to transport medication by bus that is to be taken at school. Parents should carry the medication to school for the student.

Dear Parent or Guardian:

Prince George County Public Schools requires of the parent or guardian of children in grades Pre-Kindergarten through Second Grade to be present at the AM bus stop for loading and PM for unloading. This requirement has insured the safety of students while waiting for buses and safe arrival home with a caregiver.

Annually, the district reviews the transportation system and noted that periodically parents/ guardians have not been present to receive their child or children delaying delivery of other students or in some cases return of children in grades Pre-Kindergarten through Second Grade to their home school for pickup. This has become a burdensome problem for the district economically with the School Board requesting during the August 2013 School Board Meeting a cost analysis for staff to supervise a child when a parent or guardian is not at bus stop and the Transportation Department returns the child to school for pickup. The School Board approved during the November 2013 School Board Meeting a penalty of \$110 cost (hourly rate with benefits of Transportation, Administrative, and Support staff) be imposed upon the parent or guardian when the Transportation Department must return a child to school for pickup. You are receiving this letter to be informed of the guidelines established by the School Board for implementation beginning the week of February 10-14, 2014 forward:

___ 1st Offense - A warning letter from the principal or assistant principal sharing the penalty cost for returning a child to school and supervision. No charge for the first offense.

___ 2nd Offense - The student is suspended from the bus until the penalty rate of \$110 is paid to the school district. The parent or guardian may transport the child to/from school; however, the child cannot ride the bus again until the penalty is paid in full.

___ 3rd Offense - The student loses his/her bus privileges for the remainder of the semester and the parent or guardian must pay the penalty rate of \$110 for the 3rd offense before continues to ride. Any outstanding penalty from the previous school year must be paid prior to the start of the next school year; otherwise, the student will not be allowed to ride the bus.

This is a reminder that the penalty is imposed ONLY if the Transportation Department returns the child to the school for pickup. Please communicate with the school in advance of your child boarding the bus in the PM if you will not be at the bus stop. Additionally, you must make arrangements to have a caregiver on the approved list pickup your child from school.

STUDENT/PARENT GRIEVANCE PROCEDURE

A grievance is a means by which a person may seek redress to a situation which has arisen from the lack of compliance with the application or the misapplication of written rules, laws, regulations, or policies.

A grievance may be initiated by a student or his parents or guardian. If a person decides to initiate a grievance, the established grievance procedure must be followed. Failure to follow the procedure shall result in no action being taken to resolve the grievance.

A complete grievance procedure policy is located in the school and is available for review during school operational hours.

STUDENTS' EDUCATION RECORDS -- PARENT'S RIGHTS REGARDING

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age and older ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 14 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Prince George County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605

Directory Information

The following data are designated as directory information:

- a. name of student in or no longer in attendance.
- b. address.
- c. telephone listing
- d. grades, transcripts shall show course code numbers. Special Ed courses shall not be identified by symbols in addition the course code number.
- e. participating in officially recognized activities and sports.
- f. height and weight, if member of athletic team.
- g. attendance records.
- h. classes completed
- i. grade level completed and year of completion
- j. degrees, awards, and honors received.
- k. photographs/pictures taken for school publications and press releases to the media.

Within two weeks of enrollment, parents may request, in writing to have "directory information" to be excluded from publications by the school division. A form for this purpose is sent home on the first day of school.

Information in a student's scholastic record may be destroyed five (5) years after the student has graduated, completes a program approved by the board of education, exits the school division, or once the information is

no longer educationally useful to Prince George County Schools. We will make a reasonable effort to notify you prior to destruction of records. The scholastic records may be needed by you, the parent, or the student for social security benefits or other purposes.

Generally a request for any records copied will be honored within 5 business days. There will be a 25 cent charge per page.

Copies of report cards and interim reports will be honored within 5 business days at a charge of 25 cents.

SEX OFFENDER REGISTRY NOTIFICATION

The Prince George County School division receives notification of registered sex offenders according to the procedures established by the Virginia Department of State Police. The Prince George County School division recognizes that it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the division will not disseminate registry information to parents. Anyone requesting registry information from the school division shall be referred to the State Police. The complete policy is available in the Prince George County School Policy Manual located at the school board office and on the Prince George County Website.

NO CHILD LEFT BEHIND

All teachers must be the best teachers! Research has shown that highly qualified teachers do the best job of instructing students.

The *No Child Left Behind* law required all teachers and Title I paraprofessionals to be highly qualified.

This law states that school divisions must provide parents in any Title I school information regarding professional qualifications on the student's classroom teachers, upon request, including:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- Whether the child is provided service by paraprofessionals and, if so, their qualifications. (Title I)

GRADUATION/DIPLOMA REQUIREMENTS

The Prince George County School Board has approved the following requirements for Graduation which incorporate state requirements including Standards of Quality and Standards of Learning currently in effect. Credits are to be earned in grades nine through twelve. It is possible for eighth graders to earn Algebra I and foreign language credit.

COMPETENCIES

1. Citizenship-This is, at present, accomplished by the successful completion of U. S. History, U. S. Government, and either World History or World Geography.
2. Vocational-This essentially means that a student must either by continuing his education after high school (proof is application to and acceptance by such an institution) or be a vocational completer. The Virginia Department of Education has defined several methods of doing this which include completing a vocational program at PGHS or Rowanty Technical Center.

REQUIREMENTS FOR GRADUATIONS

A. The requirements for a student to earn a diploma from a Virginia high school shall be those in effect when that student enters the ninth grade for the first time. Students may be awarded a diploma or certificate upon graduation from a Virginia high school.

When students below the ninth grade successfully compete courses offered for credit in grades nine through twelve, credit shall be counted toward meeting the standard units required for graduation provided the courses meet SOL content requirements or are equivalent in content and academic rigor as those courses offered at the secondary level. To earn a verified unit of credit for these courses, students must meet the requirements of 8 VAC 20-131-110.B.

The following requirements shall be the only requirements for a diploma, unless a local school board has prescribed additional requirements which have been approved by the Board. All additional requirements prescribed by local school boards, and in effect as of June 30, 1997, are approved to continue those requirements pending further action by the Board. The requirements for Certificates of Program Completion are developed by local school boards in accordance with The Standards of Quality.

B. Requirements for a Standard Diploma.

1. Beginning with the ninth grade class of 1998-99, students shall earn the standard units of credits outlined in subdivision 4 of this subsection.

2. During a transition period applicable only to the ninth grade classes of 2000-01, 2001-02, and 2002-03, students shall earn the standard units of credit described in subdivision 4 of this subsection and the following number of verified units of credit (see 8 VAC 20-131-110):
 - a. English-two;
 - b. Four additional verified units of credit of the student's own choosing.
3. Beginning with the ninth grade classes of 2003-04 and beyond, students shall earn the required standard and verified unites of credit described in subdivision 4 of the subsection.
4. Credits required for graduation with a Standard Diploma:

DISCIPLINE AREA	STANDARD UNIT OF CREDIT REQUIRED	VERIFIED CREDITS REQUIRED
ENGLISH	4	2
MATHEMATICS ¹	3	1
LABORATORY SCIENCE ²	3	1
HISTORY & SOCIAL SCIENCE ³	3	1
HEALTH & PHYSICAL EDUCATION	2	
FINE ARTS OR PRACTICAL ARTS	1	
ELECTIVES ⁴	6	
STUDENT SELECTED TEST ⁵		1
TOTAL	22	6

¹Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least two course selections from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of algebra and geometry. The Board may approve additional courses to satisfy this requirement.

²Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry, or physics. The Board may approve additional courses to satisfy this requirement.

³Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one world history/geography course. Courses which satisfy the world history/geography requirement are: (i)World History, (ii)World Geography, (iii)World History and Geography Part I, (iv)World History and Geography, or (v)a semester course of World History Part I and a semester course of World Geography. The Board may approve additional courses to satisfy this requirement.

⁴Beginning with the graduation class of 2003, courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.

⁵A student may utilize additional tests for earning verified credit in computer science, technology, or other areas as prescribed by the Board in 8 VAC-20-131-110.B.

C. Requirements for an **Advanced Studies Diploma**.

1. Beginning with the ninth grade class of 1998-1999, students shall earn the standard units of credit outlined in subdivision 2 of this subsection. Beginning with the ninth grade class of 2001-01, students shall earn the standard and verified units of credit outlined in subdivision 2 of this subsection.
2. Credits required for graduation with an Advanced Studies Diploma:

DISCIPLINE AREA	TANDARD UNITS OF CREDIT REQUIRED	VERIFIED CREDITS REQUIRED
ENGLISH	4	2
MATHEMATICS ⁶	4	2
LABORATORY SCIENCE ⁷	4	2
HISTORY & SOCIAL SCIENCE ⁸	4	2
FOREIGN LANGUAGE ⁹	3	
HEALTH & PHYSICAL EDUCATION	2	
FINE ARTS OR PRACTICAL ARTS	1	
ELECTIVES	2	
STUDENT SELECTED TEST ¹⁰		1
TOTAL	24	9

⁶Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least two course selections from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of algebra and geometry. The Board may approve additional courses to satisfy this requirement.

⁷Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry, or physics, The Board may approve additional courses to satisfy this requirement.

⁸Courses completed to satisfy this requirement shall include U. S. and Virginia History, U. S. and Virginia Government, and two world history/geography course. Acceptable courses which satisfy the world history/geography requirement include: (i)World History and World Geography, (ii)World History and Geography Part I, and World History and Geography, Part II; or (iii) a semester course of World History Part I, a semester course of World Geography and a year long course of World History Part II. The Board may approve additional courses to satisfy this requirement.

⁹Three years o one language or two years each of two languages.¹⁰A student may utilize additional tests for earning verified credit in computer science, technology, or other areas as prescribed by the Board in 8 VAC 20-131-110.B

D. Requirements for the **Modified Standard Diploma.**

1. The Modified Standard Diploma is intended for certain students at the secondary level who have a disability and are unlikely to meet the credit requirements for a Standard Diploma. Eligibility and participation in the Modified Standard Diploma program shall be determined by the student's Individual Education Program (IEP) team and the student, where appropriate, at any point after the student's eighth grade year.
2. The school must secure the informed written consent of the parent/guardian and the student to choose this diploma program after review of the student's academic history and the full disclosure of the student's options.
3. The student who has chosen to pursue a Modified Standard Diploma shall also be allowed to pursue the Standard of Advanced Studies Diploma at any time throughout that student's high school career. The student must not be excluded from courses and tests required to earn a Standard or Advanced Studies Diploma.
4. Beginning with the ninth grade class of 2000-01, students pursuing the Modified Standard Diploma shall pass literacy and numeracy competency assessments prescribed by the Board.
5. Credits required for graduation with a Modified Standard Diploma:

DISCIPLINE AREA	STANDARD UNITS OF CREDITS REQUIRED
ENGLISH	4
MATHEMATICS ¹¹	3
LABORATORY SCIENCE ¹²	2
HISTORY & SOCIAL SCIENCE ¹³	2
HEALTH & PHYSICAL EDUCATION	2
FINE ARTS OR PRACTICAL ARTS	1
ELECTIVES ¹⁴	6
TOTALS	20

6. The student must meet any additional criteria established by the Board.

¹¹Courses completed to satisfy this requirement shall include content from among applications of algebra, geometry, personal finance, and statistics in courses that have been approved by the Board.

¹²Courses completed shall include content from at least two of the following: applications of earth science, biology, chemistry, or physics in courses approved by the Board.

¹³Courses completed to satisfy this requirement shall include one unit of credit in U. S. and Virginia History, and one unit of credit in U. S. and Virginia Government in courses approved by the Board.

¹⁴Beginning with the graduating class of 2003, courses to satisfy this requirement shall include at least two sequential electives in the same manner required for the Standard Diploma.

- E. Awards for exemplary student performance. Students who demonstrate academic excellence and/or outstanding achievement may be eligible for one of the following awards:
1. Students who complete the requirements for an Advanced Studies Diploma with an average grade of “B” or better, and successfully complete at least one advanced placement course (AP), international baccalaureate (IB) or one college level course for credit, will receive the Governor’s Seal on the diploma.
 2. Students who complete the requirements for a Standard Diploma with an average grade of “A” will receive a Board of Education Seal on the diploma.
 3. The Board of Education’s Career and Technical Education Seal will be awarded to students who earn a Standard or Advanced Studies Diploma and complete a prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a “B” or better average in those courses; or (I)pass an examination in a career and technical education concentration or specialization that confers certification from a recognized industry, trade or professional license in that career and technical education field from the Commonwealth of Virginia.
 4. The Board of Education’s Seal of Advanced Mathematics and Technology will be awarded to students who earn either a Standard or Advanced Studies Diploma and (i) satisfy all of the mathematics requirements for the Advanced Studies Diploma (four units of credit including Algebra II; two verified units of credits) with a “B” average or better; and (ii) either (a) pass an examination in a career and technical field that confers certification from a recognized industry, or trade or professional association; (b) acquire a professional license in a career and technical education field from the Commonwealth of Virginia; or © pass an examination approved by the Board that confers college-level credit in a technology or computer science area.
 5. Students may receive other seals or awards for exceptional academic, career and technical, citizenship, or other exemplary performance in accordance with criteria defined by the local school board.
- F. In accordance with the requirements of the Standards of Quality, students with disabilities who complete the requirements of their Individualized Education Program (IEP) and do not meet the requirements for other diplomas shall be awarded Special Diplomas.
- G. In accordance with the requirements of the Standards of Quality, students who complete prescribed programs of studies defined by the local school board but do not qualify for diplomas shall be awarded Certificates of Program Completion.

School Calendar

1st Report to Parents----- November 7, 2014
2nd Report to Parents-----January 30, 2015
3rd Report to Parents-----April 3, 2015
4th Report to Parents-----June 12, 2015
Interim Reports Home-----Oct. 1---Dec. 10---Feb. 25---May 6 -----
Awards/Recognition Assemblies---Nov. 11---Feb. 3---Apr. 14---June 4 -----
School Ends -----June 12, 2015

DATES THAT SCHOOL WILL BE CLOSED DURING THE SCHOOL YEAR-

Labor Day ----- September 1, 2014
Teacher Work Day -- No Students ----- November 4, 2014
Staff Development- --No Students-----November 11, 2014
Fall Break----- November 26, 27, 28, 2014
Winter Break----- Dec. 22 - Jan. 2, 2015
Martin Luther King Holiday -----January 19, 2015
Teacher Work Day--Early Release 12:45 ----- Jan 21, 22, 23, 2015
Staff Development Day-No Student-----January 26, 2015
Staff Development—No Students-----March 30, 2015
Spring Break-----April 6-10, 2015
Memorial Day-----May 25, 2015
Teacher Work Day Early Release-----@ 12:45-----June 10, 11, 12, 2015

SCHOOL EVENTS-DATES TO REMEMBER

Thur. Sept. 25-----Open House-----6:00-----
Thur. Oct. 30-----Family Reading Night-----6:00-----
Thur. Dec. 11-----Winter Program-----6:00-----
Thur. Apr. 2-----Spring Program/Reading and Math Night-----6:00-----