

Boyce Elementary Frequently Asked Questions:

General Office/Nurse Information:

Office Staff Contact Information

Position	Name	Email Address
Principal	Max Merick	merickm@clarke.k12.va.us
Dean	Marnie Morrissett	morrissettm@clarke.k12.va.us
Registrar	Robyn Pickett	pickettr@clarke.k12.va.us
Attendance Secretary	Denise Anderson	andersond@clarke.k12.va.us
School Counselor	Elysia Solich	soliche@clarke.k12.va.us

What is arrival and dismissal time?

Students are able to be dropped off in the car rider loop from 7:40am until 8:15am. Students are considered tardy if they arrive after 8:15am. Car rider dismissal begins at 3:05pm in the car rider loop. Parents may wait in the car rider line for their student or park and walk up and wait at the bottom of the gym steps at the far left hand door.

What time is the main office open?

The main office is open daily from 7:30am-4:30pm when school is in session. During the summer the office is open Monday - Friday from 8am-3:00pm.

What if my student is going to be absent, or I need to pick up my student early or need to change how they are getting home?

We encourage all students to come to school every day unless they are sick with a fever or are vomiting. If your student does need to be absent please call the main office in the morning by 9:00am. If you need to pick your student up early or change how they are getting home please send your student with a signed note or call the main office at 540-955-6115. The school needs to receive notice of any change in dismissal or early release prior to 2:00pm to allow staff time to notify the classroom teacher of the change.

Do I need a parent portal?

Yes, every parent should have a powerschool parent portal. Important information like teacher placement, report cards, progress reports, transportation information and student grade information is communicated to parents through the parent portal. If you are having trouble accessing the portal please contact the main office at 540-955-6115.

What if my student needs to take medication at school?

Please see the procedures for CCPS employees administering prescription and nonprescription medications during school hours. If you have questions, contact the school nurse at 540-955-6115.

Prescription Medications

Clarke County Public School personnel may give prescription medication to students only pursuant to the written order of a physician or nurse practitioner and with written permission from the student's parent or guardian. Written permission is to be provided using the form contained in [Regulation § 9 – 52 Medication Authorization](#). Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student.

Nonprescription Medications

Clarke County Public School personnel may give nonprescription medication to students only with the written permission of the parent or guardian. Written permission is to be provided using the form contained in [Regulation § 9 – 52 Medication Authorization](#). Information required includes, but is not limited to, the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student.

How will I know if school is closed for inclement weather?

Clarke County public schools notifies all families through phone call, email and/or text message whenever there is going to be a school closure either the evening before or the morning of the closure. If you are not receiving these messages please contact the school to make sure the contact information we have on file is correct and be sure to update your contact information if there is ever a change.

What is the best way to get involved at Boyce Elementary?

There are many ways to get involved at Boyce Elementary. All parents and family members are encouraged to attend evening school events such as Literacy nights, STEM nights, or Night of the Arts. You can volunteer in your student's classroom or for field trips. You can also join, volunteer or attend PTO events. Boyce has a very active PTO that strives to support our students and teachers and build a positive school community with fun and engaging events. To get more information about the PTO please visit <https://boycepto.ptboard.com/> or email president@boycepto.org

How will I know what is going on at Boyce and what is the best way to communicate with the school?

Boyce Elementary will send home a monthly newsletter via email and a paper copy the first Friday of each month. Information coming from Boyce will be primarily communicated via email. You are encouraged to call the school or reach out to your student's teacher if you have questions as well. If you email a staff member, we will try our best to respond to your email within 24 hours.

Lunch and Birthday/Celebrations:

Are we allowed to bring treats to share with the class for my student's birthday?

We ask that you not bring treats or cupcakes in for your student's birthday due to allergies and disruptions to the school day. You may bring a non-edible item for your student to share with classmates like a small goodybag. Classrooms are permitted to have three classroom celebrations during the school year at this time students will be permitted to bring in food and treats to share with the class. Please contact your student's teacher if you have any questions.

When does my student eat lunch?

Please see the lunch schedule for the 2024-25 school year below:

Kindergarten	10:45-11:15
1st Grade	11:05-11:35
2nd Grade	11:20-11:50
3rd Grade	11:45 – 12:15
5th Grade	12:00-12:30
4th Grade	12:30-1:00

Can I eat lunch with my student and bring them a special lunch?

Yes, parents and family members may visit your student during their lunch time and you may bring them lunch from an outside restaurant. Family members must check in with a driver's license at the main office and obtain a visitor badge prior to going to the cafeteria. We ask that you don't share food with other students, or take photos of other students other than your own.

General Classroom Information:

What is the best way to communicate with my student's teacher?

Each teacher has a CCPS email address that they will share with families at the beginning of the year, and are also listed on the school website. Teachers will try to respond to parent emails within 24 hours. Some teachers use an additional communication application such as Class Dojo or Seesaw. They will share this information with parents at the beginning of the school year. We ask that parents do not request personal cell phone numbers, or make friend requests on social media applications to communicate.

Can I volunteer in the classroom or go on field trips with my student?

Yes, we welcome all parents and community members to volunteer at Boyce during the school year. In order to volunteer, chaperone field trips, or attend classroom events such as parties, you must complete the division volunteer application every year your student attends CCPS. The application can be found on the CCPS website the link provided [Link to CCPS Volunteer Form](#).