

2012-13 SCHOOL CALENDAR

August 8-9	Beginning Teacher Institute
August 10/13-14	New Employee Orientation/Workdays - All Teachers New to LCPS
August 15-16	In School Staff Development - All Teachers
August 17	Planning/Records/Conference Day
August 20-22	County-Wide Staff Development - All Teachers
August 23-24	Planning/Records/Conference Days
August 27	FIRST DAY OF SCHOOL
September 3	Holiday (Labor Day)
October 8	Holiday (Columbus Day)
November 2	End of the Grading Period
November 5-6	Student Holidays (Planning/Records/Conference Days)
November 21-23	Holiday (Thanksgiving)
December 24-	
January 1	Winter Break (Classes Resume January 2)
January 17	End of Grading Period
January 18	<i>MOVEABLE STUDENT HOLIDAY *</i> (Planning/Records/Conference Day)
January 21	Holiday (Martin Luther King Jr. Day)
February 18	Holiday (Presidents' Day)
March 22	End of Grading Period
March 25-29	Holiday (Spring Break)
April 1	Student Holiday (Planning/Records/Conference Day)
May 27	Holiday (Memorial Day)
June 6	Last Day of School/End of Grading Period
June 7	Planning/Records/Conference Day
June 10	Planning/Records/Conference Day

*NOTE: Parents with child-care or other weekday scheduling concerns - Date of the Moveable Planning/Records/Conference Day between first and second semesters may change if the school calendar must be changed due to school closings for inclement weather or other emergencies.

Dates for Turning in Interims and Report Cards for Review and Distribution, 2012-2013

Interims Due for Review	Interims Sent Home	All Students Scheduled by:	Grading Period Ends	Specialists' Grades Due on Computer	Report Cards Due for Review	Report Cards Sent Home
10/1	10/3	10/26 (W)	11/2	11/6	11/8	11/14
12/10	12/12	1/11 (W)	1/17	1/22	1/24	1/30
2/19	2/21	3/15 (Th)	3/22	4/2	4/4	4/10
5/1	5/3	5/31 (F)	6/6	6/5	6/7	6/12

Reminders:

- This calendar is subject to change.
- Report cards will be mailed on June 12. It will be the responsibility of each teacher to stuff (after review), seal, label, and stamp report cards for his/her class. These will then be turned into the office on the last teacher workday.
- Please keep this schedule posted in your classroom for easy reference.
- **Within-County Transfers:** When a student transfers within LCPS during the quarter, teachers should run the "Current Report Card Grades" report. If the student is dropped in StarWeb before this report is run, simply select the "Current Report Card Grades - Inactive" report. The receiving teacher will incorporate those marks in determining report card grades for the nine-week period in which the student transferred. (Note: This procedure seems to make sense and works fine when the student transfers within the first 4.5 to 5 weeks of the quarter. However, the later a student transfers during the quarter, the more difficult it becomes for the receiving teacher to feel comfortable "signing off" on quarterly grades. When this situation occurs, it is recommended that the receiving teacher add a comment on the report card to inform parents that the grades predominantly reflect the sending school's appraisal of their child's progress.)

2012-13 “Moveable Monday” Implementation Plan
LCPS Elementary Schools

“Moveable Mondays” will be used again for the 2012-13 school year in all elementary schools to offset the disproportionate number of Mondays missed during the school year. As a Monday is missed, the Monday schedule is run on a subsequent day of the week. The advantage of this alternative is that the normal schedule is resumed the following week which should decrease confusion among students, parents and teachers.

Example:

Monday, Oct. 8, 2012 (Columbus Day) – All elementary schools would run their Monday schedules on Tuesday, Oct. 9 followed by the regular W-F schedule. Calendar for week: Holiday, M, W, Th, F.

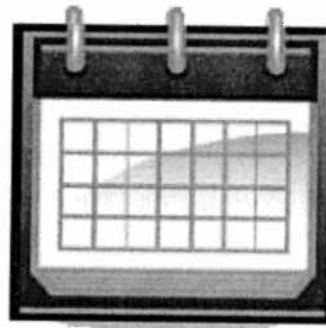
This plan does not accommodate schedule adjustments due to inclement weather days.

2012-13 “Moveable Monday” Implementation Schedule

Name of Holiday	Date school is closed	Use your Monday schedule on:	Use your special's schedule as follows. Your weekly schedule will be:			
			T	W	Th	F
Labor Day	Sept 3, 2012	N/A	T	W	Th	F
Columbus Day	Oct. 8, 2012	Tues., Oct. 9	M	W	Th	F
New Year's	Jan. 1, 2013	N/A	--	W	Th	F
MLKing Day	Jan. 21, 2013	Wed., Jan. 23	T	M	Th	F
President's Day	Feb. 18, 2013	Thurs., Feb. 21	T	W	M	F
Planning Day	April 1, 2013	Wed., April 3	T	M	Th	F
Memorial Day	May 27, 2013	Thurs., May 30	T	W	M	F

Comparing the current calendar with no modifications and the Moveable Monday schedule the distribution of instructional days is as follows:

2012-2013	No modification	Modified
Monday	31	36
Tuesday	37	36
Wednesday	38	36
Thursday	38	36
Friday	36	36



Bulletin Board Guidelines

2012-2013

(Classroom and Hallway)

1. All bulletin boards should be taken down at the end of the month by the individual or group who was responsible for putting it up. This means that the board should be cleared by the first day of the new month. New bulletin boards should be put up on the first of the month. If you are not able to get your bulletin board up on the first of the month, please talk with an administrator. **A bulletin board should never be left bare with nothing on it.**
2. Bulletin boards should reflect the curriculum/instructional program.
3. Student-generated work should be used on all bulletin boards.
4. Commercially-packaged bulletin boards should be avoided. Although some commercially-packaged bulletin boards can be used in your classrooms, please do not fill every bulletin board and all wall-space with this type of material!
5. Bulletin boards should be attractive and pleasing to the eye.
6. Bulletin boards should reflect purposeful themes, relevant to student learning.
7. All bulletin boards should be clearly labeled with your name and grade level (ex: Mrs. Hearlihy's Third Grade Class). If individual student work is displayed, please have each child's work labeled and represented.
8. Avoid displaying a large number of dittoed work or the same copy of an assignment (this guideline should be followed in your classroom too).
9. Although seasonal themes may be used, please be careful with religious holidays.
10. It is always appropriate to use character education themes for bulletin boards.
11. For many visitors to our school the bulletin boards are the major source of information that they view. Please make sure that their impression of our school is positively reflected in your bulletin boards!

*Bulletin boards in your classroom should never be left bare as well.

Recommendation: Do not take work off of bulletin board until you have work ready to replace it.

***And one final note, although understandably difficult, your bulletin boards should be left up until June 6th, which is the last instructional day.**

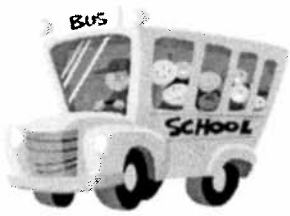
Thank you



Bobcat Bulletin Board Schedule 2012-2013



	Room 29	PTA/Office	Hall/Café	Inside Café	Hall/ Kitchen	Room 9	Library	Room 30
August/September	Equity	PTA	Bonorchis	Cafeteria	Kaushik	Keiling	Library	Ryan
October	Mayobre	PTA	Hearlihy	Cafeteria	Pennix	Kennedy	Library	Ryan
November	ELL	PTA	Lascomb	Cafeteria	Messner	Kovacic	Library	Ryan
December	ELL	PTA	Black/Crew	Cafeteria	Jones	Dionne	Library	Ryan
January	ELL	PTA	Root	Cafeteria	Conrad	Acevedo/Vosburgh	Library	Ryan
February	ELL	PTA	Elnicki	Cafeteria	Smith	Linehan	Library	Ryan
March	ELL	PTA	Neff	Cafeteria	Terango	Thomas	Library	Ryan
April	ELL	PTA	Phillips	Cafeteria	Wippich	Carlson	Library	Ryan
May/June	ELL	PTA	Linza	Cafeteria	Mode	Stref	Library	Ryan



Algonkian Bobcat's Duty Schedule 2012-2013



	AM & PM Kiss & Go	AM & PM Kiss & Go	PM Daycare	PM Daycare	PM Back Hallway	AM ONLY Cafeteria
1st Quarter	Mayobre	Jamison	Gillis	Smith	Grace	Terango
2nd Quarter	Wetzel	Wilson	Negley	Ryan	Grace	Terango
3rd Quarter	Devinney	Peace	Gillis	Smith	Grace	Terango
4th Quarter	Peluso	Cowden	Negley	Ryan	Grace	Terango

Kiss & GO is morning and afternoon duties. You are only assigned for one quarter but you must report each day to bus duty by 7:30am for arrival and by 2:30pm for dismissal. An administrator will be stationed in the hall outside the library each morning. If she is unable to make it she will find a replacement.

Daycare is afternoon duty only. You are only assigned for two quarters since it is only in the afternoon. You must report to duty by 2:30pm for dismissal. Administrators will be circulating during dismissal. Please be sure to have a radio with you at all times when you are assigned to duty.

Morning Breakfast is a morning only shift. Please report to the hallway outside the cafeteria no later than 7:30am. You will be monitoring the cafeteria and the hallway as the students are making their way to their classrooms.

*****If for any reason you are not able to make it to your duty position please find a replacement.**

You are responsible for your replacement. Please ask one of the specialists who is assigned that duty at some point throughout the year to cover for you.

Thanks:)

Jennifer and Karen

~If you have any questions please see Karen!

DAILY ATTENDANCE COLLECTION (DAC)

Here are some reminders and instructions to help get the year off to a great start:

1. Please use a **PENCIL**.
2. Due to RI each morning, please have your DAC folders hanging outside of your classrooms so that we may pick them up.

MONDAY (8/27/12)

If a student is **present** sometime during the day, code an “**E1**” under August 27th.

If a student is **absent**, code an “**N**” under August 27th.

No other codes are allowed the first day, not even a TARDY!

TUESDAY (8/28/11)

If a student has an “**E1**” code previously and is present, leave column blank.

If a student has an “**E1**” code previously and is absent, code column with a vertical line.

If a student has an “**N**” code previously and is still not present, enter another “**N**”.

If a student has an “**N**” code previously and is now in school, enter an “**E1**” code for that date.

Once a student has had an “**E1**” code, that student can be tardy. A “**T**” code should be entered for that day. If a student arrives after the tardy bell has rung he/she should not be permitted in class without a pink tardy slip from the front office.

If a parent sends in a note or verbally tells you that a student will be absent, you should place a **CIRCLE** for that day. In doing so, a call will **NOT** be made to the student’s home or parents’ work number to verify an absence. Please be sure to send these notes up to the office in your Attendance Folder. I will place a copy of the parent’s note in your mailbox. If you have been told verbally, either send me an email or send a note up in the Attendance Folder so that I am aware of the student’s absence. Please place the notes for Bus Passes in your Attendance Folders, instead of having your students come up in the morning. I will put the Bus Passes in your mailboxes, too.

Thank you for your cooperation. If you have any questions or recommendations, please feel free to talk to me about them!! **WELCOME BACK!**

Gail

Star_Student

Daily Attendance Collection List

"EXAMPLE"

Date: Jul. 13, 2012 01:32 PM

Break By: HOMEROOM

OIC

Student ID	Student Name	Oct 01	Oct 02	Oct 03	Oct 04	Oct 05	Oct 06	Oct 07	Oct 08	Oct 09	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31
880557	ANDREYKO, CHRISTINA						*	*	*					*	*	*					*	*					*	*	*	*	*	*
861859	BRESLOW, CARSON						*	*	*					*	*	*					*	*					*	*	*	*	*	*
857498	BURBAGE, CHRISTINA						*	*	*					*	*	*					*	*					*	*	*	*	*	*
853166	CRUZ, ADE						*	*	*					*	*	*					*	*					*	*	*	*	*	*
857587	FARAH, AYANLE						*	*	*					*	*	*					*	*					*	*	*	*	*	*
857733	FRANKLIN, BRENDAN						*	*	*					*	*	*					*	*					*	*	*	*	*	*
809981	GERSTEN DE MONTELONG						*	*	*					*	*	*					*	*					*	*	*	*	*	*
857818	GIBNEY, JOHN						*	*	*					*	*	*					*	*					*	*	*	*	*	*
880560	GIBSON, MACKENZIE						*	*	*					*	*	*					*	*					*	*	*	*	*	*
857865	HENCHIR, KAILYN						*	*	*					*	*	*					*	*					*	*	*	*	*	*
857899	KATZ, DYLAN						*	*	*					*	*	*					*	*					*	*	*	*	*	*
857909	KING, JOHN						*	*	*					*	*	*					*	*					*	*	*	*	*	*
857912	KRAFT, LYDIA						*	*	*					*	*	*					*	*					*	*	*	*	*	*
858310	NAVIN, STELLA						*	*	*					*	*	*					*	*					*	*	*	*	*	*
858362	ROYCE, AINSLEY-RYAN						*	*	*					*	*	*					*	*					*	*	*	*	*	*
858369	RYDER, JANE						*	*	*					*	*	*					*	*					*	*	*	*	*	*
858383	SHAH, ELINA						*	*	*					*	*	*					*	*					*	*	*	*	*	*
858491	TENHAEFF, EMMETT						*	*	*					*	*	*					*	*					*	*	*	*	*	*
861335	VOGT, TREVOR						*	*	*					*	*	*					*	*					*	*	*	*	*	*

Break Total: 19 Signature _____ Date _____

Please sign and date each month.

Alternative Celebration Ideas for Schools

Low Cost Incentives and Rewards to Reinforce Positive Student Behavior

Stuffed Animal Day
Job – Line Leader
Job – Messenger
Job – Board Cleaner
Extra Time at Recess
Visit School Counselor/ Special Person
Extra Time in Centers
BINGO Celebration
Grade-level Game Day
Fine Dining in the Cafeteria
Call Home from —Special Phone (e.g., cartoon character)
Homework Pass
Homework Extension
Less Homework
Lunch with the Teacher
Lunch in Special Location
Library Pass
Sit at Teacher's Desk
Write in Ink Color of Choice
Sit in Desired Spot
Bring Something Special to School
Free Time
Talk Time
Hat Day
Game Day/ Hour
Donations from Local Businesses

Alternative Celebration Ideas for Elementary Schools

- Instant (digital or Polaroid) picture with class
- Birthday (BD) child is the line leader for the day and gets to wear a special hat or crown.
- Special BD seat - BD child gets to sit by the teacher for the day or close to a friend.
- Teacher/parent buys autograph book and each student and teacher writes something nice about the child. Each classmate writes something that they like about the BD child. These can be written on separate sheets and stapled together or in a special small notebook or autograph book provided by the parent.
- Bubbles (outside)
- A few minutes of extra recess time
- No homework for the day
- Lunch with teacher or parent
- Treasure chest full of trinkets from which students may select
- BD child brings in a wrapped gift to share with the class (game/activity). At the end of the school year it can either be donated to the classroom or the BD child can take it home.
- BD child donates book, game, recess equipment, or musical instrument to classroom.
- BD child can donate materials for a class project relating to class curriculum.
- BD child can donate game for indoor recess. BD child can donate playground equipment to class.
- Fish bowl of teacher prizes (no homework, extra recess, playtime in the morning or afternoon, freeze dancing). BD student selects from the fish bowl.
- Gel pens
- Postcards (local ones, zoo, museum, etc.)
- Containers (fancy boxes, bags, baskets)
- Magnets
- Wooden building sets (\$1 each at craft stores, often on sale)
- Chalk
- Stickers/temporary tattoos
- Treasure hunt around the classroom as an activity
- Post-it notes
- Mini picture frames (cardboard is fine!)
- Show and Tell for BD Child -- share favorite things or baby pictures
- Parent/grandparent comes in to read a book or play games with students or teacher reads book that the BD child lends to the class.

Algonkian Elementary Playground Safety Guidelines

Running or tag games are not permitted in play area.

Teachers should be in proximity of play area for proper student supervision.

First and second grade students should not mix with fourth and fifth grade students.

Students should not climb, or stand on top of equipment.

Students should not hang upside down from equipment.

Students should not pick up or throw ground covering.

Students should use steps, or equipment, to lower themselves from elevated platforms. **Not jump.**

Only one or two students at a time should use any one piece of equipment.

Pushing, shoving, or general horseplay is not permitted.

In the case of a serious accident ; **do not move student.**
Call to the office for assistance.

Students with slick bottom shoes should not be permitted to use climbing equipment.

A maximum of fifty students can participate safely in the playground area, or about two classes.

All equipment should only be used for its designed purpose.

Office should be notified of any loose or broken parts.

Equipment should not be used if moisture is present.

Broken glass should be reported to office immediately.

Jump ropes are not permitted in play area, or around equipment.

Slide only feet first on sliding board.



**LOUDOUN COUNTY PUBLIC SCHOOLS
OFFICE OF ELEMENTARY EDUCATION**

21000 Education Court
Ashburn, VA 20148
571-252-1290
Fax 571-252-1166



July 15, 2011

TO: Elementary Principals
FROM: Mike Martin, Director of Elementary Education
RE: Tutoring by School Personnel

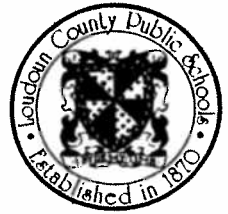
Action?: ☒ Yes Date Required:

: Info Only

In the absence of a school board policy, I am providing the following guidance concerning teachers tutoring students:

1. Teachers should not tutor on school grounds for profit and should never work with a child in a non-public, secluded area after regular school hours;
2. Teachers should be discouraged from tutoring students for whom they provide instruction during the regular school day (and give a grade) in the tutored subject;
3. Teachers should not offer their tutoring services (for profit) to parents unless approached by a parent seeking such help. No solicitation.
4. Once a tutoring agreement has been reached between a parent and a teacher and the services will be rendered off of school property, our control over the situation is limited.

Algonkian Elementary School
20196 Carter Court
Sterling, Virginia 20165-6000



Dear Parent:

As you are aware, it is important for students to read a variety of materials if they are to become successful readers. Surrounding children with books they enjoy reading helps them develop reading fluency and a love for reading. In order to help you purchase books at a reasonable cost for your child's personal library, our class participates in the _____ Book Club.

The _____ Book Club offers a selection of books at a reasonable cost. Participation in the club is optional; the school does not sponsor this or any other book club and the book selections have not always been previewed. We are merely giving you the opportunity to purchase books at a reasonable cost.

The books selected by the book clubs are written by established authors of children's literature. From time to time, however, students have purchased books that have contained language that parents found objectionable. Therefore, it is important you aid your child in the selection of his/her books. As you assist your child in the selection, please pay careful attention to the description of the books and the designated age or grade level given in the description.

If you have any questions about the books, please contact me. I may already be familiar with the book and might be able to help you.

Thank you.

Sincerely,

Maximize Learning/Minimize Disruptions

Students' success in a classroom can often be impacted by classroom management. It is important that clear and high expectations are established in the classroom from the first day of school. We are asking that you provide us with a **description** of the classroom behavior plan you are implementing in your classroom this school year. Please **describe** how you plan to reinforce positive behavior and address negative behaviors should they arise. Please include individual, group (pods/table groups), and entire class incentives. Who establishes the classroom rules? Who is establishing the rewards? Let us know if you are developing these with input from your class or if you are setting them from day 1.

We are asking that you consider motivating children intrinsically and include this in your plan. It is understood that we all have different philosophies on what motivates children with behavior. Thank you.

Please complete the attached page with your classroom plan and incentives that you plan to use this coming school year.

Guidelines:

- ❖ Please consider using our school-wide PBIS theme of the 3 R's (Respect, Responsibility, and Relationships) within your class rules.
- ❖ Candy, gum, or any other food, **cannot** be used as an incentive.
- ❖ Be careful when separating children from the entire class. For example: "Time Outs", seating children by themselves separate from others – this can be viewed as punitive and how does this correct the behavior in the long run? **Students may not be placed in the hallway outside of your classroom by himself/herself for any reason.**
- ❖ Think about the amount of instructional time that is utilized for rewards (non-instructional activities). For example: Weekly reward that includes 20 minutes of free time. This could result in a student participating in a total of 720 minutes/12 hours/two full school days of less instruction than a student at another school in the same grade by the end of the school year.

"Fun Fridays" (or other such incentives) will only be permitted if the students are given content-based games or reinforcement activities that support your instruction in the classroom. Free-time is not permitted. If you plan to use a "Fun Friday" incentive program, a list of activities must be given to Jennifer prior to beginning the incentive. This should be included with your Classroom Behavior Plan. Activities should change throughout the school year based on the curriculum at the time.

Classroom Behavior Plan

Teacher:_____ **Grade:**_____

Classroom Rules:

Classroom Management/Behavior Plan:


***Describe the Classroom Management/Behavior Plan, including incentives and consequences that will be implemented in your classroom this upcoming school year.**

Return to Jennifer no later than Friday, September 21st.



**Algonkian Elementary School
PBIS Teaching Matrix**



Algonkian Elementary School PBIS Teaching Matrix					
Rules/Expectations			Definition	Cafeteria	Hallways
	Respect	Accept directions the first time they are given	*Clean up table and floor *If lights are out, voices are off	*Walk silently	
	Responsibility	Be accountable for your actions	*Use inside voice *Stay seated and raise your hand for help *Stand in straight line quietly	*Walk in a straight line	
	Relationships	Treat others the way you want to be treated	*Use kind words *Offer to help others in need *Keep hands, feet and food to self	*Keep your body and belongings to yourself	

Bobcat Think Sheet

Name _____

Date _____

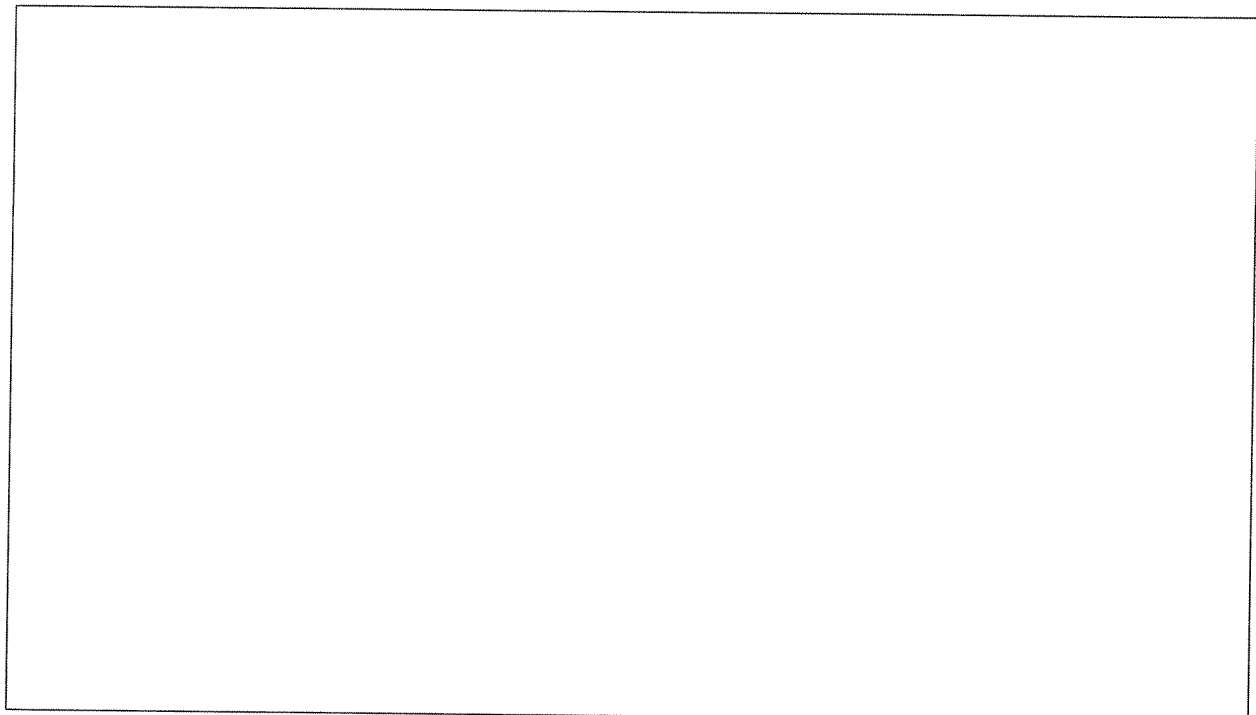
As an **Algonkian Bobcat** it is my responsibility to follow the **Bobcat Rules**. Today I did not follow our Bobcat Rules. The rules I did not follow are (please check the rules you did not follow):

- ☐ I am **respectful**.
- ☐ I am **responsible**.
- ☐ I have **good relationships**.
- ☐ I am **safe**.

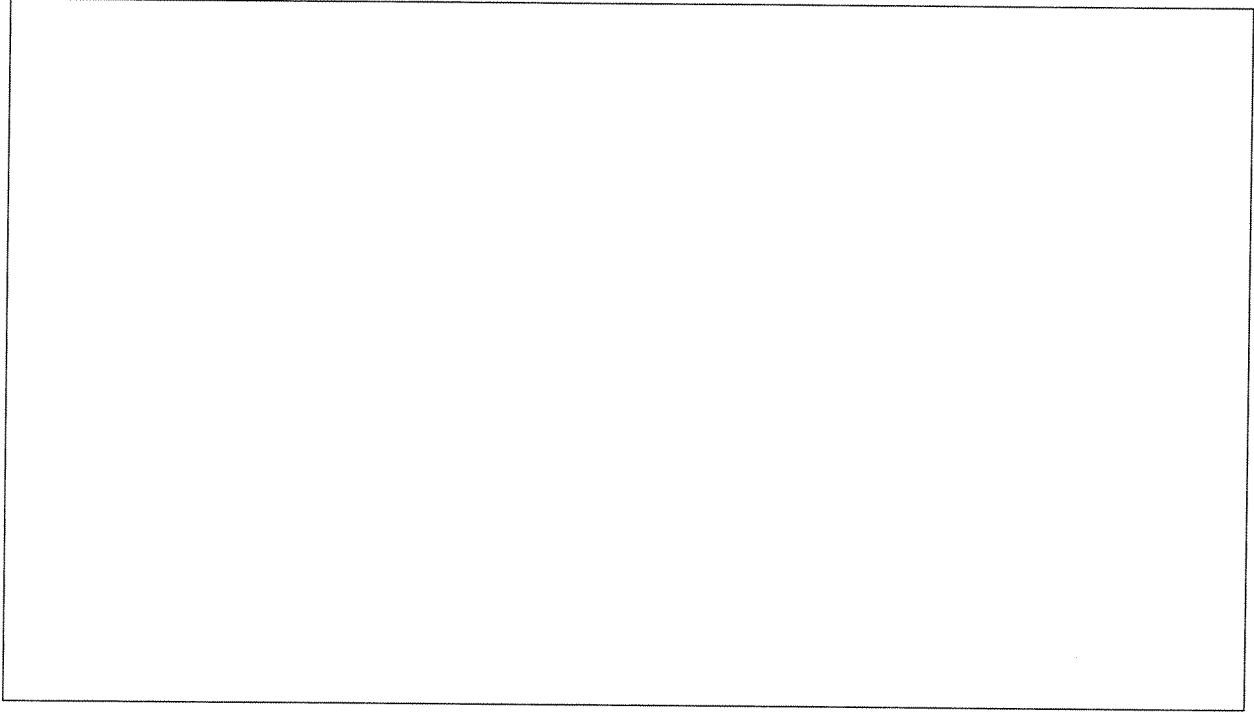
Where did this happen?

- ☐ Assembly ☐ Bus ☐ Cafeteria
- ☐ Classroom ☐ Hallway ☐ Playground
- ☐ Special _____

Draw what happened.



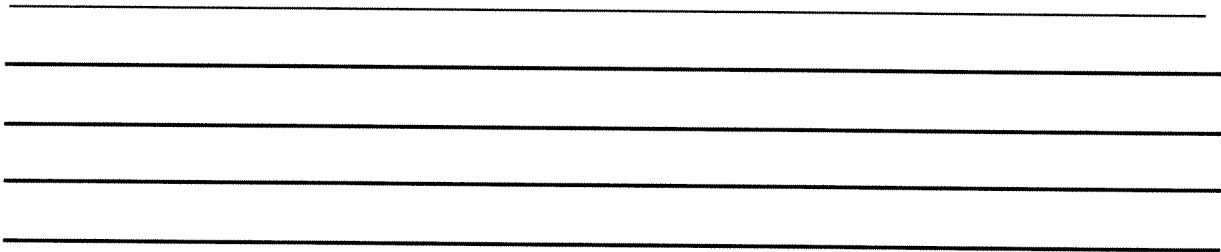
Draw what would be a better choice.



_____ and I talked about the choice(s) I made and what would be a better decision if this happens again.

Student signature

Parent/Guardian comments:



THANK YOU for returning to school.

Bobcat Think Sheet

Name _____

Date _____

As an **Algonkian Bobcat** it is my responsibility to follow **the Bobcat Rules**. Today I did not follow our Bobcat Rules. The rules I did not follow are (please check the rules you did not follow):

- ☐ I am **respectful**.
- ☐ I am **responsible**.
- ☐ I have **good relationships**.
- ☐ I am **safe**.

Where did this happen?

- ☐ Assembly ☐ Bus ☐ Cafeteria
- ☐ Classroom ☐ Hallway ☐ Playground
- ☐ Special _____

Write what happened:

Write what would have been a better choice:

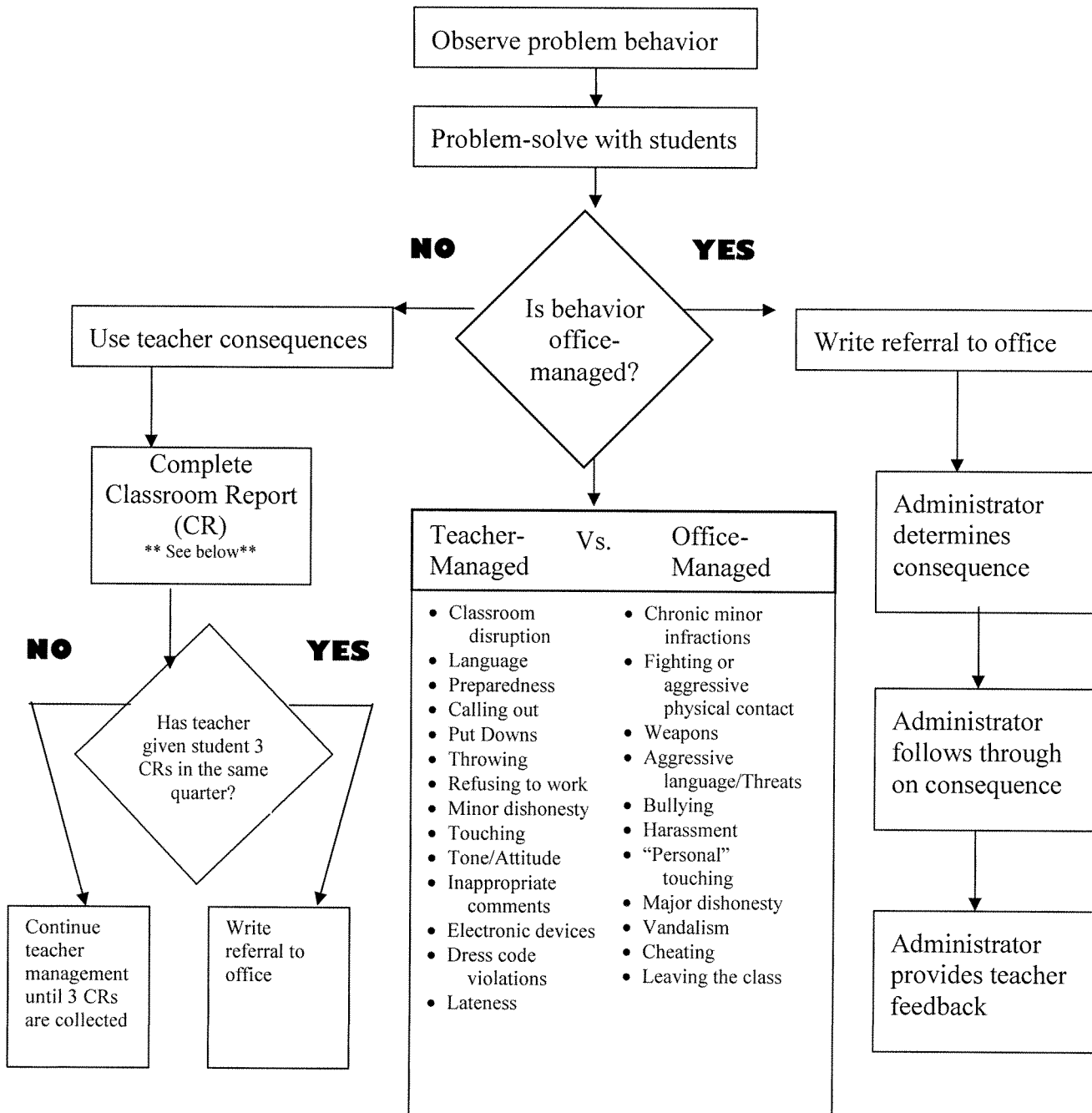
_____ and I talked about the choice(s) I made and what would be a better decision if this happens again.

Student signature

Parent/Guardian comments: _____

THANK YOU for returning to school.

Student Behavior Management Process



**** Minor Incident Reports (MIRs)**

- Issue slip when student does not respond to precorrection, redirection, or verbal warning.
- Notify parent with phone call or letter on 2nd and 3rd CRs.
- Take concrete action to correct behavior (i.e., assign detention, complete behavior reflection writing, etc.)
- When possible, have the corrective action correspond to the behavior being corrected.

Consequences

The following are suggested interventions that may be utilized in correcting a student's inappropriate behavior. Interventions listed are not hierarchical. Student Rights and Responsibilities (SR&R) dictate consequences for certain infractions.

Not all intervention strategies for each level need to be utilized.

Teacher- Managed

Level 1: Minimal interference with instructional process based on class and/or school procedures

- *Proximity Control
- *Nonverbal cue to correct behavior
- *Verbal warning to student(s)
- *Conference with student (in classroom or hallway)
- *In-class modified seating
- *In-class time out

Level 2: Interference with instructional process based on class and/or school procedures beyond Level 1 infractions

- *Classroom Report (CR)
- *Student/Teacher conference
- *Peer mediation
- *Referral to Guidance
- *Out of class time with another teacher
- *Phone call or other correspondence to parent/guardian
- *Detention with classroom teacher
- *Participation grade deduction

Level 3: Required parent notification

- *Out of class time or meeting with staff
- *Parent/Student/Teacher conference
- *Parent/Student/Team conference
- *Team/Student/Administrator conference

Office- Managed

Level 4: Administrative action

- *Office referral
- *Team/Student/Administrator conference

**Loudoun County Public Schools
Classroom Report or Office Referral**

(Circle one)

Date _____ Grade _____ Teacher/Team _____

Time _____ Day of Week: M T W R F (circle one)

Student(s) Involved _____

Reporting Staff Person _____

Incident: (check one)

- ☐ Disrespect (D1C)
- ☐ Defiance/Refuses Request (D2C)
- ☐ Disruptive Behavior (D5C)
- ☐ Inappropriate Language/Gesture (D6C)
- ☐ Lying/Cheating (S2V)
- ☐ 4th Classroom Report in a quarter
- ☐ Minor Physical Altercation (F1T)
- ☐ Threat (T12)
- ☐ Other _____

Location:

- | | |
|---|---|
| <input type="checkbox"/> Bus Stop (BST) | <input type="checkbox"/> Hallway (HWY) |
| <input type="checkbox"/> Bus (BUS) | <input type="checkbox"/> Library (LIB) |
| <input type="checkbox"/> Cafeteria (CAF) | <input type="checkbox"/> Office (OFF) |
| <input type="checkbox"/> Classroom (CRM) | <input type="checkbox"/> Playground (PLG) |
| <input type="checkbox"/> Computer Lab (LAB) | <input type="checkbox"/> Restroom (RRM) |
| <input type="checkbox"/> Field Trip (FT) | |
| <input type="checkbox"/> Gym (GYM) | <input type="checkbox"/> Other _____ |

Teacher Action:

- | | |
|--|--|
| <input type="checkbox"/> Proximity | <input type="checkbox"/> Time-out in class |
| <input type="checkbox"/> Redirection | <input type="checkbox"/> Counselor Contact |
| <input type="checkbox"/> Re- teach Rule | <input type="checkbox"/> Parent Contact |
| <input type="checkbox"/> Reminders | <input type="checkbox"/> When _____ |
| <input type="checkbox"/> Reprimand/Warning | <input type="checkbox"/> How _____ |
| <input type="checkbox"/> Modifications | <input type="checkbox"/> Write Apology |
| <input type="checkbox"/> Conference with Student | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Think Sheet | |

Possible Motivation:

Trying to Access/Obtain _____

Trying to Avoid/Escape _____

Staff Comments:

Administrative Response:

- | | |
|--|--|
| <input type="checkbox"/> Counsel/Mediate (110) | <input type="checkbox"/> Removal from class (106) |
| <input type="checkbox"/> Reprimand/Warning (109) | <input type="checkbox"/> Out-of-School Susp. (002) |
| <input type="checkbox"/> Parent Phone Call (111) | <input type="checkbox"/> Bus Susp. (107) |
| <input type="checkbox"/> Parent Conference (111) | <input type="checkbox"/> Assigned bus seat (108) |
| <input type="checkbox"/> Loss of Privilege (111) | <input type="checkbox"/> Write Apology (111) |
| <input type="checkbox"/> Restitution (111) | <input type="checkbox"/> Other _____ (111) |
| <input type="checkbox"/> Lunch Detention (103) | |

Administrative Signature _____

Classroom/School Newsletters 2012-2013

While we are the official teacher of our students, parents are the children's first and foremost important teachers. Not all teachers are parents, yet all parents are teachers. If children are to succeed in school, it is vital that parents and teachers work together. Parents need to know how to reinforce what the teacher is doing in school, and teachers need to know what factors at home are affecting their students' performance. Frequent communication is necessary so that all the parties involved have the information they need to perform their roles adequately. Parents that know and understand what is going on in the classroom, as well as the school as a whole, are usually supportive of the teacher, and school, no matter how their child is doing. It is surprising that upsets parents (and us too)! At Algonkian Elementary School, each classroom teacher will be responsible for preparing a monthly newsletter as a method of establishing positive communication between the school and home. In our effort to go "green", newsletters should be posted on your website, unless a parent has requested a paper copy. Please establish, at the beginning of the year, which of your parents prefer a paper copy of your newsletter. The primary intent of the newsletter is to provide parents with information about your classroom program. Teachers in grades 2-5 also use a Student Planner to facilitate communication.

Grade levels may prepare an outline of newsletter topics, but each newsletter should be personalized for each classroom. Some staff members may want to send home a weekly folder with notes, etc. for parents. If you do this, please review the format with me, so that you are not doing double work—it may not be necessary to also send home a monthly newsletter.

In addition to a classroom newsletter, a school newsletter will be sent home monthly. This newsletter will have a letter from the principal as well as information from our specialists.

Please review the following packet for more specific newsletter information.

***All classroom teachers are required to post their monthly newsletter on their class web page monthly. Your 9 week plans must also be posted on the grade level web page! This is a county requirement!**

Classroom Newsletter

The following Topics Must Be Included in Every Classroom Newsletter:

- very brief review of curricular areas covered
- review of curricular areas coming up
- information regarding any special reports or projects coming up
- technology projects/activities completed in the previous month, you may also mention any upcoming projects, special events or assignments
- character education themes/activities your students were involved in
- special classroom activities
- thanks to parents/PTA (to include, as appropriate, any materials purchased—for example you would want to mention the funding for the cultural arts programs or instructional materials purchased with PTA funds)
- calendar of important school/classroom events
- any other classroom business, news

All newsletters will need to be posted on the same date. I will send out a Connect-Ed message announcing that newsletters have been posted.

Classroom Newsletter Posting Dates

8/23 (Back to School Night)

10/5

11/2

12/7

1/4

2/1

3/1

4/5

5/3 (May/June)

School Newsletter

The purpose of the monthly school newsletter is to provide parents with general information about school programs and what their children have been doing in these programs. The newsletter will contain articles from the counselor, librarian, PE teacher, art teacher, reading teacher, Search teacher, music teacher, parent liaison, clinic assistant Futura and FLES teacher. To ensure the organization of a school wide newsletter, it is imperative that you submit your portion of the newsletter by the indicated deadline.

- Information from the music, art, PE teacher and librarian, should give an instructional overview describing what the students have been doing in your classes.
- Guidance, Reading, and Search information should focus on informational articles for parents in each of the specific areas (for example an article on discipline tips would be appropriate from the counselors or a reading article from the Reading Teacher).
- Please email your newsletter information to our parent volunteer Cynthia Son at the following email address by the date indicated below:

cynthiason@verizon.net

It is extremely important that newsletter info is submitted on time! If your newsletter info is not submitted on time, you will be asked to create your own newsletter for that month and distribute the appropriate copies yourself.

Please observe the following schedule when turning in your newsletter information:

Newsletter Information Due to Jennifer and Cynthia:

8/17
9/28
10/26
11/30
12/21
1/25
2/22
3/22
4/26
5/24

First Grade Gazette

Miss Shields'
Monday Memo
October 20-24,
2008

What's Happening in Ms. Shields' Classroom?

Language Arts: We are working with the big book, *Whoosh*. We will be talking about different strategies we use when we come to tricky words.

Math: We will be working with small groups to assess what we learned this quarter.

Math Timed Tests: We have had a number of students move to the next level in math timed tests. Keep up the good work ☺

Social Studies: Autumn Adventures...we are looking at how people, animals and nature change with the changing of seasons.

Reminders & News

- I have added a recording sheet to the book baggies. Please write the title, date and your signature on the nights it comes home. AND don't forget to return it the next day!
- **Word Study Words and Math Homework** are in the Monday folders.
- **Conferences:** Please sign up on-line for our conference. Once you sign up the website automatically sends me an email confirmation. I can't wait to see everyone!
- Scholastic Book Orders are Due by Friday, Oct 24th
- Columbus Quiz - Wednesday we will have a short quiz on Columbus to see what we know!
- **Thanks for all your support!**

A Look Ahead

- Sight word list is attached. We will have a test on October 24th.
- **October 22nd** - Miss Shields' Dominion High School Cheerleaders Compete at Districts at 6:30pm at Heritage High School
- **October 24th** - Book orders due to Miss Shields
- **October 24th** - Halloween Bingo at 7pm. Everyone is encouraged to wear
- **October 24th** - **LIES Spirit Day!**
- **October 28th** - 1st Grade Halloween Mask Making
- **October 31st** - **Halloween!** Your child can wear his/her costume to school. We will be having a Halloween party that afternoon and participate in the school Halloween parade at the end of the day.

Weekly Homework

Monday

Word Study: Cut and sort your words. Write the sort in your notebook

Reading: Read for 10 minutes. Log.

Math: Math Packet due Friday

Tuesday

Word Study: Write 4 detailed sentences using 1 word in each sentence.

Reading: Read for 10 minutes. Log.

Math: Math Packet due Friday

Wednesday

Word Study: Choose 1 column of words and write them in alphabetical order.

Reading: Read for 10 minutes. Log.

Math: Math Packet due Friday

Thursday

Word Study: Have someone give you a practice test. Study for your test tomorrow.

Reading: Read for 10 minutes. Log.

Math: Math Packet due Friday

Technology Equipment & Supplies

Got Ink?

Is your classroom printer running dry? Send an e-mail to Trish through your teacher wallpaper shortcuts. Trish will be tracking ink use on a spreadsheet this year. We have budgeted for the average user to use two black and two color cartridges per room this year. If you absolutely need more, please come see Pauline and Trish.



Printing

Our entire technology budget goes to buying ink. Please teach your students to be conservative with the ink. Using color can be a powerful medium for learning. However, overuse can become a distracter. Please use the color ink judiciously. If you are not sure how to set your classroom printer to draft mode, please see Trish or Pauline. Also you should not be using the deskjet or color laser printer as a Xerox machine to make handouts or worksheets. LCPS does not have the budget for this type of use. Remember newsletters can be posted on your website in color, but print out 1 black and white, and Xerox the rest to go home.

We have a color laser printer (COLLAB) in the lab and a black/white laser printer (LJLAB) in the lab. You must be in the lab to print to these printers, (except the mobile laptops- please check with the lab before sending a print job from a laptop.)

Say Cheese!



We have 4 digital cameras. They are managed and checked out through the media resource center. PLEASE delete the images off of the memory card before you check the camera back in. Consider adding some of your best shots to the YEARBOOK folder on the staff drive for Mr. Watts Conrad to view.

Built in Memory Card Readers

Each AV computer has a built in memory card reader this year. When you are ready to print or view your digital pictures you can insert the memory card from the camera into the appropriate slot in the memory card reader (located in the front of the AV computer). Our digital cameras use SD memory cards, but feel free to insert your own memory cards from your own digital cameras.

The memory card can be found under "MY COMPUTER" and will have a different drive letter (H,I,J,K,L) depending on which format and slot is used. A complete "cheat sheet" on using memory cards will be available soon in the lab.

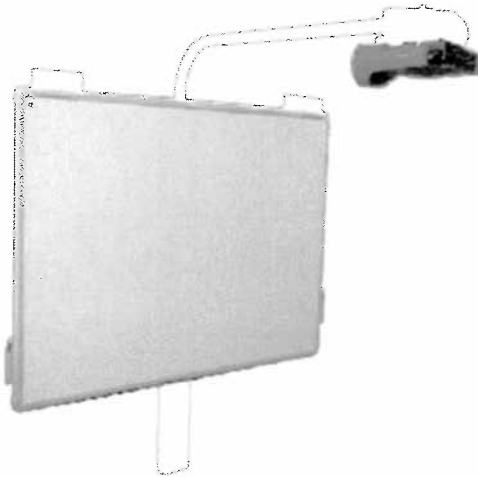
Lights, Camera, Action!



We have 2 digital video cameras. They are managed and checked out through the media resource center. It's amazing how students will step up and show what they know when they are being taped. We also have Flip cameras to check out.

Alphasmart

We have 3 carts of AlphaSmarts available for checkout. Alpha Smart Carts will be checked out through the Google Reservation Calendar system. Individual AlphaSmarts can be checked out from Trish Grace. They are a great tool to use in writing workshops and for students as they work on developing their writing. Within a matter of seconds a student's entire document can be downloaded into Word, a class can build an Inspiration Web, or fill in a spreadsheet!



PROMETHEAN Interactive Whiteboards

We are extremely fortunate to be equipped with an Interactive Whiteboard in each classroom. We will have several staff development opportunities this year on utilizing the boards effectively. Certain safety and maintenance procedures have been put into place:

- The stylus is the only pen that should be used on the board. **Markers and dry erase markers should not be used on the board.**
- Projectors should be turned off every evening, when leaving your room, or when not in use for 15 minutes or more.
- Substitutes will receive the "*Promethean for Substitutes*" handout in your sub plans.

Laptop Carts:

Two carts of wireless laptops are available for daily reservation through the Google calendar reservation system soon (for now check the calendar in the lab). Laptops can be a great tool in collaborative work groups for accessing online resources, taking lab notes, or participating in simulation activities. Laptops can see the school network and most of the software applications available on our network.



Digital Microscopes

Eight digital Microscopes will be available in the computer lab at all times this year. Microscopes can be made available for checkout through Pauline or Trish to utilize in your classroom as a center activity or in conjunction with the Promethean Board. (They are a planned part of Pauline's BLT this year- so please let me know when you would like to use them.)

ActiVotes

Algonkian has a set (32 in a set) of ActiVotes. With A–F voting capability, polling can be performed on the fly, debate can be started at the drop of a hat, and assessment guesswork ends. ActiVote can download student results into spreadsheets and lesson plans for assessment. ActiVotes can be reserved through the Google Reservation Calendar which will be on teacher wallpaper shortcuts.



ActivExpressions



Coming Soon! We will have one set of Promethean's ActivExpressions (30 voters) that allow full text capability, enabling numeric, sentence-based, symbolic, and yes, no, A, B, and C-based responses. It's an easy-to-use tool for polling and pre-planned participatory exercises. They work on the fly, ready to query the class at any time. ACTIV Expressions will be reserved through the Google Reservation Calendar. Training workshop will be made available after they arrive.

ActiView

Coming soon! We will be purchasing two ActiView cameras, which will be available for check out through the media resource center. Also look for future training workshops on "how to" after they arrive.



Polycom Videoconference Unit



Although we do not have a videoconference unit at Algonkian we can reserve one for use as soon as a videoconference is scheduled with a provider. Videoconferencing is a wonderful way to bring outside experts into the classroom and a way for students to connect to other students around the world. To schedule and reserve a videoconference unit please collaborate with Pauline.

DRIVES:

- **F: Grades Level Drive** – students can access, save, and DELETE all files here
- **G: Global Drive for All Users** – Students can only view open and view files, but not save – good place for templates
- **H: Home Drive for Individual User** – Your "My Documents" no one else has access to this
- **Z: All Student Folders** – all student files by student ID # – there is a handout how to make a shortcut to all your students folders without having to look them up all year long by number
- **I: Drive for All Staff** – Staff only – not for personal storage – to share with all staff or team

PERSONNEL

IN GENERAL

§7-2 Sex Discrimination and/or Sexual Harassment

The School Division is committed to maintaining a working environment for employees free from sexual harassment and sex discrimination. The School Board hereby establishes a policy, and the Division Superintendent shall implement procedures, for resolving complaints arising from alleged sexual harassment or discrimination or alleged violations of Title IX of the Educational Amendments of 1972 (P.L. 92-318), as amended.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance.

The U.S. Department of Education gives grants of financial assistance to schools and colleges. The Title IX regulation describes the conduct that violates Title IX. Examples of the types of discrimination that are covered under Title IX include sexual harassment, the failure to provide equal opportunity in athletics, and discrimination based on pregnancy. The Title IX regulation is enforced by U.S. Office of Civil Rights and is in the code of federal regulations at 34 CFR Part 106. This policy also provides a local grievance process for employee use. Non-probationary employees may also use the grievance procedures outlined in School Board Policy 7-4, Procedure for Adjusting Grievances.

A. Compliance Officers

The Assistant Superintendent for Personnel Services, the Assistant Superintendent for Business and Financial Services and the Assistant Superintendent for Instruction are designated as the Compliance Officers to coordinate the efforts of the Loudoun County Public Schools to comply with and carry out its responsibilities for implementing the law, including investigation of any oral or written complaints of noncompliance with the law or regulation. Staff may be designated to assist the Compliance Officers in carrying out their duties.

Employees shall be notified of the name, office address and telephone number of the Compliance Officers and of the procedures for filing a complaint in the Employee Handbook. This notification may also be made through other Loudoun County Public Schools' publications and there shall be information on the school division webpage. The Compliance Officers shall implement continuing steps to notify employees that Loudoun County Public Schools does not discriminate on the basis of sex in educational programs or employment. Procedures for making and resolving such complaints shall comply with all applicable federal and state laws and regulations.

PERSONNEL

IN GENERAL

§7-2 Sex Discrimination and/or Sexual Harassment (continued)B. Policy

The Loudoun County Public Schools shall maintain a working and learning environment for its employees and students which provides for fair and equitable treatment, including freedom from sex discrimination and sexual harassment. No employee or student, male or female, shall discriminate on the basis of sex or harass another employee or student by making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical conduct of a sexual nature, including:

1. submission to or rejection of such conduct as a basis for employment or academic decisions affecting the employee or student,
2. such conduct creates an intimidating, hostile, or offensive working or learning environment; or
3. submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Examples that may constitute sexual harassment are as follows:

- (a) Unwelcome physical contact of a sexual nature;
- (b) Unwelcome ongoing or repeated flirtations or propositions or remarks;
- (c) Sexual slurs, leering, epithets, threats, verbal abuse derogatory comments or sexually degrading descriptions;
- (d) Graphic comments about a person's body;
- (e) Jokes, pictures, drawings, notes or gestures of a sexual nature;
- (f) Impeding or blocking movement in a sexually suggestive or intimidating manner.

PERSONNEL

IN GENERAL

§7-2 Sex Discrimination and/or Sexual Harassment (continued)C. Complaint Procedure

1. Filing a Complaint. Any employee who believes they have been subjected to sexual harassment or discrimination should file a complaint of the alleged act immediately with their Supervisor or Principal, or with the Assistant Superintendent for Personnel Services. The Principal receiving the complaint shall report it immediately to the Assistant Superintendent of Personnel Services. The Principal or Supervisor will advise all persons making a report that it shall be reported to the Compliance Officers who may request that the complaint be in writing; however, refusal to put the complaint in writing shall not preclude an investigation. The complaint should state in detail the basis for the complaint, the names of the persons involved or who have knowledge of the facts, and the dates of any specific incidents. A complaint form shall be developed and available on the school division webpage specifically for sexual harassment and sex discrimination complaints.
2. An investigation of all reported incidents shall be undertaken promptly and shall be completed and a report provided to the Division Superintendent within thirty (30) days from the filing of the complaint, except that if the allegations involve the Division Superintendent, the report shall be provided to the Chairman of the School Board. The Division Superintendent shall make the determination whether the complaint is founded or unfounded, and that a violation of this policy occurred, within 15 days of receipt of the Compliance Officers' report. In the event a complaint is determined to be unfounded, the employee or student who is the subject thereof shall be notified of the results, and in such event, no record of such complaint shall be maintained in the employee's personnel file or the student's file subject to any appeal. The complainant shall be informed of whether or not the complaint was founded or unfounded.
3. The confidentiality of the all interviewees will be observed, provided that it does not interfere with the investigation or with the ability to take corrective action. Investigators shall complete a memorandum for record for each interview conducted under this assurance of confidentiality and note that such assurances were given to the interviewee to the extent allowed by law.

PERSONNEL

IN GENERAL

§7-2 Sex Discrimination and/or Sexual Harassment (continued)

4. If the complaint is against one's immediate supervisor or principal, it may be filed with the next supervisory level or with the Assistant Superintendent of Personnel Services. Employees of the Department of Personnel Services may file a complaint with any of the other Compliance Officers. If the complaint is against a Compliance Officer, it shall be filed with the Division Superintendent. If the complaint is against the Division Superintendent, the complaint shall be filed with the Chairman of the School Board. The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts.
5. If the Division Superintendent determines no prohibited sexual harassment or sex discrimination occurred, the complainant may request a review by the School Board within 15 days from the receipt of the Division Superintendent's decision. The School Board shall make a determination to uphold, reverse or modify the Superintendent's decision within 30 days of the request for review.
6. At any time in the process, the Compliance Officers or the Division Superintendent may attempt to mediate by mutual agreement a complaint with the individuals involved.
7. Any administrator, teacher, employee or student who is found after appropriate investigation to have engaged in the sexual harassment or sex discrimination of a student will be subject to prompt and appropriate disciplinary action.
8. Any individual filing a sexual harassment complaint shall be free from retaliation for filing such a complaint. Retaliation against anyone reporting or thought to have reported harassment is prohibited. Such retaliation is a serious violation of this policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates this policy. An employee may not be fired, demoted, harassed or otherwise "retaliated" against for filing a charge of discrimination, participating in a discrimination

PERSONNEL

IN GENERAL

§7-2 Sex Discrimination and/or Sexual Harassment (continued)

proceeding, or otherwise opposing discrimination. Examples of protected opposition include:

- Complaining to anyone about alleged discrimination against oneself or others;
 - Threatening to file a charge of discrimination;
 - Picketing in opposition to discrimination; or
 - Refusing to obey an order reasonably believed to be discriminatory
9. Students or school personnel who knowingly make false charges of sexual harassment shall be subject to disciplinary action.

Legal References: Code of Virginia §§ 22.1-78 and 2.2-3900 et seq.; Title IX of the Civil Rights Act, 20 USC §1681, Title VII of the Civil Rights Act, 42 USC §2000e, 34 C.F.R. Part 106

Adopted: 6/11/85

Revised: 10/13/92, 6/22/93, 2/9/99, 11/29/11

Current Revision: 6/26/12

PERSONNEL

EMPLOYMENT

§7-21 Evaluation and Instructional Supervision

Refer to appropriate evaluation manual.

POLICY

§7-34

PERSONNEL

ACTIVITIES

§7-34 Responsibility Concerning Harassment

A central element of the mission of Loudoun County Public Schools (LCPS) is to provide a positive climate for students, parents, and employees. All LCPS employees are expected to convey respect for others by their actions, deeds, teachings, and conversations.

All school personnel should be familiar with the School Board's policies on Equal Opportunity, Policy §7-1, and Sexual Harassment, Policy §7-2. They should show by their words and actions that they do not condone behavior which violates the spirit of this policy.

Legal References: Code of Virginia §§ 22.1-78 and 2.2-3900 et seq. of the Code of Virginia, Title IX of the Educational Amendments of 1972 to the Civil Rights Act, 20 USC §1681-1683, Title VII of the Civil Rights Act, 42 USC §2000e, 34 C.F.R. Part 106

Adopted: 6/22/93

Current Revision: 03/27/12

PERSONNEL

ACTIVITIES

§7-36 Responsibility Concerning Drug Usage

All school employees are expected to convey by their actions, deeds, teachings, and conversations that they do not in any way encourage or condone illegal drug use by students.

Any LCPS employee who observes symptoms of drug use, changes in behavior, or marked differences in daily functioning on the part of a student shall notify the principal who shall initiate such action as may be appropriate to determine if the student is using drugs or if the behavior or symptom is caused by some other condition. In schools that have nurses, the student should be referred to the school nurse. If illness is not apparent and indications of drug use persist, the principal should be notified. Upon verification of the symptoms of drug use, the principal should notify parents or guardians of the student and law enforcement authorities of the suspected use of drugs.

In recognition of the primary responsibility of parents for the well being and upbringing of their children, staff members who have evidence of drug abuse are obligated to notify the principal who will investigate and take appropriate action.

PERSONNEL

ACTIVITIES

§7-37 Drugs, Narcotics, and AlcoholA. On School Board Property

It is the policy of the Loudoun County Public Schools to prohibit employees from being under the influence of and to prohibit the use, sale, dispensing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on its premises, on or in school buses and vehicles. This prohibition also covers all legal or prescription drugs which impair an employee's ability to perform his/her job safely or properly.

B. Off School Board Property

The use, sale, dispensing, possession, being under the influence or manufacture of illegal drugs and narcotics or alcoholic beverages off School Board property which affects an employee's ability to perform his/her duties, or which generates publicity or circumstances which adversely affect the school division or its employees, shall be grounds for discipline, including possible suspension or termination.

PERSONNEL

COMPENSATION

§7-53 Evaluation Related to Step Increase

Any employee who fails to receive a satisfactory evaluation shall not receive a "step increase" in pay the next year.

PERSONNEL

LEAVES

§7-58 Leave Without Pay

All employees with debilitating or life-threatening illness or injury, or other circumstances as determined by the Division Superintendent, shall be afforded leave without pay opportunities.

The School Board recognizes that in certain instances an employee may need to have extended leave. For that purpose, the School Board establishes this Policy enabling it to grant discretionary leave without pay for reasons other than those specified in statute, including but not limited to:

1. Family and Medical Leave Act (see Policy §7-63)
2. Religious Observance (see Policy §7-64)
3. Extended Leave (see Policy §7-60)
4. Emergency Leave
5. Adoption Leave (see Policy §7-57)
6. Childcare Leave
7. Educational Leave
 - a. Student Teaching
 - b. Professional Licensure or Certification
8. Restoration Of Health

The School Board reserves the right to specify the conditions under which leave without pay may be taken and to modify these conditions as it sees fit.

Leave without pay is not a regular leave benefit; it is a discretionary leave provision designed to address unusual circumstances that cannot be addressed by other forms of leave. The abuse of leave without pay shall be subject to disciplinary action, up to and including termination.

The Division Superintendent shall develop regulations to implement this Policy and provide the terms and circumstances for the utilization of leave without pay.

Legal Reference: Code of Virginia §22.1-296

Adopted: 6/13/72

Revised: 7/1/88, 9/14/93, 10/25/94, 12/13/94, 5/28/96, 6/24/97, 7/1/97, 8/8/06

Current Revision: 10/13/09

PERSONNEL

LEAVES

§7-60 Personal LeaveA. Personnel Covered

A full-time employee not covered by annual leave, as set forth in Policy §7-68, is eligible for personal leave each year.

The maximum allowance of personal leave per year is:

3 days

B. Limitations

1. Personal leave for the contract year is credited (i.e., anticipated) at the beginning of the contract year.
2. A personal leave request will not be granted during the following periods or circumstances:
 - a. The first five instructional days and the last five instructional days of the school year
 - b. On any teacher inservice or orientation workday that involves the employee:
 - (1) in a central office sponsored inservice or
 - (2) on a day that the employee is scheduled to hold parent conferences.
 - c. When in the judgment of the immediate supervisor a qualified substitute cannot be secured.

Exceptions to these limitations must be submitted in writing by the employee to the principal/immediate supervisor. If the principal/immediate supervisor agrees to the exception, the request will be forwarded to the Assistant Superintendent for Business & Financial Services. Granting of the exception will be at the sole discretion of the Division Superintendent or designee.

(continued)

PERSONNEL

LEAVES

§7-60 Personal Leave (continued)

C. Transfer of Personal Leave

Personal leave not used during a school year will be automatically transferred to the eligible employee's accumulated sick leave.

Persons transferring from a 10-month or 11-month position to a 12-month position who have unused personal leave will have their unused personal leave rolled into their sick leave balance.

D. Miscellaneous

Supervisors shall exercise judgment in granting time away from the work site for emergencies which occur during the work day. Emergencies and other absences from assigned duties may be granted for a period of no more than one hour. Such absences will not be charged against sick leave or personal leave. Interpretation of this regulation should be referred to the Assistant Superintendent for Business & Financial Services.

Adopted: 7/11/89

Revised: 6/22/93, 11/12/96, 6/10/97, 7/1/97, 8/14/2001, 7/08/2003

Current Revision: 12/8/2009

POLICY

§7-64

PERSONNEL

LEAVES

§7-64 Religious Observance

An employee may be absent three (3) days in any school year for observance of recognized religious holidays. Such leave may not be for less than one-half (1/2) day, and shall be requested in advance of such leave, and have approval of the immediate supervisor. Such leave will be deducted from the employee's accumulated leave or leave without pay.

PERSONNEL

LEAVES

§7-66 Donated Family Sick Leave Bank

The Loudoun County School Board has established a "Donated Family Sick Leave Bank" for full-time employees to be used when long term illness or injury to a spouse, child or parent of the employee requires the absence of the employee. This Donated Family Sick Leave Bank will be maintained as long as at least twenty percent of eligible employees (those employees who earn sick leave) agree to participate. Participation will be voluntary.

A. Purpose

The Donated Family Sick Leave Bank of the Loudoun County Public Schools has been established to provide full-time employees access to additional sick leave days, other than those personally accumulated, in the event of long term illness or injury of the employee's spouse, employee's child or employee's parent that requires the absence of the employee.

B. Procedure

1. Employees may enroll within the first thirty (30) contract days of initial full-time employment or thirty (30) contract days after re-employment by completing an application and donating two (2) days of sick leave.
2. Members of the Donated Family Sick Leave Bank will be given prior written notification and with their written consent will be assessed two (2) additional days at such time as the bank is depleted to 200 days. Such assessment will be voluntary but will be required for continued participation in the Donated Family Sick Leave Bank.
3. Membership will be continuous unless the employee informs the Employee Benefits Division in writing of the intent to withdraw or declines to contribute additional days when required.
4. Upon termination of employment with the Loudoun County Public Schools or withdrawal of membership from the bank, a participating employee will not be permitted to withdraw days contributed to the Donated Family Sick Leave Bank.

(continued)

PERSONNEL

LEAVES

§7-66 Donated Family Sick Leave Bank (continued)

5. An employee who does not enroll when first eligible may do so between any subsequent open enrollment period by making application to the Loudoun County School Board.
6. A member of the Donated Family Sick Leave Bank shall not be permitted to withdraw days from the donated family sick leave bank until all of the member's accumulated leave is depleted.
7. The first thirty (30) working days of the employee's absence caused by the long term illness or injury of an employee's spouse, employee's child or employee's parent must be covered by the employee's own accumulated leave or leave without pay.
8. A maximum of thirty (30) working days each school year can be drawn from the Donated Family Sick Leave Bank by any one member.
9. At the time of application, members applying for Donated Family Sick Leave Bank benefits will be required to present a physician's certificate stating the nature of the illness or injury and an estimate of the employee's required time off work.
10. Members utilizing leave days from the Donated Family Sick Leave Bank will not be required to replace these days except as a regular contributing member of the Donated Family Sick Leave Bank program.
11. Only sick leave may be contributed to the Donated Family Sick Leave Bank.

PERSONNEL

LEAVES

§7-68 Annual LeaveA. Basis for Earning Annual Leave1. Full-Time Twelve (12) Month Personnel

A new hire employee in a twelve-month position earns one day of annual leave a month (depending on date of hire) for the first six consecutive months of employment for a maximum of six (6) days. At the completion of six months, the remainder of the first year's annual leave will be advanced. Thereafter, annual leave will be advanced in July of each year. One additional day is earned for each additional year of service up to the thirteenth (13th) year. A maximum of twenty-four (24) days of annual leave are earned after the 13th year of service.

2. Administrative Personnel

A new hire administrator will be advanced their annual leave (depending on date of hire). Thereafter, annual leave will be advanced in July of each year.

Administrative personnel shall earn annual leave as follows:

20 days for the first and second year of employment
21 days after two (2) years of service
22 days after four (4) years of service
23 days after six (6) years of service
24 days after eight (8) years of service

Annual leave will be prorated based on the number of contract/assignment days actually worked after July 1 of the current school year.

3. An employee transferring from a twelve month position to a ten or eleven month position will be paid for unused annual.
4. An employee transferring from a ten or eleven month position to a twelve month position will be given credit for all full-time Loudoun County Public Schools prior service in computing initial annual leave earned up to a maximum of 20 days.

(continued)

PERSONNEL

LEAVES

§7-68 Annual Leave (continued)

20 days (with nine or more years of prior full-time service). After earning 20 days of annual leave for two years, future earnings shall be computed as follows:

21 days after two (2) years of 12 month service
22 days after four (4) years of 12 month service
23 days after six (6) years of 12 month service
24 days after eight (8) years of 12 month service

B. Generally

1. An employee may not claim such anticipated annual leave unless he/she has begun regular duty.
2. An employee who is unable because of illness to begin work when a current contract begins may be allowed to use accumulated annual leave not to exceed such balance to his/her preceding school year.
3. Employees will be given a monthly accounting of accumulated annual leave.

C. Limitations

1. Accumulated annual leave will be calculated as of July 1 of each year. Employees may carry over up to sixty (60) annual leave days from June 30 to July 1 each year. Approval to carry over more than sixty (60) annual leave days from one fiscal year to the next must be approved by the Division Superintendent.
2. When an employee has accumulated sixty (60) days of annual leave as of June 30th and has used at least ten (10) days of annual leave during the fiscal year, any annual leave in excess of sixty (60) days will be converted to sick leave as of July 1.
3. Employees who have accumulated more than sixty (60) days of annual leave as of June 30 and who used less than ten (10) days annual leave will be assessed for the difference between the annual leave they have used and ten days. The remaining balance in excess of sixty (60) days will be converted to sick leave as of July 1.

(continued)

PERSONNEL

LEAVES

§7-68 Annual Leave (continued)D. Use of Annual Leave

Employees must submit annual leave plans in advance to their supervisor. Supervisors should make every effort to accommodate reasonable annual leave requests. The school division reserves the right to designate when some or all annual leave is taken. The immediate supervisor of an eligible employee is responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve vacation scheduling conflicts.

E. Payment of Annual Leave Upon Separation

1. Employees who terminate their employment will have their annual leave prorated based on total amount earned for the school year.
2. Any remaining annual leave will be paid to the employee in the second check following termination. Payment for earned annual leave will be calculated based upon the employee's regular rate of pay at the time of separation.
3. Employees exceeding their total earned annual leave will be charged in their final pay and/or will be invoiced for any amounts not recouped in the final paycheck.

F. Misuse of Leave

The misuse of annual leave may result in termination of employment.

G. Miscellaneous

Supervisors shall exercise judgment in granting time away from the work site for emergencies which occur during the work day. Emergencies and other absences from assigned duties may be granted for a period of no more than one hour. Such absences will not be charged against sick leave or annual leave. Interpretation of this regulation should be referred to the Assistant Superintendent for Personnel Services.

Adopted: 3/14/89

Revised: 5/12/92, 6/22/93, 6/25/96, 3/24/98, 7/1/98, 9/12/00

Current Revision: 11/29/11

PERSONNEL

REDUCTION IN FORCE

§7-73 Reduction in Force - Licensed Employees

A. In General

A decline in student enrollment, reorganization, budgetary consideration, closing of a facility, expiration of a special grant, or other condition, as determined by the School Board, may require a modification of the instructional program which may result in a reduction in staff. In such event, the Division Superintendent will determine the teaching areas, positions, and/or programs that will be reduced or eliminated. The application of this policy will be for the school division as a whole rather than by individual work sites and shall be based upon seniority, teaching areas, and the special needs of the division as defined in this policy.

B. Definition of Terms

1. Seniority

Seniority shall be that period of time beginning with the most recent period of continuous full-time service as a certified employee in Loudoun County Public Schools, including authorized paid leave and authorized leave without pay under Policy §7-58A and B. An employee on Sabbatical (Policy §7-65) shall be considered as on duty but the leave time shall not be counted in computing service. For the purposes of this policy only, an employee who worked the equivalent of 180 work/teaching days in a school year will be credited with one full year of service. If a tie exists, the tie shall be broken in the sequential order that follows:

- a. official beginning date of employment as shown on the teacher's contract
- b. total full-time service with the Loudoun County Public Schools as a certified employee
- c. ranked by educational attainment on the salary schedule: Master's +30/EDS (most senior), Master's-In-Field, Master's, Bachelor's +15, and Bachelor's degree (least senior)

(continued)

PERSONNEL

REDUCTION IN FORCE

§7-73 Reduction in Force - Licensed Employees (continued)

- d. selection based on the last four digits of the employee's social security number, the highest number being most senior and so on in descending order.

2. Active Teaching Area

The Active Teaching Area shall be comprised of the teaching endorsement area (as shown on the current Virginia certificate) within which the teacher is teaching each time this policy is applied.

3. Other Teaching Area

Other Teaching Area shall be comprised of

- a. a teaching endorsement area (as shown on the current Virginia certificate) within which the teacher has had teaching experience within the five (5) years prior to the reduction announcement.

or

- b. with the approval of the Division Superintendent, such teaching endorsement in which the teacher has not taught during the previous five years; the relatedness of such areas of endorsement to previous active assignment(s), satisfactory performance in previous active teaching assignment(s), willingness to complete coursework, seminars, and workshops in the endorsed area for which the teacher is applying for inclusion, shall be among the factors considered in determining inclusion on additional seniority lists. A written request for such inclusion(s) must be made by the teacher at the time of first notice of possible destaffing. Such request must be submitted to the Division Superintendent within five (5) working days of receipt of the notice.

(continued)

PERSONNEL

REDUCTION IN FORCE

§7-73 Reduction in Force - Licensed Employees (continued)

4. Seniority Lists

The seniority lists will be shown in ascending order of seniority, with teachers being placed on a list according to Active Teaching Area and, if applicable, Other Teaching Area. The lists will be comprised of the categories of lists based on endorsement area as follows:

- a. Elementary endorsements
- b. Elementary and Middle School endorsements
- c. Subject area endorsements
- d. Special areas endorsements such as Special Education, Reading, E.S.L., Drivers Education, Gifted or other special areas as designated by the Division Superintendent.
- e. A certificated employee holding the comprehensive elementary endorsement of K-7 or 1-7 will be listed first in the category that is appropriate to the active assignment of the employee, either NK-4 or 4-8. Placement on other lists will be contingent upon the provisions found in section B, items 3.a. and 3.b. above.

Teachers will not be placed on any seniority list for an area in which they do not possess a current endorsement.

C. Reduction In Force

1. Once specific positions, areas, or levels are determined, reduction shall be made on a division-wide basis, in the following order:

a. Probationary Contract Teachers

Termination of teachers under probationary contract, during the term of their contract, will be based on seniority as defined in Section B of this policy. Destaffing of teachers under probationary contract at other times will be in accordance with the Code of Virginia.

(continued)

PERSONNEL

REDUCTION IN FORCE

§7-73 Reduction in Force - Licensed Employees (continued)

b. Continuing Contract Teachers

Termination of teachers under continuing contract will be based on seniority as defined in Section B of this policy.

- c. Administrators and supervisors who are reassigned to teaching positions will be placed on the seniority list specified in section B, item 4 of this policy.

2. Transfers

Transfers will be made within the division insofar as possible to accommodate the retention of employees having seniority in areas affected by the reduction in force. The selection of personnel to be transferred will be governed by the need to maintain the maximum effectiveness of the facilities involved as determined by the Division Superintendent. Should a person refuse an assignment by transfer to an Active Teaching Area, he/she will be terminated and will not be listed for recall. Should a person refuse an assignment by transfer to an Other Teaching Area, he/she will be struck from that list, but will be listed for recall in the Active Teaching Area.

3. Exceptions

The provisions of section C of this policy shall not apply in those cases where the employment of teachers whose special skills and/or active assignment is essential to the effective operation of the school program. The determination of essential personnel shall be solely at the discretion of the School Board upon recommendation of the Division Superintendent.

4. Notification

All teachers scheduled for destaffing under this policy will be notified at the earliest possible date.

(continued)

PERSONNEL

REDUCTION IN FORCE

§7-73 Reduction in Force - Licensed Employees (continued)

D. Lay Off and Recall

1. Lay off. An employee on lay off is terminated and is not eligible for salary or any other benefits.
2. Recall. The provisions for recall shall apply to continuing contract teachers only.
 - a. Teachers under probationary contract shall have no recall rights but will be given consideration for reemployment at the discretion of the School Board upon recommendation of the Division Superintendent.
 - b. Teachers under continuing contracts destaffed pursuant to this policy shall be listed by teaching area and ranked in order of seniority. When openings occur, the eligible person with the greatest seniority will be offered the position. If the opening is in a teacher's Active Teaching Area, he/she must accept the assignment or lose all recall rights. If the opening is in a teacher's Other Teaching Area, he/she has the option of not accepting the assignment; but if the offer is not accepted, the teacher's name will be struck from the recall list in that teaching area. Eligible employees who have not been recalled by June 30 of the following calendar year will have no further recall rights.
 - c. When an eligible teacher is to be recalled, he/she will be notified by certified mail sent to his/her last known address on record with the Department for Personnel Services. If the offer of reemployment is not accepted in writing within ten (10) days of receipt of notice, rights of recall will be forfeited. If notice of recall is undeliverable, rights of recall will be forfeited. It shall be the responsibility of the teacher to maintain an accurate address with the Personnel Office.

(continued)

PERSONNEL

REDUCTION IN FORCE

§7-73 Reduction in Force - Licensed Employees (continued)

- d. The teacher will not be eligible for recall if:
 - (1) The teacher, subsequent to termination, makes contractual commitments with another school or school division from which release cannot be obtained prior to July 15. This restriction shall apply to the eligibility period for recall (June 30 of the following calendar year).
 - (2) The teacher fails to maintain a valid teacher's certificate.
 - (3) The teacher, subsequent to termination, becomes unable to qualify for a position in either his/her teaching area or area of assignment.
- e. Seniority lists of all teachers destaffed under this policy shall be prepared by teaching area and maintained in Department for Personnel Services. Seniority lists will be confidential in nature. It will not be necessary for personnel to verify their place on the seniority list until such time as notified by the Department for Personnel Services. Such notification shall take place prior to an employee receiving a letter of reduction in force. Affected personnel desiring to know their rank position on the list may contact the Department for Personnel Services. Endorsements obtained subsequent to the preparation of seniority lists will not be recognized and placed on the appropriate seniority lists until all eligible teachers on said lists are recalled or forfeit the rights of recall. All eligible teachers shall include teachers who are approved for placement on seniority lists as defined in section B, items 1, 2, 3 and 4 of this policy.
- f. Upon return to employment on recall, eligible employees will resume an appropriate placement on the salary schedule and will not receive credit for the time they were laid off.

(continued)

PERSONNEL

REDUCTION IN FORCE

§7-73 Reduction in Force - Licensed Employees (continued)

E. Personnel Record

To avoid negative implications with regard to the professional record of a teacher destaffed under this policy, the personnel record of the employee and the minutes of the School Board will clearly show that such termination of employment was due to a reduction in force.

PERSONNEL

REDUCTION IN FORCE

§7-74 Reduction in Force - Classified Employees

It is the policy of the Loudoun County Public Schools that, if it must reduce employment because of adverse economic or other conditions, layoffs and recall from layoffs affecting classified employees will be conducted consistent with the school system's requirements and in accordance with the regulations set forth in Regulation §7-74.

POLICY
STUDENTS

§8-55
(a)

HEALTH AND WELFARE

§8-55 Child Abuse and Neglect

A. Duty to Report

Pursuant to State law any person employed in the Loudoun County School System shall report suspected cases of child abuse or neglect in accordance with the procedures set forth in paragraph C.

B. Definition of Abused or Neglected Child

An abused or neglected child shall mean any child less than eighteen years of age whose parent or other person responsible for his/her care:

1. creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions;
2. neglects or refuses to provide care necessary for his/her health; provided, however, that no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child;
3. abandons such child; or
4. commits or allows to be committed any sexual act upon a child in violation of the law.

C. Reporting Procedures

1. Any teacher or other school employee who has reason to suspect abuse or neglect of a child shall immediately report it to the principal of that school.
2. The principal may, without delay, request the school nurse or public health nurse to examine the child for physical evidence of abuse or neglect.

(continued)

POLICY
STUDENTS

§8-55
(b)

HEALTH AND WELFARE

§8-55 Child Abuse and Neglect (continued)

3. The principal or designee shall report the suspected abuse or neglect to the local department of social services. Upon making such report, the principal shall also inform the Division Superintendent or his/her designee.
4. If any school employee is suspected of abuse or neglect of a school child, the principal shall report it to the Division Superintendent or his/her designee and to the local department of social services.
5. If any principal is suspected of abuse or neglect of a school child, the school employee who has this suspicion shall report it to the Division Superintendent, who shall report it to the local department of social services.

D. Records

1. Any teacher or other school employee who reports suspected abuse or neglect of a child to a principal should make a written record of the name of the child, then date(s) of observations on which suspicion is based, and details of such observations. These records should remain in the personal possession of the teacher or other school employee and should be disclosed to no one except a child protective services worker who is investigating the report and who requests such records.
2. Any principal who reports suspected abuse or neglect of a child to the local department of social services should make a written record of the name of the child, the date(s), of observation or reports on which suspicion is based, and details of such observations. These records should remain in the personal possession of the principal and should be disclosed to no one except a child protective services worker who is investigating the report and who requests such records.

(continued)

POLICY
STUDENTS

§8-55
(c)

HEALTH AND WELFARE

§8-55 Child Abuse and Neglect (continued)

3. The principal shall, upon request, make available to the child protective services worker any school records or reports which document the basis of the report. The Federal Education Rights and Privacy Act (FERPA) prohibits the sharing of student information without explicit parental consent unless the Child Protective Services worker has a court order to review the record or unless release without parental consent would not violate FERPA. In a health or safety emergency situation, the school could provide access to the record. The school principal will determine what constitutes an emergency in accordance with Board Policy 8-74(E).

E. Responsibility of School Principals

The principal of each school is responsible for ensuring that all personnel are fully informed of their responsibilities under the law and the procedures of this policy.

Legal Reference: Code of Virginia § 63.2-1509, 20 U.S.C. § 1232g

Adopted: 5/10/77
Revised: 7/10/84, 6/22/93
Current Revision: 11/29/11

Dear teachers,

Kurtz orders have been delivered to your rooms. Please follow these directions in dealing with your order.

- 1.) Open your boxes as soon as possible.
- 2.) Using the packing slip as your list, please inventory all items, highlighting anything that is missing. Let me know if your order is not complete. We will not have any backorders from Kurtz on your order.
- 3.) ***Please*** sign and return the packing slip to me as soon as you are finished.

Thanks so much and I look forward to working with all of you.

Eileen

Handling of Money

There will be **NO** exceptions for the following:

Any receipt turned in for reimbursement must only include the specific items that are requiring a check from Algonkian. I will no longer be accepting receipts that have circled items for reimbursement. Example:

036241974022 RESOLVE PRO <A>	6.46
019200793292 LYSOL CR LN <A>	23.88
405.97	
021709014563 HT CRPT CLNR <A>	17.94
208.97	
071549990428 WBGQKPUMP <A>	39.94
2019.97	
<div style="display: flex; justify-content: flex-end;"> <div style="text-align: right; width: 40%;"> SUBTOTAL SALES TAX TOTAL </div> <div style="text-align: right; width: 60%;"> 88.22 4.41 \$92.63 </div> </div>	

All money collected must be sent up to the office daily. **Money is not allowed to be kept in your room at any time.** On the days you are collecting money please be sure a *signed* Cash Transmittal Form is included with all money received for that particular deposit.

Please let me know in advance if you will require a school check to be issued for the deposit or payment of a field trip or pizza. When paying for pizzas we must have a receipt! **LCPS cannot pay tax --- if tax is paid - I cannot reimburse you for that amount.** I have tax exempt forms, if needed. Field trips are now required to have a receipt.

Algonkian Elementary School Cash Transmittal Form

<u>Name</u>	<u>Check #</u>	<u>Cash Amount</u>
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Date: _____

Teacher: _____

Checks: \$ _____ Coin: \$ _____

Cash: \$ _____

TOTAL: \$ _____

Purpose/Activity _____

Signature/Teacher

Signature/Bookkeeper

Account: _____ Date of Receipt: _____