

## BRI Procedures

### Parent Teacher Association

Butts Road Intermediate enjoys outstanding support from parents and the PTA. Stephanie Van Leeuwen, our President for the **2016-2017** school year, and the members of the Executive Board have a number of outstanding programs and activities planned for this school year. They are always in need of volunteers to assist with these activities. We will hold an organizational meeting for all potential volunteers on **Thursday, September 22, at 10:30 AM.**

Since it is a new year, we ask that you please take the time to renew your commitment to your child's education and support the BRI PTA. For a mere **\$5.00**, each adult in your family can help the PTA fund field trips, school assemblies and many other important programs. Membership form is included in this packet along with your first PTA newsletter.

### Opening/Dismissal Procedures

Butts Road Intermediate School is open for students from **7:30 AM** until **2:19 PM** each day. Dismissal for bus riders begins at **2:19 PM**. Walkers and bicycle riders are dismissed at **2:19 PM** after meeting in the 800 hallway with a designated staff member. Students participating in the YMCA After-School Program and designated daycares that use a van to transport will be dismissed to meet in the cafeteria at dismissal.

### Student Pick up/Drop off

We highly encourage using the bus for transportation, however if you intend to transport your child to school, please make sure they arrive between 7:30 AM-7:45 AM. We do not have adequate supervision available to allow students in the building prior to 7:30 AM. Once the buses have arrived, we no longer have crossing guards. **Students who are not in their classroom at 7:50 AM are marked tardy.** Parents must accompany their child into the school to sign them in. If you plan to pick up your child from school at the end of the day, please make sure the office is notified before 2:00 PM so we can make sure your child does not get on the bus. For safety reasons, once we have released students from classrooms to the bus ramp, we will not be able to reroute them back in the building for parent pick up. Students who are placed on the "call list" are to report to the cafeteria, and need to be picked up by the parents no later than 2:35 PM. **If you are picking up your child in the afternoon, you will need to arrive before 2:10 PM, report to the cafeteria and present a picture ID to the office staff. Any time that a child is taking a different route (or means of transportation) home, you must notify the office in writing.** If you send a note with your child, please remind them to give the note to their teacher before the start of school at 7:50 AM. **The only bus changes that will be accepted by the bus drivers are those sent in on the "Alternate Bus and Bus Stop Permission Slip". A copy of this form may be downloaded at [Chesapeake Public School's Website](#). (Go to Departments O-Z, Pupil Transportation & Permission Slip-Alternate Bus & Stop) Students may not ride home with another student on a school bus unless it is for daycare purposes due to bus over-crowding.** Bus schedules for the 2016-2017 school year may be accessed on the web at [Chesapeake Public Schools](#) by **Friday, September 2.**

### School Security

Any time that you plan to visit, you must show a picture ID, pick up a visitor's badge, and sign in on the designated form at the welcome desk. It is not necessary to acquire a visitor's badge after student dismissal; however, we would still like for you to stop by the office and let the secretaries know that you are in the building. **It is our policy not to allow students to re-enter the building to retrieve forgotten books, notebooks, etc., after school.** This is for safety reasons and to encourage your child to develop the organizational skills necessary for their education.

## **Distractions**

In an attempt to keep the focus on academics and limit unnecessary distractions, students are expected to dress in a conservative manner appropriate for the promotion of learning. Tank tops, midriff-exposing or off-the-shoulder shirts are not allowed. Shorts and skirts must be long enough to pass the “fingertip” test. Tight-fitting or revealing clothes are not permitted. We also ask that children’s hair coloring be limited to natural shades. Children are asked to leave all toys at home. Electronic devices, unless used for classroom instruction and approved by the teacher, are not allowed. **Cell phones for elementary students are not allowed in accordance with school board policy.**

## **YMCA**

The YMCA Chesapeake School-Age Childcare is excited to announce open enrollment for their afterschool program. Please call 757-366-9622, or visit them at [YMCA](#).

## **Out of Zone Attendance**

Butts Road Intermediate School does not allow any students who are not residing in our attendance zone to attend our school. The current policy in Chesapeake Public Schools prohibits out-of-zone attendance for elementary school students in grades 1-5.

## **Cafeteria**

BRI offers both a breakfast program and a traditional school lunch program. Students may prepay for breakfast and lunch, or they may purchase breakfast and lunch on a daily basis. Breakfast and lunch include the price of milk. They may also bring their own lunches from home and purchase beverages, (including milk) or snacks to supplement their lunch. Students may pay into an a’ la carte account to cover this.

Students are encouraged to prepay for their lunches. Checks must indicate how much money is to go in the a’ la carte account, and how much is allotted for lunches. The monies for these accounts may not be intermingled. There is a link on the Chesapeake Public Schools home page at [Chesapeake Public Schools](#) under “How Do I... - Lunch Menu” to view the current lunch menu to help you plan your child’s lunch and additional information for setting up an account is available at “How Do I... - Pay for Cafeteria Meals Online - My Payments Plus”. Students, who received free or reduced breakfast and lunches last year, may continue to do so until **October 17, 2016. Parents must re-apply every year**, so please do so in a timely manner so there will be no interruption of benefits. Information on this program is also available under the “Lunch Menu” option.

## **Prices for the 2016-2017 school year:**

Elementary Lunch     \$2.50  
Reduced Lunch Program .40  
Elementary Breakfast \$1.25  
Reduced Breakfast Program .30  
Milk .55

## School Communications

The monthly parent newsletter and PTA bulletin will be posted on our school's web page. Your child will receive a weekly brown envelope including papers from the current week and any communications coming from the teacher regarding classroom activities or announcements. You can also find important information posted on PeachJar, which is accessible through the school's web page. In compliance with school system policies, you will also receive a midterm progress report and a report card at the conclusion of each grading period. The school's phone numbers are **482-4566** for general information, and **482-4794** to report a student absence.

## Absences/Tardies

Good attendance is essential for academic growth. Studies have shown that it takes a child three days to make up for each day he or she is absent. **If your child is absent, please call the attendance line at 482-4794.** You will still receive an automated phone call about the absence. Also, please send a note to the child's teacher upon their return to school. Once the note is received, it will be reviewed to determine if it meets our excused criteria. The Commonwealth of Virginia and the School Board have developed a very stringent policy in regards to absences and tardies. A copy of this policy will be sent home with your child on the first day of school. Please sign and return it as soon as possible. **No work will be provided before a child's absence.** Students will be given time to complete their work when they return. If your child will be out for an extended period of time due to illness, you may request work before 8:30 AM. after the second day. Work will be left on the counter in the office after 3:00 PM.