



Boones Mill Elementary
BUSINESS DAY PROCEDURES
Friday August 5, 2022 9am - 5pm
Location: Cafeteria

PARKING AND ARRIVAL:

Visitors may park in the side visitor lot, upper blacktop (car rider loop) or in the bus loop in the front of the school. We ask that you leave the staff parking closest to Taylors Road for our staff and faculty. Families must enter the car rider doors into the cafeteria to proceed with their registration - just follow the signs. Please plan to arrive no later than 4:30 pm to complete your registration and business day procedures by closure of the day. If you need to arrange a different time to complete your child's registration, please contact the office at 540-334-4000.

POWERSCHOOL REGISTRATION/TEACHER PLACEMENT:

At the first table your registration will be verified. If you have not yet completed your child's powerschool registration using the enclosed form, we will have laptops and chromebooks available as well as staff assistance to help you complete your documentation. If you need to drop off documentation (proof of residency, immunization, physical, etc) you will be directed to the main office. Once registration is complete, your child(ren) will be assigned their homeroom placement and go to the grade level table to meet their teachers. We strongly encourage you to complete your registration in advance. If you need assistance or access to a device prior to Business Day, please call the school at 540-334-4000 to set up a time for us to assist you.

TECHNOLOGY/MATERIALS PICKUP: Students who have kept their assigned devices over the summer should plan to bring their fully charged device to the **first day of school**. If you have any issues with your assigned device, please bring it to Business Day so that we can address the issue prior to the first day. Please report to your teacher if you have any technology concerns. Students who did not keep or have not yet been issued their device will receive their device on the first day of school. All parents will be required to sign an updated Technology Agreement form for each device issued. Please keep chargers at home throughout the year so that your child can charge their devices daily prior to school.

LUNCH ACCOUNTS: All students will be able to receive a breakfast and lunch meal daily at no charge for the entire school year. A table will be available with our Cafeteria Manager to accept any monies to be deposited on your child's account for extras or a la carte items. A la carte items include items such as individual milk, extra entrees, chips, fruit snacks, cookies and ice cream are available for purchase for a charge between 25 cents to \$1.00 each. Please be sure to put your child's full name and grade level on the envelope. **CASH OR CHECK ONLY PLEASE.** You may write one check and indicate how it should be divided between multiple children. Parents can also put money on their student's account electronically using www.myschoolbucks.com, but there is an additional transaction fee from that company for \$2.75 per transaction. We do not currently have a way to process electronic payments for cafeteria; however, you can do this through the myschoolbucks account online.

NURSE STATION/MEDICATIONS: We ask that each family check in with our nurse Stephanie Chocklette to review medical information and answer any questions you may have. If you have any medication that needs to be available at school for your child who is attending face to face, you will be able to meet with the nurse individually and discuss any questions you may have. A doctor's note is required for administration of medication at school and our nurse can assist you with this. Nurse Chocklette will also update height and weight information and any additional medical updates at this time.

MEET YOUR TEACHER AND STAFF AND VISIT THE BUILDING: Due to the shortened amount of prep time before Business Day this year, classrooms are not "finished" to receive families on Business Day. However, we will gladly provide tours to any students and families requesting one. We can show your child their classroom location and highlights of the school such as the gym, library, bathrooms, etc. Our teachers will be available to meet students in the cafeteria. Please stop by your grade level table to meet the teachers and find out grade level specific information. We will also have our school counselor, family liaison and principal available to meet and greet you! At your teacher table you will verify your transportation information, complete any bus waivers

(these must be renewed every year), verify your ClassDojo contact information, sign up for Parent Portal to access your student's gradebook and answer your questions.

YEARBOOKS & OPTIONAL STUDENT ACTIVITY FEE & LIBRARY/TECHNOLOGY OBLIGATIONS: Families can pre-order yearbooks on Business Day. Yearbooks are \$15 each and there will also be opportunities to order later in the year. We can accept checks, cash (exact amount) and online digital orders. We will have technology available for you to place your online yearbook order on Business Day. There is an optional activity fee of \$6 per student to fund in-school programs. If your child has a library or technology fee obligation, we can accept payments for these as well. We can accept checks, cash and electronic payments (Visa & Mastercard debit or credit cards - we cannot accept AMEX or Discover) or you can pay through School Funds (<https://fcps.schoolcashonline.com/>) and follow the instructions.

SCHOOL SUPPLIES: We welcome your assistance in providing school supplies for your child's classroom. If you have purchased supplies, you can drop them off to your child's grade level table on Business Day. You will find enclosed a recommended list of needed items. If you would like to purchase specific supplies for your child to access, you are welcome to do so. **A BOOK BAG IS STRONGLY RECOMMENDED TO HELP CARRY YOUR STUDENT'S ISSUED TECHNOLOGY DEVICE BACK AND FORTH BETWEEN SCHOOL AND HOME and well as a refillable water bottle.** Please keep your book bags and water bottles at home and bring them with you to school on the first day. Anyone needing any assistance with school supplies should see the school counselor or family liaison who will be happy to help you. The supply list can be found on the Boones Mill website bmill.frco.k12.va.us.

FIFTH GRADE - SAFETY PATROL

Any rising 5th grader who is interested in participating in Safety Patrol should complete an application form with their teacher on Business Day. We welcome the assistance of these school leaders in helping students on the first days of school as well as throughout the year.

ATTENDANCE POLICY & NOTES This is a reminder of the attendance policy listed in the Parent/Student handbook. The complete policy can be found on Board Docs Policy JED and JED-R. This includes the policy regarding the need to be present for 50% of the school day to be marked as present and that every 5 tardy and/or early check out counts as a day absent. We do ask that you contact the office (by phone, email or class dojo) if your child will be absent, and in addition to send in a written (email or handwritten) note explaining the student's absence within three days of return to school. Our nurse will also try to reach out to any students who are absent daily. Students and staff experiencing symptoms of illness should not come to school. Please contact the school nurse for any additional questions.

CELLPHONE & DRESS CODE POLICY Both of these policies were updated for the 2022-2023 school year. Please review both of these policies on the school division website www.frco.k12.va.us or in the Parent/Student Handbook.

PTO - Stop by the PTO table to get more information about upcoming events and fundraisers to help support our school programs. The PTO is also offering a drawing for visiting all of the stations listed on a card handed out at the welcome table. Check all of the boxes and turn our card in for a drawing of family tickets to local venues!

**If you are unable to attend Business Day,
Please contact the office at 540-334-4000 to discuss options available to you.**