



BLUERIDGE

ELEMENTARY SCHOOL

2019-2020 PARENT / STUDENT HANDBOOK

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**Principal – Mrs. Teegen
Vice–Principal – Ms. O’Brien-Kopacek**



ADMINISTRATOR'S MESSAGE

Welcome to Blueridge Elementary School! We are a community of learners - students, staff and parents - working together to provide a safe, respectful, and caring environment where students can realize their full potential in all areas of the curriculum.

At Blueridge, we respect individual differences, celebrate accomplishments, take responsibility for our learning and strive to be our best every day. We take pride in ourselves, in our school and in our community.

This handbook has been prepared to make you familiar with our school's organization, policies, procedures, and services. Through our newsletters, bulletins and web-site we endeavour to keep you well-informed of events and activities as they arise and encourage you to contact or visit the school should you have any concerns, questions or accolades! Positive communication between home and school is an essential component of our philosophy, and an open dialogue will enhance your child's success at school.

The staff joins me in wishing you and your family success at Blueridge!

Sincerely,

*Mrs. Teegen
Principal*

*Ms. O'Brien-Kopacek
Vice-Principal*

TABLE OF CONTENTS

A. PHILOSOPHY

B. CODE OF CONDUCT

Blueridge Elementary School Code of Conduct

C. SCHOOL ORGANIZATION

Band and Strings

Counsellor

English Language Learner (ELL)

Extra-Curricular Programs

Health Services

Learning ServicesCenter

Library

D. POLICIES AND PROCEDURES

Accident Procedures

Administering Medicine

Attendance

Emergency Procedures

Homework Policy for Students

Lunch at School

Personal Property

School Hours

School Parent Communications

Student Safety

Student Sign-Out/Sign-In Procedures

Telephone Use

E. BLUERIDGE PARENT ADVISORY COUNCIL & PARENT PARTICIPATION

Blueridge Parent Advisory Council (BPAC)

A. PHILOSOPHY

At Blueridge Elementary, we believe the personal and social development of each student can be fostered by a safe, respectful, and inclusive environment. Every child is encouraged to engage in their learning and school community with accountability and a sense of empathy for others.

We recognize that education is a partnership between home and school, and we encourage parents to become involved through the Blueridge Parent Advisory Council (BPAC).

B. BLUERIDGE ELEMENTARY SCHOOL CODE OF CONDUCT

"The Board of School Trustees believes that all schools should be secure places for safe, purposeful learning."

The Board of School Trustees believes that appropriate student conduct, which is based on respect for oneself and for others, is essential to the development of responsible citizens. Student behaviour, dress and decorum shall be in accordance with generally accepted community standards and appropriate for the educational environment. Appropriate behaviour is a shared responsibility among the students, their parents and the school system.

The Board of School Trustees expects students to:

- attend school regularly;
- observe school rules and codes of student conduct;
- respect the rights of others and their property;
- respect the health and safety of others;
- respect the educational process and the learning environment of others;
- conduct themselves in a manner that brings credit to their school and community at all times; and,
- act with due regard to the authority vested by the School Act and the Board in School District Employees.

The Board encourages initiatives in schools to reinforce these responsibilities. Further, the Board authorizes administrative officers, teachers and other appropriate personnel to discipline students when discipline is warranted. Each school shall, consistent with Board policy, establish written rules regulating student behavior and shall clearly communicate these rules and the consequence of unacceptable behavior to both students and their parents. School rules should give due consideration to the following:

- fostering, appropriate to age, a sense of personal responsibility and self-discipline;
- encouraging and promoting educational opportunities for students;
- maintaining a positive and safe learning environment;
- respecting the dignity of others, their rights and properties;
- providing positive guidelines for student behavior; and,
- fostering cooperation with other students in the achievement of their intellectual, social and career goals.

The Board of School Trustees forbids physical violence and verbal abuse; the possession, use or distribution of illegal drugs, tobacco or alcohol; and the carrying or possession of weapons. (School Board Policy #301 - 302)

Blueridge Elementary School Statement of Purpose

At Blueridge we believe that a safe school environment promotes social, emotional and intellectual development. To that end, we have developed a school code of conduct based on the principles of safety, respect, responsibility and cooperation. These principles are congruent with those of the elementary and secondary sites in the Windsor Family of Schools and meet both district and ministry guidelines.

It is each student's responsibility to follow the Blueridge Code of Conduct while at school, travelling to and from school, and while attending school sanctioned curricular or extra-curricular activities, at any location. Similarly, in accordance with School District #44 Policy #302, students at Blueridge Elementary School are expected to meet the standards set out in the *BC Human Rights Code* that include the prohibited grounds of discrimination based on the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation, or age of that person or that group or class of persons.

The Code of Conduct and its related policy and procedures, aligns itself with the Framework for Social Responsibility published by the B.C. Ministry of Education which highlights four aspects to be developed:

1. Contributing to the class and school community
2. Solving problems in peaceful ways
3. Valuing diversity and defending human rights (as set out in the B.C. Human Rights Code)
4. Exercising democratic rights and responsibilities

Blueridge works in partnership with parents to ensure that a fair and consistent approach to student discipline is maintained. The Code of Conduct is taught, promoted and reviewed and is regularly revised to reflect current needs. Conduct expectations are communicated to all members of our community, visitors and volunteers. It is displayed publicly in our building, published on our school website and sent home at the beginning of each school year. It is expected that families review the Code with their children and that the child and parent sign the Blueridge Code of Conduct Contract, agreeing to abide by the expectations.

The Blueridge Code of Conduct is:

Cooperate
Accountability
Respect
Empathy
Safe

Expectations for Behaviour

Blueridge believes children want to be helpful, that positive behaviours can be learned and that teaching socially responsible behaviours require modeling, consistency and practice. All students are expected to:

- Help make the school a safe, caring and orderly environment for purposeful learning;
- Conduct themselves in a manner that does not pose a threat to the physical safety or emotional well-being of others
- Respect self, others and the school;
- Be inclusive and value diversity; act in non-discriminatory ways as set out in the B.C. Human Rights Code

- Increase personal responsibility and self-discipline; balance individuals' rights with the rights of the Bluebridge Community
- Engage in purposeful learning activities and complete all school work to the best of their ability
- Demonstrate good sportsmanship
- Only use personal technology devices such as ipods, cell phones etc... off school grounds and keep them off in their bags while on school grounds unless supervised by a staff member
- Inform a 'tellable' adult, in a timely manner (in advance if possible), of incidents of bullying, harassment or intimidation;
- Refrain from taking retribution against a person who has reported incidents;
- Act in a manner that brings credit to the school whether students are on or off site

While we expect that some students will display behaviours that are not yet within the widely-held expectations for their age level, our mandate is to work with students so that they are eventually able to meet expectations.

Students have the right to:

- ✓ be safe at school
- ✓ be treated with kindness and respect at school by students and adults
- ✓ learn in a supportive, orderly environment
- ✓ be included

Students have the responsibility to:

Cooperate

- ✓ follow the school and classroom rules
- ✓ be aware of and follow emergency procedures

Be Accountable:

- ✓ attend regularly and respect school hours
- ✓ arrive at school prepared for the day
- ✓ work to their potential
- ✓ respect school property
- ✓ respect their own property as well as others
- ✓ leave valuables and inappropriate items at home
- ✓ report incidents of bullying, harassment or intimidation in a timely manner

Be Respectful:

- ✓ accept differences in others
- ✓ demonstrate respect for themselves and others
- ✓ use respectful language
- ✓ use respectful behaviour

Show Empathy:

- ✓ share and include others

Be safe:

- ✓ use whole body listening in all spaces
- ✓ demonstrate respect for themselves and others

CONSEQUENCES FOR SOCIALLY UNACCEPTABLE BEHAVIOUR

Student behaviour, and consequences, are always considered in the context in which it occurs. The age of the child, frequency of the behaviour, its seriousness or intensity, and the circumstances are taken into account. It is expected that students' sense of personal responsibility and self-discipline will increase as they become older and more mature. Special considerations may apply to students with special needs if these students are unable to comply with the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature. Students are involved in the development of meaningful consequences which, whenever possible, are fair, preventative and restorative.

Generally, misbehaviours fall into three categories:

Level One: Minor Misbehaviours

- interfere with the learning of others
- interfere with an orderly environment
- create unsafe conditions

Consequences: may include apology, practices of expected behaviours, time out, Code of Conduct discussion with an adult, community service

Level Two: Misbehaviours of Concern

- bullying, harassment or intimidation
- retribution against a person who has reported incidents
- repeated level one behaviours

Consequences: may include parent contact, reconciliation with injured party, some loss of recess and/or lunch privileges, or restriction from extra-curricular activities, substantive re-teaching, establishing a behaviour contract, or a form of restorative justice

Level Three: Misbehaviours of Serious Concern

- physical violence/threats of physical violence
- possession, use or distribution of illegal or restricted substances
- possession or use of weapons
- theft of or damage to property

Blueridge School's plan of Logical and Progressive Consequences may include, but not be limited to:

- i. teacher involved in discussions/planning consequences;
- ii. principal involved in discussions/planning consequences;
- iii. removal of student from classroom/situation;
- iv. in-school suspension;
- v. the development of an action plan by the teacher and/or principal, and the student to identify and contract the appropriate behaviour; and/or,
- vi. 1/2 to 5 day out of school suspension.

All serious disciplinary situations will require:

- i. restitution to be made if property is damaged;
- ii. a record of the incident to be filed; and,
- iii. contact with the parent or guardian.

Further consequences may be required for continued infractions:

- i. disciplinary meeting with parents and child;
- ii. removal of privileges for a length of time; and/or,
- iii. the continued suspension from school.

The possession or use of a weapon or any item intended to be used as a weapon, with the intent to inflict injury upon or to intimidate another person on or near school property or at school events is considered to be a criminal act, as well as a serious infraction of the school rules and may lead to severe and immediate disciplinary action and/or criminal charges. (See School Board Policy # 301)

NOTIFICATION

School personnel intervene daily to redirect, re-teach and manage the misbehaviours of children by reminding them of Blueridge School's Code of Conduct, following our intervention process and procedures, and working with parents to deal effectively with the student. In cases where serious or repeated breaches occur, school officials may have a responsibility to advise other parties of serious breaches of the Code of Conduct, including:

- parents of student offender(s) – in every instance;
- parents of student victim(s) – in every instance;
- school district officials – as required by school district policy;
- police and/or other agencies – as required by law; and,
- all parents – when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate actions to address it.

PARENTS AS PARTNERS

We ask that parents support their children in building social responsibility by:

- teaching and re-teaching problem solving skills;
- modeling socially appropriate ways of getting along;
- helping their children find safe ways to express anger or frustration;
- listening to children and responding to their needs and concerns in ways that develop social capacity;
- helping their children understand the value of individual differences; and,

As well, we ask that parents support the home-school connection by:

- contacting the teacher or administrator over concerns about the behaviour or safety of their child at school;
- learning about the problem resolution process at the school; and,
- using the language of the school's Code of Conduct at home and at school with their child.

Personal Property

The personal safety of all students on the school grounds is a priority. Therefore, students may not bring any personal possessions to the school that might jeopardize their personal safety and the safety of others. Inappropriate clothing, valuables (e.g., expensive jewellery, money, electronic items, cell phones, etc.),

music with inappropriate lyrics, drugs, tobacco, alcohol, weapons, toy weapons, slingshots and items which are intended to be used as a weapon (including pocket knives), are not permitted at the school. Any student who is found in possession of any of these items will have it confiscated immediately; items that are not weapons-related will be returned to the student at the end of the day to take home.

Any weapons or items intended to be used as weapons will be held until a meeting between the parent, student and the school administrator has taken place. In addition, the student may be suspended, police involvement may be required and an Incident Report filed with the School District (District Policy 302).

Dress Code

Students should be dressed appropriately for the elementary school workday. Shoes and clothing should allow students to move around the classroom and playground safely and with self-respect. Clothing should not be offensive to others by absence of coverage or appearance (slogans or pictures).

Physical activities are an integral part of the school day. Clothing should allow students to fully and safely take part in these activities both in class and during recess and lunch.

These fundamental obligations are intended to ensure that students learn in a safe environment free from threats to their physical and emotional welfare and that the time for teaching and learning is optimized. This Code of Conduct was developed in consultation with the school community and references the School Act (Sections 6, 10, 103, 191), the School Act Regulations and The District of North Vancouver's Policy on Student Conduct (Policies 301 and 302).

Band and Strings

The Blueridge School Band Program is comprised of both a “beginning” and “continuing” band. Students in grades 5 to 7 may participate in this program for an annual fee. The North Vancouver School District also provides a Strings program that is offered to students in grades 4 to 7 in our family of schools area.

Counsellor

The Elementary School Counsellor is both qualified and experienced in supporting students within the context of schools and families. This support is offered in a number of ways, including:

- individual counselling
- family support / counselling
- small-group work
- staff and parent in-service
- classroom work
- case management
- consultation with teachers, parents, district staff, community agencies and professionals

Students may be referred by their parents, teacher or through self-referral. When a recommendation seems appropriate, parental agreement is required and a referral form is completed.

The Elementary School Counsellor may provide students, families and staff assistance in coping with:

- self-esteem
- death in the family
- neglect or abuse
- suicidal behaviour
- peer relationships
- witnessing violence
- depression
- addiction
- conflict resolution
- parent separation
- special needs
- parenting
- decision making
- anxiety
- school avoidance
- critical incidents

English Language Learner (ELL)

The ELL Teacher assists students who are learning to speak English and supports classroom teachers of ELL students with program requirements.

Extra-Curricular Programs

The Blueridge School staff offers a variety of extra-curricular programs for older students, which are run by teacher and parent volunteers. Although the activities can change from year to year, some of what may be offered include: Volleyball (Grades 7), Basketball (Grades 7), Track and Field (Grades 4-7), Cross Country (Grades 4-7), Kilometre Club (Grades K-7) and Choir (Grades 4-7).

Health Services

The Community Health Nurse liaises with school staff, parents and students to support the healthy growth and development of all school-aged children. He/she may be contacted through the Central Community Health Centre of Vancouver Coastal Health (604-983-6700). The Community Health Nurse works within a multidisciplinary team model and can access different levels of support for children.

Learning Center

The Learning Support Teacher provides educational support to students at Blueridge. When a learning difficulty is identified, parents are informed and involved in the remediation process. The Learning Center provides:

- cooperative teaching in an integrated classroom setting
- an alternative learning environment
- support for the classroom teacher by providing programs, strategies and materials for classroom use and space for individual or small group instruction
- coordination with district student services for the school (referrals to services)
- data for assessing educational or learning difficulties
- support to teachers and resource team members in programming for students' individual needs
- develop and case manages Individual Education Plans (IEP) or Learning Assistance Plan (LAP)

The Learning Support Teacher assists teachers with program requirements and Individual Educational Plans (IEP's), for children designated with special needs that are often more complex than what are handled solely by our Learning Centre.

Library

Blueridge School has a bright, spacious and fully automated library with a variety of resources to meet educational needs. The primary function of our library is to serve as a resource centre for classroom programs. In addition to resource materials, there is a large variety of fictional and non-fictional works for recreational reading. The loan period for borrowers is two weeks.

The Blueridge Parent Advisory Council has audio, video and print materials on parenting skills available in the Library office.

Parent volunteers provide invaluable assistance in shelving materials and helping students find books. If you can help, please leave your name and number at the office.

C. POLICIES AND PROCEDURES

Accident Procedures

Basic first aid can be given by a staff member. It is very important that families notify the school office staff if there are any changes in telephone numbers, emergency numbers or family doctor. This information could be important in the event of an injury.

Administering Medication

Medications may not be given at school without written medical and parental authorization. Please check with the school office to ensure the consent form is on file. In emergency situations, and with no written consent form on file, parents will need to come to the school in person to administer medication to their child (ren). North Vancouver School District employees cannot legally perform this task without the proper paperwork in place.

Parents should also be aware that sending any medication in a lunch kit to school for their child to self-administer poses safety risks for students in the classroom should medications be left unattended. All medication, permanent and temporary, needs to be administered through the school office.

Allergies

We have many students throughout the school who have a life-threatening allergy to peanuts and tree nuts. We are an allergy aware school and respectfully request that you do not send these food items to school. Traces of these food items can be easily transmitted to shared school equipment and toys. We appreciate your co-operation to keep all the children in our school family safe. Please see NVSD Policy 304 on Anaphylaxis for more information.

Attendance

Students who are absent from school miss out on valuable learning time. It is the parents' responsibility not only to show respect to the teacher, the class and the students by ensuring that their child attends regularly and is prompt, but also to contact the **Call Back Line (604-903-3252)** or email **blueridgeattendance@sd44.ca** and leave a detailed message reporting their child's absences. All lates and absences are recorded by the school office. Chronic lates and absences will be followed up by the administration. If your child comes in after the second morning bell at 8:45, please have them check in at the office front desk.

Absences due to illness are unavoidable, and parents are asked to respect the health of others in the classroom by keeping sick children at home. Parents may be asked to pick up their sick child during the school day.

When family vacations are taken during the school term, students are expected to take the responsibility, particularly in the intermediate grades, to prepare for their absence by gathering unfinished work and completing those items while they are away. Upon their return to school, students must also determine what material they may have missed. Please note that teachers cannot be expected to prepare vacation assignments or re-teach previously delivered lessons.

Emergency Procedures

The North Vancouver School District has implemented a number of safety procedures to deal with a variety of emergencies: earthquakes, fires, and violent incidents. Students practice safety drills for each of these emergencies on a regular basis throughout the year. Parents are reminded of their responsibility to follow the school's procedures should they be in the school during the drills.

a) Earthquake

1. Immediately follow the **Drop, Cover, Hold** procedure: **Drop** under a sturdy desk or table; **Cover** your head, neck and face; **Hold** onto legs of furniture and if the furniture moves, move with it
2. Repeatedly count out loud to 60 or sing A, B, C's and when the shaking stops, repeat again
3. Follow the instructions of your teacher
4. Students may be asked to leave the building by the nearest and safest exit
5. If there is a school evacuation, students should report to their class meeting area and wait for further instructions

b) Fire

Students are required to follow the instructions of their teacher:

1. Line up quietly at the designated exit door – **Do Not Retrieve Personal Belongings Prior to Leaving the Classroom or other Area**
2. Using the established fire evacuation routes, follow your teacher out of the building to the class meeting place
3. At the class meeting place remain quiet until told to re-enter the building
4. Those who are NOT in their classroom at the time of a fire or drill should:
 - a) follow the directions of the teacher in charge; or,
 - b) leave the building as quickly as possible by the nearest exit and report to their class meeting area

c) Lockdowns

There are two types of lockdowns:

Level 1 – Internal Threat – danger is present inside the school

Level 2 – External Threat - danger close to, but not inside school.

Level 1 and 2 lockdowns are initiated with the “**Activate Full Lockdown**” announcement.

1. Level 1 and 2:
 - a. Staff inside rooms quickly check hallways for students and staff before closing and locking doors – hallways should be cleared as quickly as possible
 - b. Students and staff inside building go to the closest supervised room, than lock and close doors
 - c. Students and staff outside of the school quickly move as far away from the building as possible, assembling as directed by RCMP, remaining in place until further instructions are provided by police or school staff.
2. Staff inside rooms :
 - a. Level 1 – internal intruder: **Lights OFF, curtains CLOSED**
 - b. Level 2 – external intruder: **Lights OFF – Curtains CLOSED**
3. Students take the **DROP, COVER, HOLD** position
4. All individuals remain absolutely **QUIET**
5. Students follow all teacher instructions

Levels 1 and 2: Students and staff in rooms remain on floor until uniformed police escort them out of the building. During a drill, the “**ALL CLEAR**” direction will be given.

Homework for Students

Homework contributes to the educational growth of the student and should be undertaken on a regular basis. Work that is not finished during class time is to be completed at home or after school (at teacher discretion). Some excellent forms of self-initiated homework are nightly reading, math drills, subject reviews, project research and studying for tests.

The amount of homework will vary according to the need and productivity of each student. More time may be needed on some nights than others.

Recess and Lunch

Students may not leave the school ground at recess or during lunch without permission from an appropriate school authority. All students are encouraged to go home for lunch. Eating lunch at school is a privilege that students must respect. Students who wish to leave the school grounds at lunch must have written permission from parents or guardians. Students must also make prior arrangements with their parents if they are inviting friends home for lunch and/or will be visiting the house of another family. Both families must provide the school with written notification that students will be either guests or hosts during the lunch hour.

At Blueridge, students play during the first part of the lunch period (12:00 p.m. – 12:30 p.m.) and eat at the end (12:30 p.m. – 12:45 p.m.). All students staying for lunch must go outside at 12:00 p.m. unless an Inside Day has been announced over the P.A. system.

Personal Property

Please note that the North Vancouver School District is unable to insure any and all personal property owned by students such as musical instruments, calculators, toys and computers. The School District will therefore, not accept any liability for loss or damage of personal property under any circumstances. Students should refrain from bringing personal belongings of value to school, unless necessary. Items brought to school should be adequately insured by parents for loss or damage. For more information regarding insurance, please contact your insurance agent providing home owner coverage.

School Hours

Team, partner or area planning is time consuming and requires a regular block of time (Wednesday afternoons) when all team members are available. Such a block of time enables teachers to meet and discuss the academic, social and emotional needs of individual students and allows the school-area teams to integrate school-wide programs, policies and curriculum.

Mon/Tues/Thurs/Fri	Wednesdays
Entrance Bell 8:40-8:45	Entrance Bell 8:40-8:45
First instructional Period 8:45-10:20	First instructional Period 8:45-10:20
Mon/Tues/Thurs/Fri	Mon/Tues/Thurs/Fri
Recess 10:20-10:40	Recess 10:20-10:35
Second Instructional Period 10:40-12:00	Second Instructional Period 10:35-12:00
Play 12:00-12:30, Eat 12:30-12:45	Play 12:00-12:30, Eat 12:30-12:45
Bell 12:45-12:50	Bell 12:47-12:50
Third Instructional Period 12:50-3:00	Third Instructional Period 12:50-2:00

We do not have supervision prior to school and students may not enter the building prior to 8:30. Students may be in the building before school from **8:30 AM** and during the lunch hour for specific purposes if they are supervised by a parent or are attending a staff sponsored event. Students must remain on the school grounds during school hours, unless written permission has been brought from home.

School hours may be extended for one half hour beyond the regular dismissal time of 3:00 p.m. for the completion of work. Students will be asked to phone home for permission when they need to stay at school after 3:00 PM. Students are always granted the use of the phone to inform parents of an unexpected delay.

School Parent Communications

Website: Our web site serves as a primary source of school and district information. If there is any time sensitive information to be communicated with parents we will continue to send out an email via our school wide system so please ensure that we have up to date contact information.

General Conferences – Conferences may be arranged at any time during the school year with the teacher and/or the Principal and can be initiated by either the parent or the teacher. Please contact the teacher with your request, and you will be contacted to arrange a mutually agreeable time. Parents are encouraged to maintain a close level of communication with the school.

Parent Concerns – District procedures state that when a parent has a concern, they should first meet with the person most directly involved. While most issues are usually parent-teacher matters, you may wish to involve the counselor, the LAC teacher, the Learning Support Teacher, Librarian or an Administrator. Experience has shown that a direct and open discussion resolves most concerns.

Classroom Notices – Classroom notices are sent home when necessary and will provide you with details of activities involving your child.

Student Safety

Student safety is a priority at Blueridge. Students are reminded to follow the traffic safety rules when traveling to and from school. Bicycles, skateboards, rollerblades and scooters may be ridden to and from school for transportation only. They may not be used on school property. Students are reminded to use safe procedures at all times when riding.

Student Sign-Out and Sign-In Procedures

For safety reasons, parents are required to sign their children in and out at the school office if their son/daughter must leave and/or re-enter the school any time between 8:40 AM and 3:00 PM. Our office staff will assist you with this procedure. Students will receive a “check in” slip to give their teacher when they arrive back at school.

Telephone Use

Students may use the office phone with their teacher’s permission for any **important** reason. They may not, however, use the phone to inform parents or friends of after-school plans. The phone is always available for emergency use.

D. PARENT PARTICIPATION

Blueridge Parent Advisory Council (BPAC)

BPAC is a non-profit organization, comprising all parents of Blueridge School children. It is run by an elected board of executive officers. BPAC’s goals are to inspire parent involvement in the school and to assist the principal and staff in providing Blueridge children with the best possible educational experience.

Blueridge Parent Advisory Council – The BPAC holds executive and general meetings once a month to discuss issues, organize activities and to host speakers. It prepares a newsletter for parents and staff, typically on a monthly basis

Please go to the BPAC’s web-site at www.blueridgepac.net for up-to-date information