

NEW LONDON ACADEMY

FAMILY HANDBOOK

2017 - 2018

1133 Academy Lane, Forest, VA 24551

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<http://bedfordnla.sharpschool.net>

School Day: 7:55 - 2:25 (car drop off 7:30am)



New London Academy

“
Over 200 Years of Excellence in Education”

ACCREDITATION

New London Academy is accredited by the Board of Education of Virginia and operates in compliance with all state and federal regulations regarding equal opportunity and equal rights. New London Academy does not discriminate against students or employees on the basis of sex, race, color, religion or natural origin.

ADDRESS CHANGES

A residence validation form and reasonable proof of residing in our school district is required anytime there is a move or change of address. It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address and contact record at the school office. Please notify the school in writing whenever you have a change of address or phone number during the school year.

ADMISSION REQUIREMENTS

Age A child may enter kindergarten if he/she has reached age five on or before September 30, 2017. Children who are six years old by September 30, 2017 must be enrolled in school.

Vaccinations: A parent or guardian must present evidence of his/her child having been immunized against the communicable diseases for which vaccinations are required by state law. Children must also be vaccinated against varicella or have had Chicken Pox. Students who are not fully vaccinated will not be allowed to enter school. However, there are religious and health exemptions your child may qualify for.

Physical Examination: Children entering kindergarten or elementary school for the first time must have a comprehensive physical examination performed within the preceding twelve months prior to enrollment and the parent or guardian shall furnish the school with a report signed by a licensed physician. Your child cannot enter school without proof that he or she has had a physical examination within the last 12 months.

Guidelines on health and examinations can be found at www.vdh.virginia.gov/epidemiology/immunization. These requirements are required under the Code of Virginia School Health and Safety.

Certificate of Birth: No pupil shall be admitted for the first time to any public school without a certified copy of the pupil's birth record. Failure of any person enrolling a pupil to present a certified copy of the birth record requires the principal of the school to immediately notify the local law-enforcement agency.

AGENDA BOOKS

Students in grades K – 5 will be given a school agenda book. Students and teachers will use these on a daily basis for recording homework assignments, notes between home and school, and for a variety of other items to assist students in learning organization skills. In the agenda is our full handbook with information you will need to know throughout the year.

ANNUAL STUDENT INFORMATION UPDATE

Parents or Guardians are required to annually update their child's information using the Infosnap online program. To access this program go to the Bedford County Public Schools website at <http://bedford.sharpschool.net/> click on Returning Student Registration. Schedules and teacher assignments will be withheld until the online registration process is complete or until the first day of classes. If you do not receive your snap code, please contact the office. It is very important to have the most accurate and up-to-date information for emergency information and contacts. It is also required that the Photo Release, Acceptable Computer Use, and Student Code of Conduct be updated and maintained in student files.

ATTENDANCE

Regular attendance at school each day plays a major role in the educational process of a child. Please keep this in mind and help us emphasize the importance of being present the entire day. Disruption in the day prevents students from receiving the full benefits of their education and impedes teacher effectiveness.

Our school day begins at 7:55 am, any students arriving after that will be marked as tardy. Parents who drive their child to school should arrive between 7:30 am-7:50 am to allow their children to report to class and prepare for the day.

If your student will be absent parents should make every effort to call the office before 7:45 a.m. The Power School program will automatically call and notify you that your child is absent from school. *Please note that our system will still call even though you have called to let us know your child will be absent because our system is automatic.* A student, who is absent from school for an entire day or for one or more class periods, **must bring a note written and signed by a parent or guardian.** The notification shall contain the reason(s) for the date(s) of the absence(s). Medical documentation may be required. The principal will be the judge of the validity of any excuse.

BELL/DAILY SCHEDULE

7:30 am	Office opens (Office Hours are 7:30am – 4:00 pm)
7:30 am	Walking Club Begins (Gym)
7:45 am	Supervision begins for car riders
7:50 am	First Bell
7:55 am	Tardy Bell
2:25 pm	Bus Riders dismissal
2:30 pm	Car Riders dismissal

Frequently Asked Questions:	Regular Schedule:	2-Hour Delay Schedule:
What time do the doors open for students?	7:30 am	9:30am
What time does breakfast begin to be served?	7:30am	9:30am

What is the earliest time that I may drop off my child?	7:30am	9:30am
What time does the walking program start?	7:30am	9:30am
What time can my child go to the classroom?	7:45am	9:45am
What time does the tardy bell ring?	7:55am	9:55am

BUSES

Bedford County School provides bus transportation to New London Academy and back home for all students living within its zone. Riding the bus is a privilege that may be revoked when student conduct jeopardizes the safety and comfort of others. Students are under that authority of the Bedford County School Board while riding any school provided transportation and while waiting at the bus stop.

Students are expected to talk quietly and remain seated while keeping hands, feet and other objects to themselves. Students should not engage in any behavior that may distract the driver from safely operating the bus. Food and beverages of any type are not to be consumed on the bus. The discipline guidelines for conduct riding the bus are the same as a school. Students will abide by the rules outlined in the Code of Student Conduct and be subject to the consequences of any misbehavior. The driver is in charge of the bus and students. Students must obey the directives of the driver the first time they are given. Students may receive a Bus Conduct Report for actions witnessed but the driver or filmed by the video camera

The following are guidelines pertaining to students riding buses:

1. Parents should accompany their young children to and from the bus stop.
2. A parent, guardian, or appropriate designee must be at the bus stop each afternoon to receive preschool through third grade students. **BUS DRIVERS ARE REQUIRED TO BRING THESE STUDENTS BACK TO SCHOOL IF NO ONE IS PRESENT.**
3. Students should be at their bus stop at least ten (10 minutes) before the bus is scheduled to arrive and stand away from the road when waiting for the bus. The bus cannot wait for tardy students while trying to maintain a fair and safe schedule.
4. Students must wait for the bus to completely stop before walking to or exiting the bus.
5. Students should only cross in front of the bus. A distance of ten feet is recommended so the driver can watch the student.

6. Should the student need to cross the road to board the bus, they should wait for the bus to stop, watch for a signal from the driver that it is safe, look both ways, and then walk in front of the bus.
7. Drivers have the authority, and are encouraged, to develop assigned seats for students.
8. Arms and heads must be kept inside the bus at all times.
9. Parents and students are responsible to pay for any damages caused to the bus.

CAFETERIA

New London Academy’s cafeteria provides nutritious meals for students and adults for both breakfast and lunch. Menu calendars are sent home on the last day of each month. **The contact number for the school cafeteria is (434) 525-6792.** The student lunch prices are as follows:

New Daily Pricing

Student Full Breakfast	\$ 1.25	Student Full Lunch	\$ 2.30
Reduced Price Student	0.00	Reduced Price Student	0.40
Adult Breakfast	1.60	Adult Lunch	3.30

If you have questions about your child’s account please **contact the cafeteria directly**. Students will be provided an 8 digit number to access their lunch accounts. Prices listed are 2016-2017 and are subject to change for 2017-2018 school year.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis.

Parents are encouraged to monitor local TV and radio stations during the chance of inclement weather. Parents may call the School Administration Building/Central Office (586-1045) and press *333 to get up-to-date information on school delays and closings. Information is also available on the county website at www.bedford.k12.va.us, and click on the “Weather Related Info” link to the left of the screen.

Another option is from your smart phone you can install the Bedford County Public School app which will give you up to date information as needed.

[Bedford County Public Schools' app for Android and iOS devices.](#)



CAR RIDERS

Parents who bring their child to school must use the west parking lot (Museum Parking lot). The other parking lot is strictly for buses. **Students may be dropped off at school beginning at 7:30.** The Walking Club begins at 7:30 am for those students who would like to join.

As we continue to work with Bedford County Sheriff’s Office for our dismissal procedures changes may occur when needed. This year we will continue to require the parent/guardian to have the appropriate pick up tag displayed in the car window with your students name on it. Please make sure you stop by the office to pick one up. If you have several vehicles we request you pick up several to make transportation easier for you. This year we are requiring that parents/guardians remain in their vehicles to limit foot traffic in the pickup area. When you pull up close to the pickup area one of our staff member will see your tag and call for your student to come out for dismissal. If you do not have one of the car pickup tags we cannot release your child to you, as we have several different staff members who work car duty. Thank you for your cooperation.

CHANGE OF ADDRESS OR PHONE NUMBER:

Parents who have a change in their mailing address and/or phone number should report the change immediately to the office, this way records can be corrected and kept current. This is especially important in the event of an emergency.

CHANGE OF TRANSPORTATION

If you need to send us a message concerning your child’s transportation, **please send a written note**. If your child will not be going home in their usual way, we must have a written note notifying us of this change. When two children are going home together, both children must have notes stating car rider or bus rider (with the name of the other student and the bus number on your note). To eliminate overcrowding on buses, no more than two students may accompany another student home on the bus. **Please do not send notice via email or fax either to the office or your child’s homeroom teacher.** There is no guarantee your child’s teacher will receive it before dismissal. **If you must make a last minute transportation change you must call before 2:00pm to ensure your child will receive the message on time for dismissal. We cannot make any exceptions as this is the busiest time of the school day.**

CLINIC

MEDICATIONS TO STUDENTS

Parents and/or guardians are encouraged to administer medication to their children before or after the school day. Parents must notify the school nurse of any medication changes or additions for your child.

In the case where a child must receive medication, appropriate action to be taken by the parent and/or guardian and the school are as follows:

A. The parent/guardian will:

Provide the child's medication (prescription or nonprescription) to the school in the original prescription bottle or package. A prescription bottle acts as the physician's order for prescription medicine. No medication will be dispensed to children from baggies or unmarked containers. Complete the "Authorization to Administer Medication" form and, bring medication to school. In certain medical circumstances students may transport medications on school buses with the approval of parent/guardian, physicians, and school.

B. The principal or his/her designee will ensure that:

No medications are administered to students unless the "Authorization to Administer Medication" form is signed by the parent/guardian. Herbal remedies, prescription medicine, and over the counter medicine without a physician's signature on the required form.

All medications (prescription and nonprescription) will be secured at all times. Security of medication means a locked container or cabinet. The principal or his/her designee will ensure the appropriate access to medication. Medications will be refrigerated as needed.

School shall document the medication given to students. School staff responsible for administering medication to students will receive annual training in the administration of medication.

ELECTRONIC DEVICES

Students should not bring any electronic devices to school unless it is necessary for a class activity and given permission by their teacher for a special event. The use of any type of electronic device is not permitted during the school day. This includes items such as: cell phone, electronic games, cameras, and any type of music player. These items are a distraction to the educational process of school. Students are expected to have a book to read when they have completed their work or have other down-time. This helps the educational emphasis and love for reading that is critical to their academic success.

FIELD TRIPS

Field Trips are a planned special event that correlates with a unit of study as part of the instructional program. Students are expected to participate and exhibit the same behavior as in the regular instructional setting. If a student opts out of a field trip the teachers will provide alternate assignments. Missing school on a field trip is considered an unexcused absence unless the absence is due to an illness or another excusable reason. Refunds may not be possible because fees for the trip have been paid and/or have been chartered.

FIRE DRILLS, SCHOOL SAFETY AND CRISIS MANAGEMENT

The school will schedule drills (fire, tornado, and crisis) throughout the school year to ensure student safety. A fire drill will be held each week during the first month of school and at least monthly throughout the year. A crisis plan has been developed to assist school staff in preventing reacting to emergencies.

FOOD SHARING POLICY

Bedford County Public School has updated policy JHFC regarding student wellness. The revisions of this policy focus on improving the health and safety of our students while assisting in the reduction of childhood obesity. I encourage each of you to review the entire policy on our website. As a result, New London Academy will adopt the no sharing of food policy in our cafeteria. This includes food items purchased from the cafeteria as well as food items brought from home. We ask that parents not bring food items into the cafeteria to be distributed to the entire class. While healthy foods will be allowed at school events or celebrations, the focus for these events will center on activities rather than food. Your child's teacher will provide additional guidance as these events occur throughout the year.

ILLNESS OR INJURY

In case of illness or injury the school nurse or a member of the school staff will care for a child temporarily. Schools are not staffed to care for children who are sick, nor do they have the necessary staff to transport sick children from school to home. Parents will be called during the school day if they become ill (temperature, vomiting, etc.) and asked to pick the child up from school. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. **Remember an emergency card with the telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.**

- **Students must be fever free for at least 24 hours prior to returning to school. This also applies to students with intestinal illnesses.**
- **Students sent home from school with a fever should not return to school the following day since students must be fever free for 24 hours.**

LOST AND FOUND

Please have your child's name written or taped on all articles such as coats, hats, boots, notebooks, billfolds, lunches, etc. The school is not responsible for lost or stolen items. A "Lost and Found" area will be maintained at the school. Students and parents are encouraged to check this area should an item be misplaced. **All unclaimed items will periodically donated to a local charity.** The school administrator and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave valuables at home.

MOMENTS OF SILENCE REGULATION

A state law requiring students and staff to observe a moment of silence at the beginning of each day became effective July 1, 2000. A moment of silence will be observed each morning. Students will be expected to remain seated and silent at this time.

NON-CUSTODIAL PARENT RIGHTS

The General Assembly added section 22.1-279.4 to the Code of Virginia, which specifically allows non-custodial parents to participate in school related activities. The law states that unless there is a court order to the contrary, non-custodial parents cannot be denied the opportunity to participate in school activities such as lunch breaks, parent/teacher conferences, and extracurricular activities. In fact, the law states that non-custodial parents should be allowed to participate in any activity that is supported or encouraged by school policy. If there is a court order denying access, it is the responsibility of the custodial parent to provide a copy of that order to the school.

NOTES FROM PARENTS

Parents should send notes to school in the following instances:

- Whenever a child plans to leave school at any time other than the regular dismissal time.
- Whenever a child plans to visit another home, a note will be required from both homes.
- Whenever a child requires a change in their “normal” transportation. This includes students getting off the bus at a stop different from their normal one. Include the name and bus# of the other student. (Student will be sent home according to their normal procedure for dismissal whenever in question.)
- When you have any change of address or phone number during the school year.
- Whenever a child is absent, a note should be sent upon his/her return stating the reason for the absence.
- Whenever a child is to be excused from physical education class because of health reasons. (A doctor’s excuse is required for circumstances exceeding three days).
- Whenever a parent wants to communicate a concern, need, or request to a school staff members.

PARENT TEACHER ASSOCIATION (PTA)

The P.T.A. is an essential part of New London Academy. We encourage each family to be active participants in your P.T.A. during the school year. The P.T.A. officers for 2017-2018

President – Rachel Jones

Vice-President – Wendy Woerner

Secretary – Lynn Oquendo

Treasurer – Karl Woerner

Parent Teacher Association – PTA Objectives to promote the welfare of the children and youth in home, school, church and community. To raise the standards of home life. To secure adequate laws for the care and protection of children and youth. To bring into closer relation, the home and the school, that parents and teacher may cooperate intelligently in the education of children and youth. To develop between educators and general public such united efforts as well secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

PARTIES

Each class may have parties throughout the year. Party plans are under the control of the school. Each classroom teacher will coordinate activities, including approval and checking of any food brought to school to share. Parental involvement is encouraged during these special events. We encourage parents and students to bring healthy snacks for class parties and considering donating a book to the class or school library in honor of the student’s birthday instead of bringing sugary treats.

PETS

Pets of any kind are **NOT** allowed in the school without prior consent from the principal. Service animals are permitted in accordance with BCPS policy.

PHYSICAL EDUCATION

Athletic shoes are required for participation in PE and recess. Please do not wear “sling back” shoes, “backless” shoes, “zipper” shoes (they always unzip while running), or “wheeled” shoes.

The faculty administers a series of physical fitness tests in the fall and again in the spring. Our physical education teacher will monitor the test scores and plan strategies for the improvement of physical fitness among the students.

PICTURES

School pictures are taken at the school as a service to both parents and students. Fall pictures are also used for the yearbook and student records. No purchase is required at any time. Information about packages and the dates of fall and spring pictures will be distributed to parents.

SCHOOL SUPPLIES

Each grade level has furnished students with a list of supplies needed for school. The lists will also be posted on the school website. These supplies are modestly priced and easy to obtain. Parents are asked to check with individual teachers during the year to check on the status of their child’s supplies.

SPECIAL GIFTS FOR STUDENTS

Balloons, gift baskets and flowers arrangements are not permitted at school as they pose a distraction in the classroom and are not permitted on the bus.

STUDENT COUNSEL ASSOCIATION (SCA)

A student council will be organized with a representative selected from each classroom in grades 3, 4 and 5. An alternate will also be selected in each of these classes to assist with special events or in to fill in for the representative. These students will participate in the planning of a variety of activities for the school under the supervision of a teacher sponsor.

STUDENT SIGN-OUT PROCEDURES

1. **Once students have arrived at the school, they may not leave the school premises with any adult unless the adult notifies the school office.**
2. The office staff will call the child's classroom teacher to request that the child be sent to the office. **Parents who want to pick up their child before the end of the day must do so before 2:00 p.m.** Calling students interrupts the valuable directions by teachers regarding needed materials and dismissal procedures for students.
3. In cases where parents wish relatives or friends to take their child out of school, those names need to be on the emergency care card as well as Infosnap. If the name of the adult who is picking up the child isn't on the emergency care card or info snap the child will not be released. A parent must present written permission to the teacher/office if someone not listed on school documents will be picking up a student from school.
4. Parents may write one note to the classroom teacher if their child will be a car rider every day. Parents who occasionally pick up their child will need to write a note EACH time. This will help maintain a safe procedure for car riders.
5. **TEACHERS WILL NOT RELEASE A STUDENT TO ANYONE UNLESS THIS PROCEDURE IS FOLLOWED.**

TARDIES & EARLY DISMISSALS

Students are expected to report to school on time and remain for the entire day. Tardiness and early dismissals are disruptive to the learning environment, so parents and students should make every effort to be in class when school starts.

TARDINESS AND EARLY DISMISSALS WILL BE MONITORED AND MAY RESULT IN REFERRALS TO THE TRUANCY REFERRAL SPECIALIST

When early dismissals are unavoidable, please plan to pick up your child prior to 2:00 pm. If you plan to pick up your child from school please wait either in your vehicle or in the lobby of the school for the dismissal bell of 2:25pm for buses and 2:30pm for car riders. Calling students out of classes after 2:15 makes it impossible as they are concluding the instructional day.

PARENTS BRINGING STUDENTS TO SCHOOL AFTER 7:55 MUST BE WALKED INTO THE BUILDING TO CHECK THEM IN. These students will be marked as tardy and given a pass to proceed to class.

TOYS

Toys, (including baseball bats, electronic games, and music players), SHOULD NOT BE BROUGHT TO SCHOOL unless necessary for a class activity and permission is given by a teacher. Toy weapons (guns, swords, knives, etc.) SHOULD NOT be brought to school for any reason. The school staff and PTA want to discourage any type of play involving aggressive behavior or weapons. The school administrator and staff cannot be responsible for valuables that students bring to school.

VISITORS

Our goal is to provide a safe and enjoyable learning environment for all school community members. To accomplish this we ask that all visitors check in at the window upon entering the building.

Limiting disruptions to the learning environment allows teachers and students to benefit from planned instruction. We prefer for the office staff to deliver items to students dropped off by parents as well as call the students to the office to be dismissed.

Parents who would like to visit their child's classroom during instruction time are requested to make an appointment with the principal.

All visitors to the school, including parents, must check in at the window and get a Visitor's identification. Please make sure you bring your driver's license or state issued ID at all times.

VOLUNTEER PROGRAM

Adults who share an hour or two each week can make a tremendous impact on the quality of education for children! We encourage parents, grandparents, and other significant adults to share their talents with our very special children! Volunteers are also an essential part of the PTA. Volunteers are also encouraged to contact PTA officers to find out about additional opportunities to serve.

Our volunteers assist the children in reading, math, writing, art, etc. Volunteers also make a variety of instructional materials to assist the teachers. Many of our volunteers work in the classroom, library, computer lab, workroom, cafeteria, office or at home. Please be sure to sign in and get a "Volunteer's identification each time you arrive at school.

Please check in with the office for additional opportunities to help if you have finished your primary task. Please remember to be respectful of others in not disturbing the instructional activities of students and teachers while in the school. Cell phones should be off or on silent when assisting in school. Volunteers are expected to respect and be sensitive to the confidentiality of all students at NLA. Volunteers are also asked to adhere to the same general dress code guidelines as students.

Volunteers need to attend the volunteer orientation given by the school. It is important for parents to review and understand the confidentiality when working with children.

YMCA

The Bedford YMCA offers an after-school program at New London Academy. The Bedford YMCA runs this program independent of NLA. If you have questions about/are interested in this program, information will be available in the office or you may call the **Bedford YMCA at (540) 586-3483**.