

# Ferrum Elementary School

## Parent/Student Handbook

2024-2025



**Ferrum Elementary School**

**660 Ferrum School Road**

**Ferrum, VA 24088**

**[www.frco.k12.va.us](http://www.frco.k12.va.us)**

**Principal: Jennifer Talley**

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# Ferrum Elementary School Handbook

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Dear Parents and Students,

Welcome to the 2024-2025 school year! I am beyond excited to begin a new school year and look forward to the return of Ferrum Elementary students and staff and welcome our new students and staff from Henry Elementary.

Student achievement continues to rise. This success is possible through teachers’ collaborative planning, parent and community support, and our students’ efforts. We will continue to work for improvement and student success as stated in our school mission: *The faculty and staff of Ferrum Elementary believe that all children can learn. We will establish high standards of learning that we expect all children to achieve and will provide a safe and respectful environment. By working collaboratively with parents and the community, we will focus on the specific needs of all children and adapt strategies to better meet the various needs. We believe that all children will learn, grow, and succeed*

It is very important that the school staff, parents, and community work together for the success of our students. Ferrum Elementary School has always had a wonderful reputation for successful partnerships that benefit students. I invite you to join PTO and sign up for our volunteer program. We need and appreciate your involvement in your child’s education and our school programs. Please note several opportunities in the parent involvement section of the handbook where you may assist the school.

The first section of this handbook includes the Franklin County School Division Standards of Conduct for Students, the School Bus Rules and Regulations, the Student Dress Code, and the Acceptable Use Policy

of Electronic Communications Access. The last section of this handbook contains information specific to Ferrum Elementary. Please read this handbook with your child(ren), keep it, and refer to it when you need information. The registration process will be online this year. You will be receiving information in the mail prior to business day as to how the process will work. If you are unable to complete the registration online at home, computers will be available during business day for you to use to complete the registration process. Staff members will also be on hand to assist you in this process. Please make sure a valid e-mail address is available as all report cards and other types of communication will be sent to your e-mail address.

As you read the handbook, please pay close attention to details. School hours for the new school year have changed. Our daily school hours will now be 8:25-3:10. The doors will open at 8:05 for student drop off. Your child is expected to be **in class by 8:25** each morning or they will be considered tardy. Please refer to the handbook for our school expectations.

If you ever have questions or concerns, please feel free to call me at 540-365-7194. You may also email me at [jennifer.talley@frco.k12.va.us](mailto:jennifer.talley@frco.k12.va.us). My staff and I will strive to make sure that our school continues to provide a safe, positive learning environment for your child to develop the skills needed for future success. I am eager to work with you this year.

Sincerely,

Mrs. Jennifer Talley

*Principal*

## ***History of Ferrum Elementary***

The first school operated in Ferrum was a two-story, two-room frame building located on the hill above Scott's Apartments in 1894. This building was razed in 1907 and a two-room frame building was constructed on the lot of present day Ferrum Fire Department. In 1908, the school system was graded and with the exception of 1918-1922 when the school was housed at Ferrum Training School, this frame building was used until it burned in 1927.

In 1928, a building consisting of three rooms was built on the same lot. A brick building on the hill behind the frame building was completed in 1940 and the two became Ferrum Elementary and Ferrum High School. With school consolidation in Franklin County, Ferrum High School became Ferrum Junior High School in 1952. When the new Ferrum Elementary School was built in 1962, the Ferrum Junior High School remained in the brick building for one year before transferring to Franklin County Junior High School. The present elementary school opened in the fall of 1963 and remains in operation today.



### ***MISSION STATEMENT***

*We believe that all children will learn, grow, and succeed.*



### ***SCHOOL VISION***

To equip, empower, and engage all learners to be productive, responsible, and invested members within their community.



## ***SCHOOL PLEDGE***

*We pledge respect for teachers,*

*Loyalty to our school,*

*And trust in our fellow students*

*So we may learn, grow, and succeed.*



# **Enrolling at Ferrum Elementary School**

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## **Back to School Open House**

Back to school open house for the 2024-2025 school year is scheduled for Tuesday, August 20th from 11:00 - 6:00. You will be given your classroom assignment and receive important information from your child's teacher during this open house.

## **Kindergarten registration**

***Parents must provide the following for each child:***

- Proof of Residence
- Birth Certificate
- Certificate of immunization
- Recent medical exam
- Health information form
- Personal Data Sheet

***The medical forms and an application form for a certified copy of birth record are available at the school in advance of enrollment.***

## Transferring To Ferrum

- ***Parents transferring a child from another school will be asked to sign a release allowing the child's records to be sent from the previous school. Students transferring from other schools are subject to the same medical and birth certification requirements as if they were new enrollees in the school system. (See "Kindergarten registration").***

## Health Screenings

Speech, vision, and hearing tests are given when the student enters school for the first time and according to state guidelines. Scoliosis screening is done when the student is in fifth grade.

## Withdrawing A Student

If you will be withdrawing your child from school, please follow the procedures listed below:

- Please notify the office of the date your child will be leaving.
- Ensure that all library books and school-issued technology are returned and any fees or fines are paid.
- When you enroll your child at the new school, you will sign a Release of Information Form. We will transfer copies of the student's records after we receive this from the new school.



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# Attendance Policies and Procedures

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## School Hours

- **The instructional day begins at 8:25 a.m. and ends at 3:10 p.m.**
- Buses will arrive at 8:05.
- Car riders may enter the building beginning at 8:05.

- Instruction will begin promptly at 8:25. Students arriving in classrooms after 8:25 will be counted tardy.  
**Except for medical appointments or emergencies, children should remain in school until 3:10 in the afternoon.**

## Attendance Procedures

According to the law in the state of Virginia, all children must attend school. The law also requires that the Franklin County School System track student attendance and account for each student absence. This policy supports the compulsory school attendance law and will be enforced as written below.

- **Parents must notify the school with the reason for every student absence.** A phone call to the school on the day of the absence and a note to the school office on the day that the student returns, are required. **Please refer to the FCPS policy JEA for specific attendance policies.**
- The school requires notes from parents in regards to the following:
  - Absences
  - Request for early dismissal
  - Permission to go home with another student
  - Permission to ride a different bus other than the one assigned to
  - Specific health needs
  - Only those listed under emergency contacts may pick up your child unless you provide a note.
  - Vacations during the school year - Please understand that vacations are considered unexcused absences.

## School Attendance Policy:

- Franklin County School Board policy states that any student who accumulates more than 20 unexcused absences will not be promoted to the next grade. Exceptions will be considered on a case-by-case basis by administrators, teachers, and central office personnel.
- In addition to the school board policy, the Code of Virginia (22.1-258) states that whenever any student fails to report to school a total of five days, one or more of the following interventions may be initiated.
  1. Phone calls to parents/guardians
  2. Letters addressing attendance.

3. Parent/School Conference
4. Home Visits
5. Referral to the Franklin County Truancy Team (TRT)
  - The Truancy Response Team (TRT) is an interdisciplinary group of school personnel and other professionals from community agencies who meet to discuss and recommend resources, options, and opportunities to help children stay in school and be successful.
  - Another function of the Truancy Response Team is to make referrals to Franklin County Juvenile and Domestic Relations Court. These referrals can be made in the form of either a CHINS (Children in Need of Supervision) or a warrant issued against the parent(s) for failure to send the child to school.
- o These interventions are intended to prevent a student from reaching the 20-day limit.
- Make-up Work
  - o The responsibility for making up work missed due to being absent lies with the student. He/she must ask teachers for assistance in making up work.
  - o If your child is absent and you wish to obtain his school assignments, please give your child's teacher at least a half-day notice. This allows the teacher to gather the assignments during times that do not interrupt the other children's instruction.
  - o **Please note:** The following K-8 attendance regulations have been modified to establish consistency in the division policy.
  - o K-8 policy will be modified to include the requirement that students must be present for ½ day to be counted as present for purposes of perfect attendance.
  - o Repeated checking in late or leaving early from school can affect a student's achievement as much as poor school attendance. For every five times a student checks in late and/or leaves early, the attendance file will be noted. This noted instance would be viewed as the equivalent of one day's absence for purposes of enacting our school attendance monitoring procedure. Students who are tardy or have early dismissal for five (5) days cannot be considered for perfect attendance.

## Check-out Procedures

- If it is necessary to check a child out of school before regular dismissal time, please stop by the office. Parents or guardians must scan their ID, sign a checkout form on the computer on the counter, and the secretary will call the classroom to have the child come to the office to check out.

- Students are expected to remain in class until 3:10 p.m. except when they have appointments.
- Children may receive permission to leave school only from the office.
- Students may be released to persons other than parent or guardian only with written permission from the parent or guardian.

## School Closing Due to Inclement Weather

- The decision to close school due to inclement weather is usually made before 6:30 a.m. Area *radio and TV* stations will carry information about school closing or delayed opening. TELEVISION STATIONS ARE: WDBJ, WSLS, WSET, Cable 12, Fox 21/27~ Please listen to these stations instead of calling the school or school board office. Radio and television stations will also be notified if there is a need to close school early.
- You are encouraged to opt in to the FCPS division text messaging system to receive updates about school closings. You have to opt in each school year. The information is on the FCPS division webpage.

**IMPORTANT: Your Emergency Dismissal Form will be followed for any early dismissal. If circumstances change, please ask to make the necessary changes on your form. Phone calls during an early dismissal cause confusion and the possibility of a student going to the wrong destination.**



## Safety and Security

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Providing a safe learning environment for our students has to be the top priority of all faculty, staff, and community members. Safety procedures may sometimes cause a process to be a little less efficient or even frustrating, but please remember the intent of the process. The intent of the following procedures is to ensure the safety of all members of the Ferrum Elementary School family:

- All exterior doors will be locked during the school day. Visitors must enter through the front entrance to enter the building by ringing the intercom/doorbell. Be

prepared to state your name, the purpose of the visit and your student's name before gaining entry.

- Visitors are welcomed in our building; however, to ensure student safety, all visitors must check in the office and get an identification badge. Without following this process, you will not be allowed to enter.
- All school personnel in the building will be identifiable by a badge. No unauthorized individuals will be permitted on school grounds.
- County and state regulations prohibit pets from being taken into schools.
- If a parent is legally prohibited from picking up a student, official documentation must be on file in the school office. This must be in the form of a court order signed by a judge. Please contact the principal if you have questions.
- The school must have a current home address and at least 2 telephone numbers where parents or relatives can be reached in case of an emergency. Parents or guardians must notify the office if any changes occur.

***CONFIDENTIALITY PROHIBITS SCHOOL PERSONNEL FROM SHARING INFORMATION CONCERNING A STUDENT WITH ANYONE EXCEPT THAT STUDENT'S PARENT (S) AND/ OR OTHER LEGAL GUARDIAN.***



## **Drills ~ Fire, Tornado, Lock-down**

- Fire drills, full evacuation, and lockdowns are required by law and are held during the school year in accordance with State Law 22.1-137. Fire drills are conducted every week during the first month of school. During the remainder of the school session, fire drills, full evacuations or lockdowns shall be held monthly. Franklin County School also conducts a tornado drill each spring.

- Directions for exiting the school building are posted in each classroom. Students are expected to exit the building in a safe and orderly manner during all drills. As part of our procedures for safety, teachers take their rolls out with them and roll is taken.
- Evacuation Plans
  - After being contacted by the Director of Public Safety, or the fire chief of the Ferrum Volunteer Fire Department to evacuate the school, the following plan will be put into effect:
    1. The superintendent of Franklin County Public Schools will be notified of the evacuation by the Ferrum Elementary School Principal.
    2. The director of transportation will be notified by the principal that we have to evacuate.
    3. The director of transportation, with the aid of public officials, will decide the safest evacuation location route, and then dispatch buses to the school.
    4. With the aid of the transportation office, announcements will be placed on radio and TV stations in the immediate listening area to alert parents and interested citizens of the evacuation and to make them aware of where they may pick up their child (ren). Other procedures will be announced throughout the day as decisions are made.
    5. The school administration and staff will try to contact each parent, guardian or care-giver to notify them of the circumstances as to where and when children may be picked up.



## Emergency Plan

In the event of injury or violent/threatening behavior, teachers have a crisis management plan to follow in order to maintain safety of all students. If a child sustains an injury, the nurse will determine the necessary plan of action to follow. If a child presents a threatening or violent behavior, all students will be removed from the location of the threatening behavior.

- Each school has an emergency (crisis management) plan for employees to follow in numerous situations. As part of this emergency plan, evacuation destinations have been established for each school. If it would ever be necessary to evacuate the school, **BFMS West Campus or Callaway Elementary** is the destination for staff and students.



## Health Services

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A nurse will be available at the school five days each week to administer documented medications and to treat minor health issues that occur during the school day. When students become ill at school, they are checked by the nurse or other office personnel, and every effort is made to contact the parent or guardian. Parents will be expected to take sick children home. For this reason, the school must be provided with a telephone number

where a parent/guardian can be reached in the case of an emergency. Please keep contact information updated.

## **Required Health Forms**

- NON-PRESCRIPTION MEDICATIONS Employees of Franklin County School Board may give non-prescription medication to students only with doctor's orders and the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent or guardian of the student. Students may not bring any non-prescription medication to school.
- Care plans as dictated by individual students' medical diagnosis.
- See FCPS Policy JHCD-F

## **Head Lice (Pediculosis)**

According to FCPS Policy JHCC-R:

- ❖ If a child is found to have live lice or nits, the student must be removed from class. The student's siblings and every child in the affected classroom(s) must be checked.
- ❖ The parent/guardian will be contacted to pick up the student with live lice or nits, and will be provided with a parent recommendation letter and instruction sheet.
- ❖ After treatment, the parent/guardian must bring the student to school to be checked by the school nurse. The student will be re-admitted if he/she is free of lice and nits. The student cannot ride the school bus until re-admitted. A pediculosis letter will be sent to the parent/guardian of every student in the affected classroom, and to the parent/guardian of every other student who was checked by the school nurse.

# **Instruction**

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## **Curriculum**

- Our curriculum is based on the Virginia Standards of Learning (SOLs) for all areas. Every child is expected to master these concepts and skills. Students will go beyond these standards as their teachers challenge them.
- The curriculum is taught by highly qualified faculty members at Ferrum Elementary School. Parents have the right to know the qualifications of the teachers. A “Notice to Parents” concerning those rights is located in the appendix as Form A.
- The Ferrum Elementary School Comprehensive School Improvement Plan (CSIP) supports the curriculum with specific goals and objectives. Additional information concerning the CSIP is located in the appendix as Form C. You may request to see this plan by contacting the administrator.
- Field Trips - Students will have the opportunity to take an educational field trip during the school year. The purpose of the trip is educational and must be approved by the School Board. One parent or chaperone may be asked to assist on trips to provide supervision to a group of students.
- Due to limited seating on school buses and charter buses, chaperones may be limited. In the event chaperones are allowed or asked to drive their personal vehicles, they will be asked to go ahead and meet the students at their destination and NOT follow the bus. **This creates a safety hazard for the bus and the driver.**
- Siblings and or other family members other than the chaperone will not be permitted on a school sponsored field trip.
- Anyone attending an overnight field trip will be required to complete a State Police and Department of Social Services background check. There is a \$25 fee to complete this paperwork or you may attend volunteer training at the School Board for free.
- Physical Education
  - It is a state requirement to provide physical education (P.E.) activities daily for all pupils. Teachers will honor parent notes to temporarily excuse their children from activity for duration no longer than three days. Extended dismissal from P.E. for chronic or serious physical disorders will require a notification signed by a physician. The notification shall specify the length of time the child needs to be excused. Children who are recuperating from illness need moderate exercise. Usually a note to the teacher to keep an eye on the child during P.E. is sufficient to safeguard his health.
  - Students must have tennis shoes every day.
- Technology
  - All students are issued a Chromebook for educational purposes.
  - Each homeroom teacher uses an interactive white board to increase student learning.

- o Internet Policy: All students will be given a copy of the Internet Policy at the beginning of the school year. Parents and students are asked to sign the policy and return it to the school. Only students who have a signed Acceptable Use Policy of Electronic Communications Access on file will be permitted to access the Internet. Internet misuse will result in an office referral. This permission is included in the parent signature form. A copy is located in the appendix as Form C.

## **Student Led Conferences**

Students in grades K-5 will keep a data notebook throughout the school year with samples of work, goal setting sheets, and test scores. Parents will be invited to a student-led conference at the end of the 1st and 3rd 9-weeks where your child(ren) will share all of their hard work. We encourage all students to have a growth mindset and work toward reaching and exceeding their goals.

## **Our Goals for All Students:**

- Prepare students to be lifelong learners and participate in an ever-changing global society.
- Implement instructional practices and programs that enable students to meet or exceed state standards and federal guidelines for student achievement.
- Develop a climate of teamwork, collaboration, and trust with high expectations from students centered on dignity and respect.

## **Homework**

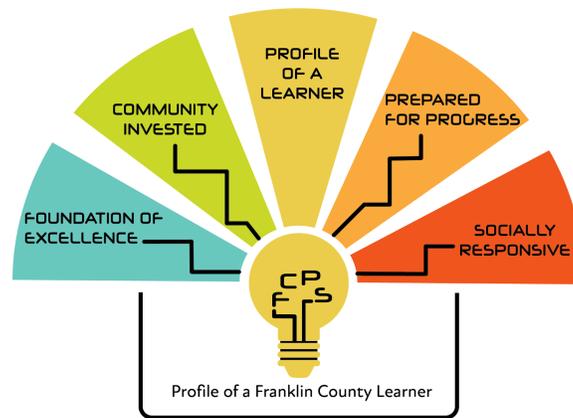
Homework is an opportunity for students to reinforce and build on the skills taught during the school day. Homework is also an opportunity for parents to work with your child and know what they are learning during the day.

Homework is assigned when beneficial to students. To be most effective, it requires cooperation of the teacher and parents.

See *FCPS Policy IKB-R*

- The following recommendations serve as a guideline for homework assignments:
  - o Grades K-3: Maximum of 30 minutes for written work
  - o Grades 4-5: Maximum of 60 minutes for written work

Franklin County Public Schools  
**EMPOWERING ALL LEARNERS**



**FRANKLIN COUNTY PUBLIC SCHOOLS**

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**Office of Federal Programs**

**Brenda McGrath, Federal Programs Coordinator**

25 Bernard Road Rocky Mount, VA 24151-6614

(540) 483-5138 FAX (540) 483-5924

Dear Parents,

As a parent and family with children attending a Title I School there are certain parent notifications from the *Every Student Succeeds Act (ESSA) of 2015* that are required to be shared with you. Please see the following parent notifications below:

At the [Virginia's School Quality Profile](#) website you can find specific information about your child's school including:

- State Accreditation Status
- Overall Student Performance in reading, math, science, social studies
- Enrollment membership by grade
- Attendance rates
- School safety
- Teacher quality

Your school's principal will let you know if your child is assigned a teacher for four or more consecutive weeks who does not meet applicable state certification and licensure at the grade level in which the teacher has been assigned. Principals will send letters home to verify that they are supporting the substitute teacher and monitoring your child's learning.

You also have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact your school administrator or the Office of Federal Programs either by phone or in writing.

Paper copies of online information are also available upon request.

## Title I

- Ferrum Elementary receives federal funds as a Title I school to upgrade the instructional program for all students in grades pre-K through 5. Serving 12.5 million students in public and private schools, Title I provides financial assistance to help ensure that all children meet challenging state academic standards.
- A parent/school agreement for the No Child Left Behind Title I Schoolwide Program must be completed and on file for each child in the school. A copy of the form is located in the appendix as Form B.



# Testing

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Assessments are an opportunity for teachers to determine what skills students have mastered and what skills they may need more practice with. Student learning is being assessed by teachers throughout the school day every day. A classroom assessment could be as simple as students raising their hands to answer a question. Or, they may include state and national assessments that are more standardized and formal. The assessments given at Ferrum Elementary are listed below:

- SOL Tests
  - SOL tests are given in grades 3, 4, and 5.
  - A score of 400 on the SOL tests is considered passing. A score of 500 is considered pass advanced. A score of 600 is a perfect score.
  - A link to the Virginia Department of Education and the Standards of Learning is available on the Franklin County Public Schools website under the instruction link. A hard copy of your child's standards is available upon request.
  
- Virginia Literacy Test - Formally known as the PALS Reading Test
  - Measure of students' knowledge of several important literacy fundamentals: phonological awareness, alphabet recognition, concept of word, knowledge of letter sounds and spelling. Provides a direct means of matching literacy instruction to specific literacy needs and provides a means of identifying those students who are relatively behind in their acquisition of these fundamental literacy skills.
  - Students in 1st through 3rd grades to identify students at risk of reading difficulties. These assessments are designed to measure students' knowledge of important literacy fundamentals and can be used to provide teachers with information to help guide their teaching.
  
- VKRP
  - The Virginia Kindergarten Readiness Program (VKRP) includes a coordinated set of assessments that measure children's skills in early literacy (VLP), mathematics (EMAS), self-regulation (CBRS), and social skills (CBRS). EARLY MATHEMATICS ASSESSMENT SYSTEM.
  
- Screening Tests
  - Screening tests in reading and math are given in grades 1-5 three times per year.

# Instructional Support Services

- Department of Pupil Personnel Services: Franklin County Public Schools provide a full range of programs for disabled students from age 2 through 21.
  - Questions or referrals should be directed to Ferrum's principal or the Franklin County Schools' Department of Pupil Personnel Services (540) 483-0280.
- GATEWAY (Gifted and Talented Education with Advanced Youth): All students in grades K-12 are eligible to be identified for the Gateway Program. The Gateway coordinator administers tests and a qualified team evaluates data for placement in the Gateway Program.



# Student Achievement

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## Report Cards

- Report cards will report grades and absences for each nine-week grading period. Please make sure a valid and current e-mail address is available in Power School. All progress reports and report cards will be distributed via e-mail.
- Student-led conferences will be held at the end of the first and third 9-weeks. Additional parent conferences may be scheduled as needed.

## Promotion & Retention

A building level team consisting of a building administrator, a guidance counselor, a student's current teacher(s), a student's parent(s) and other staff members, as deemed necessary, shall meet to determine a child's promotion or retention based on a set of multiple criteria including the following:

- Previous retention
- Attendance
- Grades
- Standards of Learning mastered
- ESL status
- Special Education status
- Standards of Learning test results in third, fourth and fifth grades
- Reading tests

## Awards Program(s)

Our students will be celebrated throughout the school year for a variety of accomplishments. Classroom celebrations will occur at the end of each 9-weeks.

## Student Council Association

Our Student Council is very active and helps to get all students involved in the school. They plan special Spirit Days such as “Fifty’s Day”, “Twin Day” and etc. Our Student Council also works on the beautification of our school grounds and other special projects. An election will be held this fall to vote on the new officers and homeroom representatives.

President: Must be in the 5<sup>th</sup> Grade

Vice President: Must be in the 4<sup>th</sup> Grade

Secretary: Must be in the 5<sup>th</sup> Grade

Treasurer: Must be in the 5<sup>th</sup> Grade



# Student Discipline

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Ferrum Elementary's discipline program supports the rights of each student to an education in a calm, safe, and secure environment. Each teacher will make parents and students aware of their own specific classroom rules, rewards for following the rules, and consequences for infractions. Please review the Standards of Conduct in the Division Handbook. The development, implementation, and enforcement of the student conduct policy are intended to ensure a safe, non-disruptive environment for effective teaching and learning.

The following building-wide rules, procedures, and policies have been established for all students:

- Students shall respect school property, other students, and school staff.
- Students shall walk in a quiet and orderly manner throughout the building.
- Students shall keep hands, feet, and objects to themselves.
- Students shall not possess alcoholic beverages, controlled substances, dangerous items, lighters, knives, fireworks, laser lights, firearms, or weapons on school property.
- Personal property including, but not limited to, toys, games, video games, electronic games, trading cards, music players, fidget spinners, cosmetics, perfumes/body sprays, smart watches, headphones, cell phones, and large sums of money should be left at home. Students are discouraged from bringing any articles of value to school unless requested by the teacher as a part of the classroom lesson or project. Any item brought to school for a classroom activity should have a mark of identification. Jackets, gloves, and caps should be marked for identification.
- Students shall follow the directions of any staff member.
- Students shall refrain from chewing gum on school grounds.
- Students are not to use the cafeteria as a place for playing. Children may have quiet conversation with the classmates at their table.
- Students must wear gym shoes in the gymnasium and on the playground during any physical activity for their safety.
- Students may not sell, buy, or trade products in the school. Parents will be notified through telephone calls and/or written correspondence of any discipline problems. For severe or persistent problems, a conference with the parents will be required. Students must realize that they control their own behavior and are responsible for their actions. It is important that students, school staff, and parents work together to maintain a positive educational atmosphere.

## Cafeteria Rules

The following rules apply for breakfast, lunch, and car rider line:

- Stay seated.
- Talk quietly to students at your table.
- Raise your hand for help.

School Bus Rules – Please see FCPS Division Handbook for bus rules.

## Assemblies and Programs

- Several programs featuring a variety of performing artists will be offered to students. Students are expected to be attentive and courteous during all performances.

## Potential Consequences

Potential consequences include, but are not limited to, the following:

- Lunch detention
- After-School detention
- Loss of Recess
- In-School Suspension (ISS)
- Out-of- School Suspension (OSS)

## Getting Along Together to build Character – GAT

As part of the requirements as a Success for All School, we will establish a school-wide program designed to build students' ability to focus thinking, manage their own behavior, build positive relationships, and understand and deal with feelings. To succeed in school and life, students must learn how to learn independently and together. Basic components of GAT will include the ability to:

- Participate as a member of a team
- Teach others new skills
- Exercise leadership; and
- Work with diverse groups of people

Classroom teachers will focus one hour of instruction each week on developing these lifelong skills through the use of brain games, problem solving and conflict resolution, emotional management, and cooperative learning.

## Sexual Harassment/Threats

Students are expected to demonstrate proper conduct for faculty, staff, and each other. Touching other people inappropriately, making unwelcome and/or inappropriate comments, gestures or derogatory remarks will not be tolerated. These actions are detrimental to a positive and safe school environment. Students are not to make threats against others. Making threats against others will warrant a suspension from school for a period of 3 to 5 school days.

## Ferrum Anti-Bullying Policy

**Definition of Bullying:** Bullying is a pattern of aggressive, intentional, or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories: physical, emotional/social, and verbal; and may include, but are not limited to: intimidation, assault, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, rumors, false accusations, social isolation, or cyber-bullying.

**Ferrum Takes A Stand Against Bullying:** Students are educated about bullying during classroom guidance. In addition, part of the Getting Along Together (GAT) component of SFA addresses pro-social behaviors and teaches students to identify and regulate feelings, solve conflicts, and develop empathy. Teachers will closely supervise students and watch for indications of bullying. Students and parents are encouraged to report bullying to the teacher immediately after it occurs. Consequences for bullying may include but are not limited to the following: warning, loss of privileges, phone call home, meeting with the school counselor, and/or meeting with principal.

## Tobacco Policy

The Franklin County School Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. Tobacco products have been identified by the Surgeon General as a leading health problem. Specifically, smoking can harm both smokers and non-smokers.

The use of all tobacco products, including cigarettes, cigars, pipes, chewing tobacco and snuff is **prohibited** on school grounds or in school vehicles.

# Weapons Policy

The School Board and all school employees are committed to providing an environment that is **safe** for all students and conducive to learning. Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such.

## Dress Code and Cell Phone Usage K-12

**Dress Code** – Franklin County School Board adopted a new dress code policy. Please review this information in the county handbook for specific guidance. All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Please refer to the county policy of of the FCPS handbook for specific guidelines.

**Cell Phone Usage K-12** – Franklin County School Board adopted a new cell phone policy. Please review this information in the county handbook for specific guidance. All use of personal cellular telephones and other forms of electronic communication tools during school hours are prohibited.



# Parent Involvement

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Parent involvement is an integral part of the educational process at Ferrum Elementary. Research has shown that children do better in school if parents are involved in their education. We invite you to take an active role and be a partner with us in your child's education. The following opportunities are available for parents:

## Parent Communication

Individual teachers and/or grade levels will send home informational newsletters or plan sheets on a regular basis. The school newsletter will be distributed once per nine weeks and as special events deem necessary. Teachers will be sending home a folder of student work periodically. This will help keep parents informed of student progress. Please feel free to contact your child's classroom teacher or the principal if you have questions.

## Parent-Teacher Conferences

Parents are encouraged to keep in touch with their child's teacher. Conferences can be scheduled by contacting the teacher and arranging a convenient day and time. For the 2024-2025 school year, we will hold Student-Led conferences at the end of the 1st and 3<sup>rd</sup> quarters. Please see the school calendar for these dates.

## Volunteers

We count on parents to lend a hand at the school. There are many things to be done including helping in the classrooms, tutoring students, working in the office and library, or assisting in the computer labs. Not only do we need your assistance, but also your presence in the school makes a very positive statement to students. Whether you volunteer on a regular basis or just for special projects, we appreciate your help and support. Please contact us if you are interested in volunteering.

## PTO

Ferrum Elementary School has an active Parent/Teacher Organization. Please see the School Calendar for meeting dates, fund-raising opportunities, and other opportunities provided by our PTO.

## School Visits and Check-Outs

We encourage parents to visit our school. Please contact your child's teacher and make plans to visit your child's classroom or eat lunch in the cafeteria. We do ask that all visitors, including parents, report to the main office before going to a classroom, the cafeteria, or any location in the school. In an effort to increase the security of our campus, we have implemented a new system for all visitors and student check-outs. Each visitor or parent

must present a government-issued identification at the office computer station. Acceptable forms of identification include a driver's license, state ID, or passport. The computer will scan all visitor and parent ID's against the national offender database to help us identify potential threats. All visitors will be given a Visitor's Pass to wear while in the building. Again, we must ensure the safety of all our students and appreciate your cooperation.

## Opportunities for Parent Involvement

- Classroom Parties – Due to the emphasis on protecting instructional time, there will be only 2 parties – Christmas and Valentine's Day. PK, K, and 1st Grade may schedule an Easter egg hunt. The parties will be limited to break time with refreshments.
- **In an effort to protect students with food allergies, Franklin County Public Schools does not allow any homemade food to be distributed. All foods distributed to students during the school day must include a nutrition label. The package's nutritional information label must be submitted with the food item to the office for inspection by the school nurse prior to distribution to the students.**
- Chess
- Student Recognition Events
- Fundraising Events



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## Transportation

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# Bus Transportation

Children who ride to school by bus should be at their bus stop at least five minutes before the regular pickup time and visible to the driver as he/she approaches the stop. The driver will slow down for each pickup point but is not required to come to a full stop unless riders are in view. Buses get to Ferrum School at approximately 8:05 a.m. Afternoon buses load at 3:10 p.m.

- It is important that all students ride the bus to which they are assigned. Assignments are made so that buses will never be loaded beyond their legal and safe capacities.

Virginia law permits schools to provide bus services but does not require them to do so. The **privilege** of riding the bus can be temporarily or permanently withdrawn if students willfully misbehave, endanger life, or ride buses other than they are assigned. Bus regulations are given to each pupil near the beginning of the school year. These are taken home to parents who will sign that they have read them and will support compliance from their children.

## Special Bus Arrangements

A note including the student's name, bus number, destination with 911 address, and signature of parent or guardian is required for a student to ride a different bus than he/she usually rides. This is also required if the student is to get off at a different bus stop. **The note should be brought to the office in the morning so that a bus pass can be issued.**

**For the safety of our children, we request that telephone calls not be used to arrange for students to ride different buses. Please use the telephone only in the event of an emergency. All phone calls should be placed before 2:00 p.m. All telephone calls may be monitored. Buses are loaded at 3:10 p.m. Once buses are loaded, no child will be taken off the bus. This delays the bus route schedule.**

## Car Transportation



- Parents who bring children to school in private vehicles should let the children off at the designated student drop off between 8:05-8:25. Parents are strongly encouraged to use the student drop-off.
- In the afternoon, children who are on the approved car-rider list may be picked up in the car rider line. A teacher will escort them to the car for safety.
- **For the safety of our students, we ask that parents remain in their car rather than entering the building during drop off and dismissal time.** Parents are not allowed to sit on the porch area during dismissal. The process of pick-up ensures a safe and smooth dismissal time.
- For the safety of our students, parents must not pass cars while in line. Please follow the direction of the outside monitors to ensure a safe and orderly exit.



# Food Services at Ferrum

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## General Information

- Breakfast is served daily at Ferrum Elementary from 8:05 a.m. – 8:25 a.m.
- Lunch is served daily beginning at 11:00 a.m. Students attend lunch with their homeroom classes.
- Menus will be distributed at the start of each month with the daily lunch choices. You may also find the menu online.

**Ferrum Elementary School is a CEP (Community Eligibility Program) School. ALL students at Ferrum will receive FREE Breakfast and Lunch.** All enrolled students of FCPS are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of this school year. There is no further action required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

## Breakfast



- PK students will eat breakfast in the cafeteria.
- Students in grades K-5 will get a breakfast bag in the hallway and eat breakfast in their classrooms.

## Lunch

- Lunch schedules are available in the office or with the classroom teacher.
- Students are allowed to buy extra food at lunch. Please talk to your child so that he/she will know when it is okay to buy extras and when it is not.
- Students are not allowed to charge extras.
- Students who owe money will not be allowed to purchase extras.
- Prices for extra items will be posted in the cafeteria line.



New Breakfast and Lunch Prices for the 2024-2025 school year have not been published at the time of print.

## Packing Lunch

- Clearly mark lunch boxes or bags with student's name.
- No glass containers are allowed in school or on school grounds. Students should pack milk, juice, or other healthy drinks. Children who pack lunch may also purchase milk or juice in the cafeteria.



## OUTSIDE FOOD POLICY:

**Foods that compete with cafeteria business are not allowed in the school during business hours. This refers to food from local restaurants such as McDonald's, Bojangles, Subway, Dairy Queen, etc. We are a self supporting business and appreciate every visitor's support by abiding by this rule. This policy also protects our students with food allergies.**

### Cafeteria Behavior

- Students are expected to remain orderly while waiting to be served and while eating breakfast and lunch.
- Students are expected to remain in their seats, use appropriate manners, and follow the directions of the lunch monitors. They should keep their table and the floor clean and free of food and trash.



# NOTICE TO PARENTS

Dear Parent(s),

As a parent of a student at **Ferrum Elementary School**, you have the right to know the professional qualifications of the classroom teachers who instruct your child. You may request the following information:

- ❖ Whether the teacher has met the Virginia Department of Education 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 the Virginia Department of Education licensing criteria has 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.
- ❖ Whether your child(ren) is provided services by teacher assistants (paraprofessionals) and, if so, their qualifications.

If you would like to receive any of this information, please call the school at 540-365-7194.

Sincerely,

Jennifer Talley

Principal

## COMPREHENSIVE SCHOOL IMPROVEMENT PLAN

In order to achieve our mission, the Ferrum Elementary Collaborative School Improvement Planning (CSIP) team includes teacher, parent, and administrative representatives, who collectively establish a plan of action to improve targeted areas for improvement. These areas include:

- ❖ **Rigor in math and language arts**
- ❖ **Student achievement in literacy**
- ❖ **Student achievement in math**
- ❖ **Dignity and respect**

Through representative input, surveys, and test data, certain areas are selected that show the greatest need for improvement. A CSIP document is produced/reviewed each school year that highlights goals, objectives, and action steps designed to improve the specific areas. At the end of each school year, an evaluation is completed that assesses our progress. This information is then used the following year for the next CSIP document. Additionally, next year's CSIP will be based on the goals of the school division's Six Year Plan. The three main goals of this plan are:

- ❖ Prepare students to be lifelong learners and participate in an ever-changing global society
- ❖ Implement instructional practices and programs that enable all students to meet or exceed state and federal guidelines for student achievement
- ❖ Develop an instructional climate that is centered on dignity and respect

## Family Life Education

In response to the Code of Virginia, instruction in Franklin County Public Schools (FCPS) includes a comprehensive, sequential Family Life Education (FLE) program for kindergarten through high school. The FLE program is designed to provide students with the knowledge and skills to make informed, responsible decisions related to growth and development; communication and relationships; and emotional and social health.

You can view the FCPS Family Life Education program by visiting the following links:

Kindergarten:      <http://bit.ly/FCPSFLEGradeK>

1st Grade:            <http://bit.ly/FCPSFLEGrade1>

2nd Grade:            <http://bit.ly/FCPSFLEGrade2>

3rd Grade:            <http://bit.ly/FCPSFLEGrade3>

4th Grade:            <http://bit.ly/FCPSFLEGrade4>

5th Grade:            <http://bit.ly/FCPSFLEGrade5>

Middle School:      <http://bit.ly/FCPSFLEMiddleSchool>

High School:        <http://bit.ly/FCPSFLEHighSchool>

**If you determine your child should not be included in FLE this school year you may visit <http://bit.ly/FCPSFLEOptOutForm> to complete the opt out form and return it to your child's school on Business Day.** Forms will also be available at your child's school on Business Day. **Unless you indicate otherwise, your child will be included in FLE.** You do not need to return the form if you wish for your child to participate in FLE instruction.