



2018-19 Parent & Student Handbook

Address: *Moorefield Station Elementary
22325 Mooreview Parkway
Ashburn, Virginia 20148*

Telephone: *571-252-2380*
Fax: *703-729-6404*
Absentee Line: *571-252-2381*

Mascot: *Sharks*

Colors: *Red, Black and White*

Website: *<http://www.lcps.org/mses>*

Principal: *Ms. Karen D. Roche*

Assistant Principal: *Ms. Colleen Flaherty*

Dean: *Mr. Joe Dolansky*

Bookkeeper: *Ms. Jane Ellis*

Registrar: *Ms. Sue Darnell*

Secretary: *Ms. Sara Johnson*

Parent-Teacher Organization Executive Board

President: Samantha Peele
 Vice President: Heidi Poole
 Treasurer: Ken Johansen
 Secretary: Keri Staley
 Member at Large: Rachna Mathur Gopal

LCPS School Board Members

Jill Turgeon Blue Ridge District
 Joy Maloney Broad Run District
 Jeff Morse Dulles District (Chairman)
 Beth Huck At-Large School Board Member

Mission Statement

Moorefield Station Elementary School staff and community celebrate learning by creating a climate for success where students become responsible, enthusiastic learners, and strive to become life long learners.

Philosophy

It is the philosophy of Moorefield Station Elementary School that learning should be a positive and challenging experience for all students. We believe that children develop and learn at different rates, and that essential learning experiences and various assessment methods be provided for each student. A positive classroom climate filled with high standards for achievement will be evidenced by students and staff actively involved, individually or cooperatively, in the learning process, using a variety of resources and materials. As facilitators of learning, teachers and parents must work together to provide each student with opportunities for success, to increase the student's self-image, and to encourage each student to become a productive member of society.

The ABC's of Moorefield Station Elementary

AFTER SCHOOL ARRANGEMENTS

Please call the school **before 2:00 p.m.** for any last minute changes pertaining to your child's after school destination. We need to know this as early as possible to insure that your child receives the message prior to dismissal.

Please notify the office **and** your child's teacher **in advance** if there is to be a change in the after school transportation arrangements for your child. ANY change in your child's regular dismissal procedure must be communicated to the school, preferably in writing. **If notification is not received, your child will follow his/her customary procedure at dismissal.**

If your child is to be in the care of another family after school, or if you are caring for someone else's child, ALL families involved MUST notify the school of this arrangement. **The school will not make phone calls to families to verify arrangements. It is the responsibility of the families to make the school aware of any changes.** Your child will follow his/her regular dismissal arrangement if the school does not receive notice from all parties involved.

A bus pass is required for students to ride a different bus, or to get off at a destination other than their regular one. Passes are issued in the school office upon receipt of a note from the parent.

ALLERGIES/PHYSICAL HANDICAPS/OTHER HEALTH ISSUES

Any information related to your child's health must be provided by the parent to the classroom teacher, clinic assistant, and office personnel. This enables the school to take appropriate action

in the event of an emergency. If your child has a serious allergy to bee stings, specific foods, or other items, please contact the school principal as soon as possible in order to develop an appropriate health care plan.

AMERICANS WITH DISABILITIES

If, due to a disability, you need assistance to enable you to participate meaningfully in the activities of Moorefield Station Elementary, please contact the principal at 571-252-2380 at least five working days prior to the meeting or activity.

ARRIVALS AND DISMISSALS

The school day begins promptly at 7:50 a.m. and ends at 2:35 p.m. Students should not enter the building before 7:30 a.m., as teachers are not on duty until that time. No one will be available to provide childcare for your child prior to 7:30 a.m.

Parents picking up students at dismissal time have two options. They may park in the parking lot and wait outside the building. Or, a drive up curb service is available after all buses have departed. Students must enter the car from the curb side. They may not walk around to the driver's side to enter.

ATTENDANCE

Attendance at school on a regular basis is vital. Please have your child attend school each day that he/she is healthy. It is disruptive to your child's educational program when he/she is not in school, even for trips or family outings. Although written assignments can be made up, the classroom instruction and hands-on projects in the school setting cannot be replicated.

If a student is absent from school for any reason, or is dismissed early due to an illness, he/she may not attend or participate in evening programs at the school. Although a fever may have broken, or the child may "appear" to be feeling better, a risk exists in exacerbating the apparent illness or in spreading to others.

Loudoun County has become more detailed in their expectations for school attendance. It is as follows:

Absences - Whenever a student is absent from school, written documentation is required to verify the reason for the absence. Parents are required to notify the school as to the reason for the absence. Any absence not confirmed by the parent will be considered **unexcused**. If the parent has not called the school to verify the absence, the school will make a reasonable effort to call the parent to verify the day's absence. Upon the student's return to school, a written explanation from a parent or guardian is required for each absence even if a phone call has been made. The note should include: date(s) of the absence, reason for the absence, and signature of the parent/guardian.

Students are excused for personal illness, a death in the family, medical or dental appointments, court appearances, religious holidays, illness in the immediate family, or emergencies that require the student to be absent. These are deemed "excused" absences.

If a student is absent for more than 10 days or 10% of the total number of days membership, whichever is determined appropriate by the principal, **the school will send a letter to the parents requiring a physician's note for all further absences.** At the principal's discretion, contact may be made sooner or waived due to extenuating circumstances.

At the point at which a student accumulates 5 unexcused absences, a referral will be made to the Attendance Officer.

Tardies - Occasional tardiness for valid reasons is not a serious offense; however, **repeated or habitual tardiness** encourages the formation of undesirable personal habits and disrupts the orderly instructional process of the school. When a student arrives tardy, **parents must escort their child to the office** and assist him/her in obtaining a tardy pass to class. This is required to ensure the safety and well-being of the student. In addition, the school may require the parent or guardian to provide justification to determine the reason for the student's tardiness. If this does not occur and documentation is not provided by the parent, as to the reason for the tardy, the tardy may be considered **unexcused.** **If a student is tardy more than 10 times, a letter will be sent to the parent as notification of the school's concern for the student's non-attendance, and a physician's note may be required. If the pattern of tardiness does not improve, a referral will be made to the Attendance Officer.**

Please refer to the Student's Rights and Responsibilities Handbook, and School Board Policy for further explanation.

ASSESSMENT AND GRADING

Assessment and grading of student progress are based on the premise that students have diverse capabilities and individual patterns of growth and learning. Teachers and principals are responsible for developing instructional plans based on frequent and varied assessments of individual students' needs, abilities, and progress. See **Report Cards** for more information.

BIRTHDAYS

According to new LCPS guidelines, we will no longer allow birthday treats that are food items.

Birthday party invitations will not be distributed at school unless **every** child in the classroom is invited to the birthday party. Also, please do not call and ask the school to call other parents about birthday party arrangements.



BUS CONDUCT

At the beginning of each school year, all students receive instruction on following the safety and behavioral expectations on any Loudoun County Schools bus. It is of great importance that students follow these safety rules at all times for the safety of themselves, other students, and the driver. Parents are asked to review bus safety with their children regularly, especially with regard to safety at the bus stop. Bus transportation should be considered a privilege. Loss of this privilege may occur if a student continues to violate bus rules. Appropriate conduct is expected, and all school rules apply while riding the bus, as well.

BUS TRANSPORTATION

A written request from the parent/guardian must be presented to the child's teacher if a student is to ride a different bus or get off at a different bus stop. The teacher forwards this note to the office, where it is kept on file. A Bus Pass is issued to the student, which is then given to the bus driver. A bus driver will not make changes to a student's transportation plan without a signed Bus Pass from the school office.

It is mandatory that a parent/guardian be present at the bus stop when kindergarten-aged children are dropped off. If an adult is not present, your child will be brought back to school and the parent must pick him/her up there. Please keep in mind that bus schedules run very tightly. Bringing your child back to the school will create a domino effect of lateness for middle and high school bus runs that day

CAFETERIA

Moorefield Station Elementary provides breakfast and lunch for the students each day. Breakfast is served beginning at 7:30 a.m. Students may purchase meals on a daily, weekly, or monthly basis. Ice cream is offered in the cafeteria, as well, at an additional charge. Parents and guests are always welcome to have lunch with their child at any time. Please make reservations in advance so adequate food can be prepared.



As parents plan nutritious lunches packed from home, please be certain nothing is packaged in a glass container, as this is unsafe if broken. Thermoses are permitted. Sodas are not permitted as an accompanying beverage. They provide no nutritional value to your child and many are very high in caffeine and sugar.

Cafeteria behavioral expectations follow those of the school. Students are expected to sit quietly in the cafeteria and enjoy their food and friends. Appropriate table manners and conversation in a normal tone of voice are emphasized.

The trading, giving, selling or buying of food between students is not permitted.

CAR TRANSPORTATION

The safety of our children is a top priority. Therefore, we ask that parents and visitors driving on school property use extreme caution. Please avoid the bus area at the school's front entrance when busses are loading and unloading students: 7:30 – 7:50 a.m. and 2:35 – 2:50 p.m. This is a ONE WAY traffic pattern; please use extreme caution.

State law prohibits passing a bus that is loading or unloading. This applies to bus lanes, as well as to roads and highways. If the bus lane is unoccupied outside of those times listed above, the children may be dropped off at the front entrance, but vehicles cannot be left parked in the bus lane or "yellow lined" fire lane for any reason, or for any period of time. Your cooperation is very much appreciated in making our traffic area safe for all students.

Students being brought to school by private vehicles in the **mornings** may be dropped off at the side of the school. The students will be assisted out of the car, and will enter the school through the multipurpose door. Please let students out of the car on the passenger side or the side closest

to the curb. **Students being brought to school late must be escorted into the office by the parent. If not, the tardy will automatically be considered “unexcused.”**

Parents picking up students in private vehicles at **dismissal time** will drive to the multipurpose door. Students will be escorted by a staff member to each vehicle. For the safety of your child, students must enter the car from the curb side. They may not walk around to the driver’s side to enter.

CELL PHONES

Student use of cell phones on school property during the instructional day is prohibited unless used for instructional purposes.

CHANGE IN STUDENT INFORMATION

It is extremely important that the school office be notified immediately of a change of address, home or office telephone number, or of a change in emergency information during the academic school year.

CHILD ABUSE

Under Virginia Law, school employees are required to report suspected cases of child abuse or neglect to the Department of Social Services. This law is designed for the protection of children.

CLASS PARTIES

Each class will have three class parties during the school year. Room mothers/fathers will coordinate the parties with other parents and the teacher. If there will be food involved in planning the party, please check with your child’s teacher about students with food restrictions.

CLASSROOM INTERRUPTIONS

In order to keep interruptions of precious instructional time in the classrooms to a minimum, all parents and other visitors entering the building must **FIRST REPORT TO THE OFFICE**. Items that students have forgotten (i.e...lunch boxes, books, etc.), or any messages to be given to students should be left in the office where they will be forwarded to the students by the office staff.

CLINIC

The school clinic is located in the main office. It is attended each day by the Clinic Specialist. If your child is experiencing health concerns, please make this known to the Clinic Specialist as soon as possible. No child is permitted to keep medication, prescribed nor over the counter (OTC), with him/her during the day. This includes cough drops. Certain exceptions exist if your child requires an Epi-pen or inhaler of some sort to be kept on him/her at all times. In this situation, a note from the physician must prescribe this as part of your child’s Health Care Plan.

It is essential that the school emergency card have current information, as this is the information the Clinic Specialist uses in contacting parents for medical emergencies.

See “**Medication**” for additional information.

COMMUNICATION

Communication between the school and your home is very important to your child's education. Moorefield Station Elementary staff members utilize phone calls, web sites, newsletters, notes, and emails to communicate to the parents of their students. Please feel free to utilize these methods, as well!

CONFERENCES

Moorefield Station Elementary encourages regular parent-teacher conferences. Communication between home and school is vastly important to the progress of your child. Parents desiring a conference with their child's teacher may communicate via telephone, email, or note to that teacher. At least one parent-teacher conference is to be held before the end of the first semester.

CONNECT ED

Connect Ed was implemented during the 2007-2008 school year. It is a telecommunications system that facilitates automatic messages being disseminated to large groups of telephone recipients over a relatively short period of time from one centralized location. This system may be utilized by the Superintendent's Office, or by the school principal.

This system will be used to notify families of emergency early/late school or county-wide dismissals. It will also be used to remind Moorefield Station Elementary families of events specific to our school.

DELAYED OPENINGS

Delayed openings are announced on the Loudoun County Public Schools website, as well as on local radio and television stations. A **one-hour delay** means that students would be picked up by the bus approximately **one** hour later in the morning than they normally would. Students would begin arriving to school at 8:30 a.m., and the school day would begin at 8:50 a.m. In the event of a **two-hour delay**, the above procedures would play out identically, but **two hours later**. (9:30 a.m. arrival time and 9:50 a.m. start time).



Go to www.lcps.org to have school closing and delay information emailed to your account, or texted to your cell phone.

DISCIPLINE

Teachers have the challenge of maintaining a safe learning environment within the classroom. When a student's misbehavior impairs that environment, the teacher may choose to conference with the student, conference with the parents, use classroom disciplinary procedures, or other methods deemed appropriate and necessary.

Children may be sent to the principal when the situation is highly disruptive to the instruction of others, or when other methods to address the situation have proven to be unsuccessful.

DRESS CODE

The primary responsibility for the proper dress and grooming of students rests with the parent or guardian of each student. The school has the responsibility, however, to see that the cleanliness, dress and grooming of the students does not present a distraction or a danger to the health or safety of themselves or fellow classmates. In addition, it should not prevent them from performing their regular required school activities, nor should it cause a disruption of the functioning of the school.

Some guidelines to follow when preparing your child for the school day:

Hats are not to be worn inside the school. The wearing of any article of clothing that has a picture of or any printed matter that advertises drugs of any kind, tobacco of any kind, an alcohol product, contains offensive pictures or logos, or inappropriate language is strictly prohibited. No **Heelys** (with or without wheels) are permitted!

DRUG, ALCOHOL AND TOBACCO POLICIES AND REGULATIONS

Although we don't expect that we will have to enforce the policies concerning drugs, alcohol and tobacco at Moorefield Station Elementary, we are responsible for maintaining an atmosphere conducive to learning and for protecting students from illegal and harmful influences. Students have a responsibility to obey the laws and school rules and to be free from the influence of drugs, alcohol and tobacco while in school. All members of the school community are subject to the laws, and school personnel have the obligation to report suspected violations of the laws to proper authorities. Both students and parents are asked to be aware of these regulations and policies.

EARLY CLOSING PROCEDURES

In the event of an early closing due to weather conditions or another emergency, announcements will be made on the Loudoun County Public Schools website, as well as local radio and television stations. The county will also utilize the Connect Ed system to place an automated call to the phone numbers on record with the school. **Please do not call the school or the school board office for this information, as our phone lines must remain open for emergency calls and updates.** Parents **must** have pre-arranged plans for their children to follow in the event of an early closing. Children need to know where they are to go and what to do if no adult is at home.

Go to www.lcps.org to have school closing and delay information emailed to your account, or texted to your cell phone.

EARLY DISMISSAL

Parents are expected to make every effort to schedule a student's doctor and dental appointments outside of school hours. However, when this is not possible, students will be excused for these appointments. If a child must leave school during the school day, the parent must come directly to the office to sign the child out and pick-up the student. A note from the doctor's office documenting the office visit is strongly encouraged.

EMERGENCY DRILLS

Virginia law mandates that schools have fire drills weekly during the first 4 weeks of school, and once a month thereafter throughout the remainder of the school year.

Staff and students, in accordance with county policy, also conduct tornado drills each spring, usually in March, for preparation of “tornado season.”

Throughout the year, Moorefield Station Elementary staff and students also practice other drills that prepare us for the possibility of bomb threats and unidentified individuals present within the school who may present a danger.

EMERGENCY EVACUATION PLAN

All Loudoun County Schools have an “Emergency Response Plan” that goes into effect immediately in case of a potentially threatening situation, which causes the evacuation of the building. Parents may review the emergency plan at any time. Contact the building principal.

EMERGENCY FORM

A form requesting the phone numbers to be called in case of an emergency will be sent home with all students on the first day of school. It is extremely important that the school be notified immediately of any changes to that information which may occur during the school year.



EXPECTATIONS OF STUDENTS

Students are expected to observe bus, school and classroom rules and regulations, develop acceptable standards of behavior, AND respect authority and the rights and opinions of others. In addition, all students are expected to abide by the rules, rights and responsibilities outlined in the booklet entitled “Student Rights and Responsibilities,” distributed to each student each year by Loudoun County Public Schools.

FIELD TRIPS

Field trips are an important extension of the curriculum of the school. Teachers are encouraged to take walking and/or bussed trips to sites that are appropriate to areas of study in the classroom, and comply with Virginia Standards of Learning. Parents are sent an informational letter prior to the trip providing details about the trip. A permission slip is required for all field trips. Please sign the permission slip and return it to the school.

FOOD ALLERGIES

Parents are asked to notify the school office, classroom teacher and cafeteria manager if their child has a specific food allergy. Certain substitutions to address some allergies can be made. For example, water can be substituted for milk when a student cannot drink milk. The cafeteria manager must have a note signed by the doctor before she can provide the food substitute. Other allergies may require modifications to the child’s environment, which can be outlined in a health care plan.



FOUL/INAPPROPRIATE LANGUAGE

A consistent expectation for all students is maintaining integrity and showing respect for yourself and others. Therefore, foul and inappropriate language and verbiage will not be tolerated.

Students will be provided the opportunity to correct this behavior on their own once it has been brought to their attention. However, should repeat offenses occur, an office referral will be made.

GUM

Because of the health concerns (choking) and possible damage to the school building, no student will be permitted to chew gum in the school building or on the school grounds. Gum chewing is not permitted on the school buses, as well.

HEALTH SCREENINGS

In conjunction with the Loudoun County Health Department, a vision, hearing, and dental screening program has been established. The vision and hearing of all students new to Loudoun County, and all third graders are screened during the first few months of school. A dental inspection will be conducted for those students who have returned the appropriate dental form. Fine and gross motor screenings are done during the first 60 days of entrance for new students in grades K-3.

HOMEWORK

While the individual teachers define the scope and style of homework, homework is often assigned as practice of skills taught during the school day, to enrich the school program, or as a supplemental independent project. Students are expected to complete assigned homework in a responsible, timely manner. Healthy homework habits established in the early elementary years will carry throughout the rest of their educational career.

K-1 students could spend an average of 10-15 minutes completing homework. Children in grades 2-3 could spend an average of 20-35 minutes on homework. Older elementary students, grades 4-5, can expect to spend up to an hour doing homework.

INSURANCE

School accident and dental insurance information is sent home with each child at the beginning of the school year. Enrollment is optional and the completed forms are mailed directly to the insurance company. Please call the school if you do not receive this information.

LUNCH/BREAKFAST

The price of Loudoun County Public Schools' meals for the 2018-2019 school year is as follows:

- Student breakfast \$2.10
- Elementary student lunch \$3.05
- Adult lunch \$4.10
- A la carte items will be increased according to market adjustments

Students may purchase school meals on a daily, weekly, or monthly basis. PLEASE MAKE CAFETERIA LUNCH, SNACK AND BREAKFAST CHECKS PAYABLE TO "COUNTY OF LOUDOUN."

Parents and friends of the school are invited to lunch on any day of the school year. We ask that you please call the school office at 571-252-2380 by 9:00 a.m. on the day you plan to eat lunch so that an extra meal can be prepared.

Students are permitted to charge a lunch in an emergency. An emergency is “lost money” or a forgotten lunch. All lunch charges must be paid the next school day. The school does not have cash reserves for “extended credit.”

MEDICATION

No child is permitted to keep medication, prescribed nor over the counter (OTC), with him/her during the day. This includes cough drops. Certain exceptions exist if your child requires an Epi-pen or inhaler of some sort to be kept on him/her at all times. In this situation, a note from the physician must prescribe this as part of your child’s Health Care Plan.

All medication must be turned in to the clinic office **by the parent**. The student should report to the clinic to receive it under the supervision of the school principal, school secretary, or clinic aide. Parents must also pick up any remaining medicine from the office. Parents must supply the following written information for OTC medication: 1) Type of medicine, (2) Dosage, (3) Times to be given, (4) Possible side effects, and (5) Parent/guardian signature. All medications must be in the original container labeled with the student’s name. If a child has prescription medication, a medication form signed by the physician **must** be on file in the school clinic prior to dispensing medication.

MONEY

Please do not send large amounts of cash to school with your child. The school will not be held responsible for any amount of cash that becomes missing or stolen. For your protection, the school recommends sending in checks.

NEWSLETTERS

Teachers will send home a regular newsletter (weekly, bi-monthly, or monthly). A school newsletter from the principal will be issued every month, as well. Parents are asked to please read these publications. They are a primary means of keeping you informed about school activities and news. These publications will also be available from our website.

If your family would like an additional copy of newsletters to be sent to another parent, please advise your child’s teacher. We would be more than happy to accommodate this need.

PARENT TEACHER ORGANIZATION

Moorefield Station Elementary believes that the PTO is an important part of our school family. Our PTO provides funds for special programs, special incentives and activities for our students. In addition, the PTO coordinates the Volunteer Program for parents and citizens wishing to donate their services to our students. Volunteers are always welcome at Moorefield Station Elementary. PTO memberships are always available throughout the duration of the school year.

PHYSICAL ACTIVITY/PHYSICAL EDUCATION/RECESS

In grades 1-5, students are required to participate in physical education classes three times per week at 30 minutes per class session. Additionally, students are given a 15-minute recess period daily. In order to participate safely, children are expected to wear or bring tennis shoes or some other kind of rubber soled shoe that is secured to their foot by laces, buckles or Velcro straps.

Heavy boots, clogs, dress shoes and sandals, as well as Heelys, are not appropriate and can create safety issues. Comfortable clothes that do not bind or inhibit freedom of movement are recommended for children to get the maximum benefit from their physical education class.

If, for some reason, your child must refrain from physical activity, please send a note to the office indicating the restriction and the time limit. A parent note will only excuse up to one week of P.E. class. If your child must be out of physical education class for more than one week (3 class sessions), a doctor's excuse is required. Any medical condition that will affect your child's participation during the school year, such as asthma, should be specifically noted on the Health Check Form sent home at the beginning of the year and a Health Plan should be in place for that child in the clinic.

REPORT CARDS

Report cards are sent home every nine weeks. They are designed to inform parents of the child's progress and include academic grades, work habits and attitudes. An interim report is sent to parents of students who, at the midpoint of the grading period, are not making satisfactory progress or who are making considerable progress in a subject.

If your family would like an additional copy of report cards and interim reports to be sent to another parent, please advise your child's teachers. We would be more than happy to accommodate this need.

SCHOOL HOURS

The school day officially begins at 7:50 a.m. and ends at 2:35 p.m. Students who ride in cars may not arrive before 7:30 a.m. A student who arrives after 7:50 a.m. MUST report to the office where a tardy slip will be issued. PLEASE make every effort to get your child to school on time. Instructional activities begin between 7:30 a.m. and 7:50 a.m. as students enter the classroom. When your child is late, he/she misses these valuable activities.

SNACK

We will be allowing students to bring a snack to school if they would like. This snack must be nutritious and require no preparation. During independent work in the morning, students will be allowed to have a nutritious snack if they brought one from home. Students will not be allowed to have any candy, candy bars, or other sweets. Suggestions for these snacks may be apples, carrots, celery, crackers and cheese, grapes, juice, milk, etc. If you have any questions, please talk to your child's teacher.

SCHOOL CANCELLATION

Schools may be closed due to inclement weather or any other emergency. The closings are posted on the Loudoun County Schools website, and most Washington area radio and TV stations as early as 5:00 a.m. If certain "clusters" are closed, remember that Moorefield Station Elementary is part of the BRIAR WOODS SCHOOL CLUSTER.

Go to <https://www.lcps.org/> to have school closing and delay information emailed to your account, or texted to your cell phone.

SCHOOL SECURITY

Keeping your children safe is always a priority at Moorefield Station Elementary. The school uses a front door security 'camera/buzz-in' system. The front doors will remain locked during the instructional day. When a visitor wants to enter, they will press a buzzer. Moorefield Station Elementary office personnel will check the identity of the person in the camera before "buzzing them in." Please have identification out and present it when prompted.

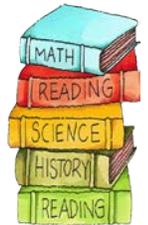
As always, all visitors to the school must sign in at the office and obtain a Visitor's Pass.

STUDENTS GOING HOME WITH OTHER STUDENTS

Students going home with another student either by car or bus are asked to have written permission by **both** their own parent **and** the parent assuming responsibility for both children. No phone calls will be made by the school to verify personal arrangements. It is the responsibility of the families to work these issues out before the school day begins. Once permission has been received in the office, a "bus pass" or "information pass" is issued.

TEXTBOOKS

Textbooks are provided free of charge to all students in Loudoun County Public Schools. Students are responsible for all books loaned to them and for any loss or damage. Parents should check books at the beginning of the year and return signed book loan forms to your child's teacher (grades 3-5 only).



TOYS, GAMES, MP3 PLAYERS, CD PLAYERS, ETC.

Students are not to bring these items to school. They serve no instructional purpose. If students are in possession of these items, they will be confiscated and returned only to the child's parent. If a second confiscation of an item from the same student occurs, the items will be kept in the principal's office until the end of the school year.

TRAFFIC SAFETY

Do not park in the bus loading zones nor pass a bus with flashing yellow lights. This is a violation of state law. Children are not permitted to cross the driveway unless accompanied by an adult. When dropping off children along the curb, please have the children exit the door on the passenger side of the car or on the curbside.

VACATIONS

It is discouraged that school days be used for family vacations. In the event that your family chooses to take a vacation during the school calendar, you must notify the principal in advance indicating the dates of the child's absence. Vacations are not considered excused absences.

VALUABLES AT SCHOOL

Students are responsible for all of their personal items while at school. Personal property should be taken home after school. Students should not bring valuable items such as money, CD or tape players, cameras, radios, or jewelry to school. Items on loan to the classroom should be clearly labeled by names. Toys distract from learning and should not be brought to school.

VISITORS

We always welcome school visitors and invite anyone in to see the marvelous instruction occurring within your child's classroom. For the safety of students and staff, visitors must first sign-in at the office and receive a "Visitor's Pass" to be worn on the lapel. Please remember that your child's instructional time is very valuable, and many times visitors can be a distraction to children.

VOLUNTEERS

Please consider volunteering within the school. We'd love to have you! Volunteers play a vital role in the entire educational process. They improve instruction by permitting more individual help to students under the direction of the classroom teacher. They enrich curriculum by adding the experience of the volunteers' special interest, and hobbies to the knowledge of the classroom teachers. All volunteers must sign in at the office each time they come to the school.

WEAPONS POLICY

Weapons in school **will not be tolerated** under any circumstances. Any child bringing a weapon to school will be disciplined in accordance with School Board Policy. **Knives and toy guns or even look-a-likes are considered weapons.** Please, please, please check your child's book bag on a consistent basis to be sure he/she has not accidentally left one of the above mentioned items in it. The administration must follow the policy even if the item was brought unintentionally. Please refer to Loudoun County School's policy if you have any questions.

Thank you for your support and cooperation in following these guidelines and procedures.

Moorefield Station Elementary Citizenship Reminders

1. Moorefield Station Elementary students review and follow the rules in the Loudoun County Student Rights and Responsibilities booklet.
2. Moorefield Station Elementary students are kind to everyone and use appropriate manners.
3. Moorefield Station Elementary students know they have the responsibility to keep our school safe so that it is a pleasant place to work and learn.
4. Moorefield Station Elementary students know to respect the property of the school and of others.
5. Moorefield Station Elementary students know that they have the responsibility to show respect to other students, their teachers, and the entire school staff.
6. Moorefield Station Elementary students know that the bus drivers' jobs are very important. Therefore, the students sit still and talk quietly at all times while riding the bus.
7. Moorefield Station Elementary students try to DO THEIR BEST at all times and ARE VERY HARD WORKERS.

What You Can Do At Home To Help Your Children

- A. Start each day on the right foot. Your child's morning sets the tone for the remainder of the day. Avoid creating stress for your child before the school day begins.
- B. Encourage your child to have a healthy breakfast and lunch. Make certain that your child sleeps at least ten hours each night, too.
- C. Praise your child each day for something he/she has done well. Have a special place to showcase your child's work.
- D. Laugh and talk with your child about school experiences, and listen attentively to what is said about your child's school day experiences. Share any concerns with the school.
- E. Emphasize regular attendance. If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
- F. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which may influence your child's behavior.
- G. At every age, read at least 15 minutes every day with your child. Take your child to the library and encourage reading for pleasure.
- H. Establish a set routine for dinner, homework time, bedtime, etc. and STICK TO IT! Make sure your child gets a "break" after school before completing homework. Kids need a "mental break" too!
- I. Practice skills taught at school, and oversee or check homework regularly.



2018-19 SCHOOL CALENDAR for Students

August 23	FIRST DAY OF SCHOOL FOR STUDENTS
September 3	Holiday (Labor Day)
October 8	Holiday (Columbus Day)
October 22	Student Holiday (County-wide Staff Development)
November 2	End of First Grading Period
November 5-6	Student Holidays (Planning/Records/Conference Days)
November 21-23	Holiday (Thanksgiving)
December 21-January 1	WINTER BREAK (Classes Resume January 2)
January 17	End of Second Grading Period
January 18	MOVEABLE STUDENT HOLIDAY** (Planning/Records/Conference Day)
January 21	Holiday (Martin Luther King Jr. Day)
February 18	Holiday (Presidents' Day)
March 28	End of Third Grading Period
March 29	Student Holiday (Planning/Records/Conference Day)
April 1	Student Holiday (County-wide Staff Development)
April 15-19	SPRING BREAK
May 27	Holiday (Memorial Day)
June 7	Last Day of School for Students/End of Fourth Grading Period

**Parents with childcare or other weekday scheduling concerns – The date of this 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. Parents with childcare or other scheduling concerns should be prepared.

9 Week Grading Period Ending Dates

November 2, 2018
January 17, 2019
March 28, 2019
June 7, 2019

Schedule subject to change based on possible school closing due to inclement weather.