

EVERGREEN MILL ELEMENTARY SCHOOL



PARENT-STUDENT HANDBOOK 2019-2020



Evergreen Mill Elementary School

491 Evergreen Mill Road, SE
Leesburg, VA 20175

Dear Parents and Students,

I would like to take this opportunity to welcome you to the start of the 2019-20 school year.

It is our constant mission to provide students with a quality education and opportunities for social, emotional, and physical growth. To that end a dedicated faculty and staff are here to work with you, your child, and the community to meet the individual, as well as collective, needs of our students.

The focus at Evergreen Mill will continue to be quality instruction, delivery of services, student achievement, and deeper learning for all students. We constantly strive to improve instruction by staying abreast of trends in education through professional development, observing and consulting colleagues, reading educational literature, conducting research, attending conferences and workshops, and completing course work. Collaborative teamwork, measurable goals and the collection and analysis of student data will guide us in our endeavor to increase student achievement.

This year we are excited to enrich our social emotional learning curriculum through daily Morning Meetings. We will be extending Personalized Learning to include all grades K-5. In addition, all students in grades K-5 will have weekly opportunities to participate in Python Passion Projects which will integrate Project Based Learning, Genius Hour and STEM education. You can also look forward to an extended Maker Space program including the addition of a 3D printer to our school!

With your involvement, we are sure to have a successful year.

Always Expecting Success,

Daniel Lani

Daniel Lani
Principal

ALLERGIES

Parents of students with severe allergies or other medical conditions should have a Physician order form completed by a medical doctor and submitted to the Health Clinic Specialist. Parents should write a note to the teacher if a student cannot eat certain foods or has activity restrictions due to allergies.



ART

Art instruction is provided for students in grades one through five by a certified art specialist once a week for a period of fifty minutes. Full day kindergarten will receive one thirty-minute period of art a week. The structure of the program revolves around the four basic components of production, art history, art criticism, and aesthetics. The classroom teacher often incorporates art into the subject content areas.

ASSEMBLIES

PTA assemblies are planned periodically as special events throughout the year. There is often a significant investment of time and money in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students.

ATTENDANCE

Whenever a student is absent from school, documentation is required to verify the reason for absence. When your child is going to be absent from school, please call 571.252.2901 by 8:30 a.m. 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 the parent or guardian is required for each absence. This 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.

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 may 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 may be made to the Attendance Officer.

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 a school. When a student arrives tardy, parents should escort their children to the office and assist them in obtaining a tardy pass to class. This will help 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 may be sent to the parent as to 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 may be made to the Attendance Officer.

Parents requesting assignments for students who are absent should do so early in the school day. Otherwise; teachers do not always have a break between the time requests are made for assignments and the time they are to be picked up. These assignments will be left in the office at the end of the day.

If you are planning a family vacation that will cause your child(ren) to miss school, please contact Mr. Lani to discuss some educational activities in which your child may participate while on their trip.



BICYCLES

Because of safety concerns, bicycles, tricycles, skateboards, in-line skates, ATV's, etc. are not to be used by students coming or going from school. Motorized vehicles such as ATV's, Go-Carts, etc. are prohibited on county properties at all times.

BIRTHDAYS

In an effort to keep all children safe and healthy, LCPS has produced guidelines that do not allow any food to be brought in for a child's birthday. We will not accept cake, cupcakes, cookies, and other sweets as birthday treats. Each child will continue to have his/her name announced on the Morning News Show and will get a birthday pencil from the office.



Parents may wish to donate children's books to the library in honor of a birthday, and/or join their children for lunch on the day of their birthday.

In order to spare hurt feelings, party invitations will not be distributed at school unless the entire class is being invited.

BREAKFAST

A rotating menu will be used to provide a nutritious breakfast to students each day. The cost of the breakfast is \$2.10/day. Free/Reduced meal applications are available for families in financial need. Please contact the Parent Liaison at Evergreen Mill or [Click Here](#) for more information.

BUS INFORMATION

Bus routes and stops are planned and established by the transportation department. Each student who is eligible for bus transportation is provided with a schedule to include bus stops, time for the pick-up/drop-off, the bus number, and the bus driver's name. All transportation information is provided to parents via ParentVUE.

Any student who plans to go home with a friend should bring written permission to school. The receiving parent should also write a note. When both notes are received in the office, a bus pass will be issued to the student if the change involves riding a bus. Bus drivers must receive a pass signed by one of the office staff in order to allow a student to ride a different bus and/or exit at a different stop.

BUS SAFETY

All students receive instructions in bus safety rules and evacuation procedures twice a year- once shortly after the school year begins and again during the second semester.

For the safety of your child the following bus rules are enforced. Students choosing to disregard bus safety rules may be denied the privilege of riding the bus.

1. Students must cooperate with and follow requests and directions given by the driver.
2. Students should avoid crowding, pushing, holding, or otherwise interfering with other students while entering, leaving or riding the bus.
3. Students must remain seated while the bus is moving.
4. Students may not bring pets or other animals, glass containers, water pistols, radios, sticks, knives, balls, bats, balloons, or any large object on the bus without the permission of the principal.
5. Unnecessarily loud talking or laughter should be avoided.
6. Except in an emergency, students should not talk to the driver while the bus is in motion.

7. Students may not use obscene or objectionable language or gestures on the bus.
8. Students must not put any objects or any part of their body out of the windows of the bus.
9. Fighting, horseplay, and throwing objects within the bus are prohibited.
10. Students should not tamper with doors or other bus equipment or deface seats or other parts of the bus. Students and their parents may pay for willful or careless damage to the bus.
11. Eating, drinking, and smoking or using any form of tobacco is prohibited.

School buses have limited space for appropriate storage of items carried by students. At no time may the aisle, entrances, or exits be blocked. Generally, students may only bring items that can be carried on their lap while sitting on the bus seat.

Specifically skateboards and scooters may not be transported on elementary school buses.



CHANGE OF ADDRESS/PHONE

It is very important, for emergency and administrative reasons that an up-to-date student record be kept on file in the office. Notify the school immediately if you have a change of address, telephone number or daycare provider during the school year. You may also make changes to your emergency contact information using your ParentVUE account.

CHORUS

We are pleased to offer a fifth grade chorus this year and we want your child to be a part of “Python Singers”! Any 5th grader who loves to sing, practice, and perform, and can commit to weekly practices is welcome to join Python Singers. Participants in Python Singers are eligible to audition for All County Chorus. All members must exhibit excellent classroom behavior, be able to follow directions, and be able to work as a team. We will perform at certain events throughout the year and you will be given prior notification. Most performances will take place during the school day. One evening performance will occur on December 12 @ 6:45 p.m. Practices are held every Thursday from 1:55 – 2:25 pm in the Computer Lab. The first practice will be September 5, 2019. If your child chooses to participate, attendance is mandatory, and punctuality is very important. Although I know unexpected events may happen and will of course be excused, please note that three unexcused absences will result in your child being dismissed from choir. Please refrain from scheduling medical appointments on Thursdays.



CLINIC

Loudoun County Public Schools employ health clinic specialists at the elementary level. This person will check temperatures, render limited first aid, contact parents as necessary regarding medical issues, document daily clinic visits and care provided, administer and document the distribution of medication per the school district’s medication policy, and maintain a file of accident reports. (See MEDICAL CONCERNS) In the event of a medical emergency, the parents and rescue personnel will be called.

DISCIPLINE

The faculty, staff and administration at Evergreen Mill Elementary School seek to provide a school environment in which students feel safe, secure and happy. In order to maintain this high standard of conduct, we have developed a school-wide discipline plan (Positive Behavior Interventions & Support), in addition to individual classroom plans, to encourage proper student behavior. Students must understand that these rules apply in every area of the school. Expectations for student behavior are made clear to students throughout the school year. With support

and a consistent, caring approach from parents, faculty, staff, and administration, we will provide an environment at Evergreen Mill Elementary School conducive to academic excellence.

Our goal is to teach children to be respectful and responsible for their education and behavior. We stress the necessity for order and self-discipline within the school in order to provide an atmosphere that promotes maximum learning. We believe that all children can experience academic success and display appropriate behavior.



STUDENT EXPECTATIONS

School Wide

1. Follow directions the first time.
2. Keep hands, feet, and all other objects to yourself.
3. No teasing, fighting, or inappropriate language.
4. Walk, do not run in school.

Playground

1. Encourage and include others.
2. Show good sportsmanship.
3. Wipe feet when entering.
4. Return equipment.



Assemblies

1. Enter the multipurpose room with your teacher.
2. Sit and remain seated in the area designated by the teacher.
3. Remain seated until dismissed by a teacher.
4. Maintain proper etiquette for all events.

Cafeteria

1. Quiet voices.
2. Eat your own lunch.
3. Use polite table manners.
4. Keep hands and feet to self.
5. Leave it better than you found it.
6. Be prepared to eat before you sit down.
7. Raise your hand for permission.
8. Use the restroom during lunch only in case of emergency.



Hallways/Dismissal

1. Quiet Voices.
2. Maintain personal space.
3. Keep hands and feet to self.
4. Walk to the right side of the hall.
5. Single file lines.

Restrooms

1. Quiet Voices.

2. Maintain personal space.
3. Clean up after self.
4. Flush, Wash, and Go.

Student conduct that: disrupts normal classroom and/or school procedures; is disrespectful to school staff or other students; disregards school property or the property of others, will be dealt with per the policies, rules and regulations of the School Board and the local school.

CONSEQUENCES

It is the responsibility of the teacher to maintain classroom discipline. The student experiencing behavioral difficulties meets individually with the teacher and the parents are notified as deemed appropriate. After the classroom plan has been implemented and the problem continues to persist, the student is referred to administration. Discipline concerns referred to the office are handled in a serious manner. The administrator will explain the reason for the referral and the student will be given the opportunity to present "his/her" side of the situation. Information concerning an incident will be gathered from other sources as appropriate. **Whenever a student is referred to the office to meet with an administrator due to a discipline concern, parents will be contacted by phone.** The following disciplinary measures can be taken, depending on the severity of the infraction and the student's discipline for the current year.

- conferring with the student, teacher, parents and/or counselor
- behavior modification plan/contract
- denial of school privileges
- removal from class
- denial of bus transportation (if bus rules were violated)
- in-school restriction
- short-term suspension from school
- long-term suspension from school
- other appropriate measures

DOOR-TO-DOOR SOLICITATION

Fund-raising activities which involve elementary students in door-to-door solicitation are prohibited according to the Standards for Accrediting Public Schools in Virginia as adopted by the State Board of Education, June 1987.

Also, elementary schools shall not participate in the collection of funds for charitable or other organizations, or otherwise permit students to engage in such activities on school premises.

DRESS CODE

The primary responsibility for the proper dress and grooming of students rests with the parent/guardian of each student.

The school has the responsibility, however, to see the cleanliness, dress and grooming of students do not present a danger to the health or safety of themselves or their fellow students, do not prevent them from performing regular required school activities, do not cause a disruption of the orderly functioning of the school, or do not cause excessive wear or damage to school property. The wearing of any article of clothing that has inappropriate or suggestive language, a picture of or printed matter that advertises drugs or any alcohol product is prohibited. Hats are not worn in the building except on special days. Pants are expected to fit at the waist so as not to expose underwear; shirts and blouses should cover the mid-section; tank tops should only be worn over a tee shirt. Tops with spaghetti straps or without straps should not be worn to school.

Students are required to participate daily in physical education. It is essential that appropriate shoes and clothing are worn for physical activity. Even though precautions are taken to insure against the damage of clothing, parents

are encouraged not to dress students in expensive clothing which could be damaged by paint, markers, or other school activities.

EARLY DISMISSAL

Parents are encouraged to arrange appointments, trips and other activities so children do not miss instructional time. Occasionally, it may be necessary to pick up your child during school hours. Please send a note to the classroom teacher on the morning of the early dismissal. Upon arrival at school, report to the office to sign out your child. Unless there is a court order on file at the school specifying restrictions, students will be released to either parent or guardian. Please indicate on the emergency card if there are other adults who will care for your child in the event of an illness. A photo ID may be requested from the adult picking up the child.

EMERGENCY CARD

The emergency card is a vital piece of information for your child. **Please notify the office staff if the information on the card needs to be updated.** Each child had been provided with an emergency card which should be completed and returned to school immediately.



CLOSING/DELAYS

In the event that weather or other causes necessitates either closing or delaying the opening of school before buses start on their routes, announcements will be made over the following radio/TV stations by 6:00 a.m. These stations are notified by direct calls and should be the primary stations that are monitored. Announcements are made for each day that schools are closed. If no announcement is made, you should assume that schools are open.



- WRC (TV 4)
- FOX (TV 5)
- WJLA (TV 7)
- News Channel 8
- WUSA (TV 9)
- WINC (92.5 FM)
- WMAL (630 AM)
- WMRE (1550 AM)
- WTOP (1500 AM and 103.5 FM)

In the event of a delayed opening, please stay tuned to the radio/TV station in case some change in the weather causes schools to be closed for the day.

A nl Z'an| xXZiM would mean that all morning programs would operate as usual beginning at 8:50 AM. The second session will run on the regular schedule.

A l, n'an| xXZiM would mean that school opening would be delayed for two hours and students are expected to be in school by 9:50 AM, with specific alternatives to the following programs:

STEP

A.M. session will begin two hours late and remain in school for two hours. These students will leave school one hour later than usual. The P.M. session will begin one hour late and remain in school for two hours, dismissing at the regular time.

Early Childhood

A.M. session will begin two hours late and remain in school for three hours. These students will leave school one hour later than normal. The P.M. session will begin one hour late and remain in school for three hours, dismissing at the regular time.

Breakfast

Breakfast will not be served in the event of a delayed opening.

Early Closing

In the event that circumstances necessitate the early closing of school after school is in session, announcements will be broadcast over the same radio/TV stations listed previously.

When an early closing is necessary, it will probably be announced that school will close either one or two hours earlier than normal. **Each family should have a plan for emergency school closings.** A form has been provided for you to indicate your family's emergency plan. If for any reason, school is closed early, we will be able to remind your child what he/she is to do. Having the school call you in case of a closing should not be part of your plan. We also ask that you not call the school for information concerning early dismissals. The staff will be busy notifying drivers, preparing for dismissal, etc. and phone lines need to remain open to receive instructions from school officials.

FIELD TRIPS

Field trips to nearby points of interest are scheduled by grade levels throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip and will be asked to sign a field trip permission form. At times, a small amount of money may be requested from each student to help defray costs of admission. A limited number of parents are asked by teachers to attend field trips with the class as chaperones. **Preschool and other children may not be included in these trips. If needed, a lottery system will be used to determine which parents will serve as chaperones. If a student is being transported to or from a site by a parent, prior arrangements must be made and permission granted from an administrator.**



FIRE DRILL / EMERGENCY EVACUATIONS

Fire drills are held once a month. Students are expected to walk quietly to the designated exit. Talking and running are not permitted. Each classroom has a map of the school posted by the door which indicates the usual and alternate evacuation route.

GIFTED PROGRAM

Two gifted programs serve students at the elementary level. All students in grades K-3 participate in SEARCH and select students in grades 4 and 5 participate in FUTURA.

SEARCH

- is located at each elementary school.
- offers response lessons for **all** students.
- assists teachers in differentiating curriculum offerings.
- emphasizes instruction within the classroom.
- provides an opportunity for all students to build a portfolio of work to be used in consideration for FUTURA

FUTURA

- students in grade 4 will receive services at Evergreen Mill Elementary School throughout the school week as provided by our gifted teacher, Jill Rodeffer. Grade 4 students will receive 8 hours of gifted services per week. This is a new FUTURA model that Evergreen Mill is piloting this year.
- students in grade 5 will receive services at Frederick Douglass Elementary School on Wednesdays following the traditional FUTURA model.
- provides interaction among gifted students from different schools and/or classes.
- extends the regular curriculum with an interdisciplinary regular approach.

More information about these programs and the identification process may be obtained from the principal, SEARCH or FUTURA teacher.

GUIDANCE

The school counselor works with parents, students, teachers and community agencies as a team on the following goals:

To help students see themselves as worthwhile people and recognize their abilities, interests, and feelings.
To understand, appreciate, and get along with others; and
To develop effective decision-making skills.

While working with all students in their classrooms on the goals, the school counselor will also be working with parents, teachers, and students individually and in small groups to address specific problems a student may have. If you have a concern regarding your child, you may call the school and talk to the school counselor.

GUM

Because of the potential damage to clothing and property, gum chewing is not allowed at school (unless otherwise determined by the principal on an as needs basis) or on the bus.

HOMEWORK

Homework for elementary students includes any activities that are a natural extension of the school day. These activities will be used as a tool for student assessment but not necessarily graded.

The individual interests, differences, and needs of students determine the amount and kind of homework that is assigned. The amount of homework that a teacher assigns will vary from day to day. As a general rule, primary children should be required to spend no more than thirty minutes each day doing homework. Students in grades four and five should spend no more than one hour each day doing homework. The time to complete an assignment will vary depending on the student. Make-up work because of absences may require that the student spend more time nightly. Parents can help their children by arranging a quiet, comfortable place for students to work and by seeing that assignments are completed.



HOURS

Office: 7:30 a.m. - 4:00 p.m.
School: 7:50 a.m. - 2:35 p.m.

INJURY AND ILLNESS

If a student is ill or injured, the school staff will follow first aid procedures. If the situation is a medical emergency, the parents and rescue personnel will be called. It is important that each student has an up-to-date emergency card on file in the office.

INSURANCE

Independent companies offer accident and dental insurance. Your child will bring home a brochure which states the terms of the policy and the cost. **PREMIUMS FOR BOTH PLANS ARE SENT DIRECTLY TO THE COMPANY.**

INTERIM REPORTS

Parents can expect continuous communication from teachers concerning student progress. Interim reports may be sent home at any time during the school year but are usually sent home in the middle of each grading period to alert parents of unsatisfactory progress. It is important that you talk to your child about the interim report and develop strategies to improve performance. Contact the teacher for suggestions and/or to schedule a conference.

KINDERGARTEN

Loudoun County provides a developmental kindergarten program where children learn to live and participate as members of a group. The children are helped to explore their expanding world on their own levels and at their own rates. Since children have wide differences in maturity, self-sufficiency, and prior educational experiences, our program is child-centered, individualized, and designed to provide for the social, intellectual, emotional, and physical development of each child. Challenging learning experiences are provided to motivate and interest the young child's inquisitive mind.



Since most of the learning experiences are hands-on activities, the kindergarten child will rarely complete workbooks or worksheets. Many manipulative materials are incorporated into the program, with a variety of activities, methods, and materials to further our “learn by doing” approach to the teaching of objectives.

At the end of the first grading period a parent/teacher conference will be scheduled. At this conference you will be given specific information regarding your child’s progress in kindergarten.

At the end of the first semester parents receive the first formal written information from the school, the report card. If a child is not making satisfactory progress by the end of the first semester, the teacher must indicate to the parents that a second year of kindergarten may be necessary. The teacher must make this decision based on the developmental progress of the child. The final decision regarding a child spending a second year in kindergarten is made at the end of the school year after the teacher has conferred with parents and the principal.

All students attending Evergreen Mill will be placed in a full day kindergarten program.

LIBRARY



Evergreen Mill’s Resource Center operates as an open library media center. Flexible scheduling is used to provide students with expanded opportunities to utilize library resources and technologies to accomplish specific instructional objectives designed by the classroom teacher and the library media specialist. These expanded opportunities allow students to utilize the library as individuals, in cooperative groups or in whole-group situations.

Each library user is issued a library card at the beginning of the school year. These cards remain in the library. Parents may apply for school library cards. Parents may also borrow print materials from the library collection. Non-print materials and equipment are not available for circulation to parents. Generally, the quantity of materials that a student may check out fluctuates due to grade placement and research projects that a classroom teacher may assign. In general, daily circulation limits are:

Kindergarten-Second Grade	2
Grades Three-Five	3

In grades 1-5, students are required to keep one library book in their desk for independent reading. The above limits may be exceeded with the approval of the library media specialist. Students are expected to return materials in a timely fashion. Check out period is one week, but materials may be renewed if presented at the library.

In the event that a library book is lost or damaged, the student will be expected to pay the cost of replacing the books before being allowed to take other materials from the school. If the book is found, the money may be refunded, *b'NVZujNVZk ZI { tZk aMj1 n{ 'NjZNVt UZZI 'u| xlvNVZX^o*

LOST AND FOUND

Each year, students lose hats, gloves, sweaters, etc. Students in our **Early Childhood** programs organize the lost in found items on racks on a monthly basis. These clothing racks are displayed outside of the cafeteria for students to see. Newly collected items are placed in a clean bin, located in a closet across from the front office. We would also like for parents to check for lost belongings when in the building. Unclaimed items are donated to a charitable organization in Loudoun County at midyear and at the end of the school year. Students’ names should be written inside clothing and personal items.

LUNCH

The school lunch is a balanced meal including five components: protein (meat, cheese, and/or beans), bread, vegetable, fruit, and milk. Other items may be added to enhance the color or interest of the lunches. Lunch and breakfast menus may be accessed via Evergreen Mill’s homepage.

Students may choose regular, strawberry or chocolate milk each day. Juice can be substituted for milk if the student has a milk allergy. **The substitution cannot take place without a written statement from a doctor confirming the allergy.**

Students may prepay for multiple lunches in the cafeteria each morning before school. You may pay with cash or check made payable to "County of Loudoun." The cost of a single lunch is \$3.05 and should be paid as the student goes through the line. Every student is assigned a personal identification number. After making meal selections on the serving line, students type their ID numbers on a numeric keypad or scan their student barcode ID card (new for the 19-20 school year). When the student arrives at the cashier's station, the student's account is displayed on the computer screen. The student account includes a picture of the student and other information, such as food allergies. With the strike of a few keys, the student's lunch is deducted from the balance of prepaid meals or the screen indicates that cash payment is needed.

Generally, students are not allowed to charge meals. **Students should not accumulate more than one charge at a time. If this occurs, they may be offered a sandwich and milk and the parent will be contacted.**

Ice cream is available the last ten minutes of the lunch period (one day a week) to students who have eaten a good lunch. Milk and ice cream may be purchased separately. It is recommended that students not bring soft drinks to school. No food item or drink should be in a glass container.

Students are expected to use good manners and to follow cafeteria rules. Classes showing exceptionally good behavior will be recognized. Students choosing not to follow guidelines may be temporarily removed from the cafeteria and required to eat elsewhere.

Parents are welcome to join us for lunch at any time. It is necessary that you call the school office by 9:00 a.m. if you plan to purchase lunch. Otherwise, we cannot guarantee that we will have enough food prepared for visitors. The cost of an adult lunch is \$4.10.

For more information about LCPS school nutrition services please [Click Here](#).

MASCOT AND COLORS

The school mascot is a python (named Piper) and the school colors are green and yellow. We encourage our students to identify with these symbols as a representation of their school pride and spirit!



MEDICAL CONCERNS

If your child has any significant medical needs, please notify the health clinic specialist even if the school has been notified in previous school years. If your child has asthma, diabetes, seizures, life-threatening allergies or other medical conditions- you should pick up forms for you and the physician to complete so the school can understand and address his/her needs.

A parent or guardian must deliver any medicine (prescription or non-prescription) to the school office or clinic. **Students may not transport any medicine to or from school.** Parents are responsible for picking up any unused medicine.

The health clinic specialist must have written instructions from the physician in order to administer **prescription medications**. These should include:

- student's name
- name of purpose of the medicine
- dosage and time of administration
- possible side effects and measures to take if those occur
- end date for administering the medicine
- parent signature giving permission to administer medicine and to contact physician
- physician's signature

The health clinic specialist has a special "Medication Form" which should be used. Copies of the form are also available in the school office.

All prescription medicine must be in the original pharmacy bottle with the proper label containing the student's name, medication, dosage, and instructions for administration.

If the health clinic assistant or designee needs to give non-prescription medicine:

- it must be in an original package with the name of the medicine and instructions.
- we must have a note from the parent regarding when and how much medicine to administer.
- we will only give the amount listed on the package for your child's age or weight unless we has doctor's orders on a medication form to direct differently.
- we cannot administer medicine that is not in its original container.

Children who have fevers should be kept at home. **They must be fever-free for 24 hours before returning to school.**

Be sure to keep the "Emergency Card" information up to date so that we can reach you if your child is ill or injured. We are sometimes unable to contact a parent/guardian during an emergency or child's illness. There have also been instances when a child has been ill and has remained in the clinic for most of the day. This is distressful to the ill child and exposes other children to illnesses.

All 3rd graders and students new to Loudoun County Public Schools will be screened for vision and hearing during the first two months of school. Kindergarten students who did not have distance vision screening or hearing tests with audiometers will also be screened.

MUSIC

Students in kindergarten through grade five will attend two thirty-minute periods of music instruction each week with a music specialist. The focus of the elementary music curriculum is vocal. In addition to singing, students learn to play rhythm instruments, the ukulele, autoharp, and recorder at the appropriate grade level. Students are encouraged to share their talents through performances in and out of school.



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NEWSLETTERS

Important announcements and information about school activities will be shared in the monthly school newsletter entitled **The Principal's Perch**. This newsletter is distributed on the first of each month. (With the exception of July which is distributed on the 15th of the month). You will receive a ConnectEd message with an email attachment to the newsletter. The newsletter is also available on our school webpage. Want the newsletter delivered right into your email inbox monthly? Simply follow Mr. Lani on [Smore](#) and you will be subscribed. Parents are asked to read these publications because it is our primary means of keeping you informed about school activities and news.

Teachers send home monthly newsletters about classroom events and curriculum. The school website is another tool that can be used to access school news and information.

PARENT/TEACHER CONFERENCES

Children respond more readily to school expectations when parents and teachers work together. If you would like a conference with your child's teacher, please call the school or send a note to arrange a mutually agreeable time. The teacher or parent may initiate a conference at any time. Teachers are on duty from 7:50-2:35 and are not available for conferences unless they are scheduled in advance. The students require their full attention.



PETS

Pets may be brought to school for a special activity, but must first have prior approval from the principal. The pets may not be transported on the bus and must be removed from the school as soon as the activity is completed. Under no circumstance is a potentially dangerous pet or wild animal to be brought to school.

PHYSICAL EDUCATION

Students in kindergarten through grade five are instructed by the physical education teacher three times per week.

In order for a child to be excused from physical education class, a parent must write a note to the teacher explaining the reason the child is not to participate. If a child is unable to participate for more than a week, a doctor's excuse is requested.

Students should wear comfortable clothes and shoes with rubber soles in order to fully benefit from the program. Sandals and plastic shoes are highly discouraged.

PICTURES

Individual student pictures will be taken in the fall. Purchase of the pictures is optional with various package choices and corresponding prices. Individual and group pictures will be offered in the spring. Evergreen mill will use [Classic Photography and Imaging](#) for our school pictures this year.



PTA

The PTA is involved in improving our school and will sponsor several fundraisers in order to support activities or purchase items to enhance the instructional program. The Evergreen Mill Elementary PTA meets monthly on Monday evenings at 7:00 PM from September through June.

2019-2020 PTA Officers

President – Trisha Victor
Vice President – Jessica Stinnette
Treasurer – Beth Weatherford
Secretary – Vanessa Simons

RECESS

Recess in grades K-5 is defined as a daily, teacher-supervised, unstructured break from the instructional routine. Kindergarten students will have 40 minutes of recess, and students in grades 1-5 will receive 30 minutes. The teacher will provide options from which students may choose. This may include free play, an organized game, or just visiting with a friend.

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Classes will go outside, weather permitting.

If a student is unable to go outside for recess, the teacher should ask another teacher to supervise that student or the student will be sent to the office.
 Students excused from P.E. will not participate in active recess activities.
 The teacher will set guidelines for expected behavior and the correct use of equipment.
 Students will not engage in rough play to include wrestling, tackle football, or any other contact sport.
 The teacher shall stop any activity which, in the judgment of the teacher, can lead to an accident.



REPORT CARDS

The intent of the Loudoun County Public Schools’ Report Card is to provide individual student achievement information to parents as well as to preserve a degree of flexibility for the teacher as he/she assesses and summarizes student performance. Each child is a unique person who has an individual pattern and time of growth, as well as individual personality, learning style, and family background.

Learning in young children is the result of interaction between the child’s thoughts and experiences with materials, ideas, and people. These experiences should match the child’s developing abilities, while also challenging the child’s interest and understanding. Since children’s early learning experiences are critical in their intellectual development and attitude toward learning, the responsibility of teachers and parents is to assist learning experiences and encourage success.

The report card summarizes the child’s performance over the nine-week reporting period, thus representing a pattern of performance and provides parents with concise information concerning the developmental levels of each student.

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SAFETY

For security reasons, only the main entrance is accessible during the school day and all visitors are required to report to the office.

Each school has developed an Emergency Response Plan to cover the evacuation of the building. Fire and Rescue personnel as well as the sheriff or police office and the school board office have been involved in developing the plan. This plan may be viewed in the school office.

SOCIAL MEDIA

We love to share the amazing accomplishments of our students, staff and school via social media. Please follow us on **Twitter** @emespythons or on **Instagram** @pythonsemes.

STUDENT CLASS ASSIGNMENT

Parents are invited to discuss placement concerns with the current classroom teacher and/or an administrator before classes are formed for the next school year.

Consideration of all educational factors, academic and social, are the primary determinants in placement decisions. Teachers will complete a placement card for each student that will include information about academic

performance, work habits, learning styles, and special programs in which students are currently enrolled. The final decision on all placement rests with the principal after due consideration of staff recommendations and parent input.

Parents are welcomed to give written input concerning the best learning environment for their child on the **Parent Input Form** provided in April. **A letter should not be written to make requests for students to be placed or not placed with a specific teacher.** A conference should be scheduled with the principal to discuss this issue. The conference should be held no later than a week after the school year ends. Requests for a child not to be placed with another student, for whatever reason, should be noted in writing to the child's present classroom teacher prior to the end of the current school year. Parents should be aware that other considerations may prevent the honoring of such requests. There will be no individual responses to requests.

STUDENT CONDUCT

The School Board insists that students conduct themselves as responsible citizens while in school or any school property. Specifically, the School Board requires that students:

1. Obey school rules and regulations.
2. Respect the authority of school personnel.
3. Respect the rights and property of other students and school employees.
4. Take care of school property provided for their use.

STUDENT INCENTIVE PROGRAM

Evergreen Mill Elementary strives to recognize students for positive behavior and academic achievement. Students are recognized for academic excellence and improvement, attendance, citizenship, physical education, art and music. Students are also recognized for reading books, displaying appropriate behavior and for participating in extracurricular activities. At Evergreen Mill we **Expect Success** and believe that all of our students can and will excel in many different ways!

STUDENT RECORDS

Regulations for the maintenance of and procedures for the granting of access to student records are specified by federal and state laws. Parents may inspect the contents of their child's records by requesting access and identifying themselves to the school's administration. School personnel with legitimate educational interest in a student or responsibility for the records system have access to records. Certain non-school personnel by law have access to records or information from them. Records are transferred, upon request, to a school in which a student seeks or intends to enroll.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers.

TECHNOLOGY

Students experience and receive instruction from a variety of educational technologies: computers, laptops, calculators, iPads, Kindles, Promethean Boards, telecommunications, interactive multi-video, integrated technologies.



The use of technology enhances critical thinking and problem solving and provides students the freedom to explore and experience new concepts and ideas. We strive to de-emphasize a learning environment that relies on limited techniques for information retrieval and dissemination and promote an environment where students have access to technology for learning.

The use of technology in the classroom is both a means of delivery of instruction and a way for students to access, process, manage and communicate information.

TELEPHONE

The office telephone is made available to students only in case of an emergency. Students should not expect to call home to make after school arrangements or to request school materials. Please assist us in fostering responsibility.



TESTING PROGRAM

The Virginia State Department of Education requires that certain standardized tests be administered to students. Test results assist in planning instructional programs at the county and local level. The scores are placed in the students' scholastic folders and copies are sent to parents and/or made available to parents via ParentVUE. Parents will be notified of test dates and are welcome to discuss results with teachers and/or administration. Students will participate in the following statewide and division testing initiatives this year.

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TEXTBOOKS

Textbooks are provided free of charge to all students. Students are responsible for the care of the books and will be assessed specified charges for lost or damaged books. The books remain the property of the Loudoun County School Board.

TRAFFIC PROCEDURES

The traffic lane directly in front of the building is designated for school buses at the beginning and end of each school day. This lane is also the school's designated emergency lane and a "No Parking" zone. All vehicles are to be parked in the main parking lot.

The "Kiss and Go" traffic lane at the side of the building is to be used by private vehicles and daycare buses. In the morning, vehicles should complete the loop on the side of the building and drop off students along the sidewalk. Parents are asked to pull up as far as possible. **Students are not to be dropped off in the parking lot and left to cross the bus lane alone.** Traffic can be heavy when dropping off students, please plan accordingly. Students will be considered tardy after the bell rings at 7:50 a.m. Please note that children should not be dropped off in the morning prior to 7:30 a.m.

In the afternoon, parents and daycare buses will follow the same procedures and use the Kiss and Go" lane.

UNAUTHORIZED ARTICLES

Good judgment and consideration is the best guide in determining whether or not to bring personal possessions to school. Too often items are lost or damaged. Video games, iPods, CD players, etc. should not be brought to school.

In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom and have been approved by the teacher.

VALUABLES

The school staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring important possessions to school, these items can be safeguarded by leaving them in the office.



VISITORS

Visitors will be buzzed in our building when identification is shown. All visitors are asked to begin their visit at the office. Visitors will sign in and receive a visitor pass which will be worn at all times while in the building. Prior to departure, visitors are asked to return to the office and sign out. Our goal is to keep the school secure for students and staff members.

Classroom visitations should be arranged in advance through the classroom teacher and/or the principal. Parents are requested to leave items for their children in the front office. Disruptions to classroom teaching and learning are minimized as a result.

VOLUNTEERS

Volunteers supplement the school program in many ways. A form for prospective volunteers to complete is sent home on the first day of school. On this form you may indicate how you would like to get involved. Please return the form to your child's teacher.

For security reasons, volunteers must sign-in and out and wear a name tag while volunteering at school. Volunteers working at home should call the office to inform us of the hours that you have worked. This will help us in our effort to recognize volunteers for their many hours of service to the students, school and community. ALL VOLUNTEERS working directly with students are encouraged to have the results of a TB test or chest x-ray on file before volunteering.

WEAPONS

It is important that students and parents understand the seriousness of weapons violations and the threat of injury or harm to the physical well-being of another student. The school board policy concerning violations follows.

Possession or use of a weapon by a student while under the control or supervision of school system personnel, at a school-sponsored activity, or on school property is prohibited. The term "weapon" is intended to be constructed broadly and includes any instrument or device which, by its design or use, is capable of causing injury, harm, or threat of injury or harm to the physical well-being of another person. A "weapon" as used in this policy includes, but is not limited to, the following:

Category A

- Any stun weapon;
- Any pistol, shotgun, rifle, revolver, or other weapon designed or intended to propel a missile of any kind whether loaded or unloaded, whether operable or inoperable;
- Any dirk, Bowie knife, switchblade, ballistic knife, any knife, except a pocket knife having a folding blade of less than 3 inches, or razor, slingshot, spring stick, brass or metal knuckles, or blackjack;
- Any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as, nunchaku, nun chuck, nunchaku, shuriken, or fighting chain;
- Any disc of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown as a throwing star or oriental dart;
- Any weapons of like kind as those enumerated above;
- Any weapon, including a starter gun, which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive or the frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer;
- Any "destructive device" designed as (i) any explosive, incendiary, or poison gas, bomb, grenade, rocket; (ii) any weapon, including shotguns; and (iii) any combination of parts either designed or intended for use in

converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. "Destructive device" shall not include any device which is not designed or redesigned for use as a weapon and which is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device;

Any air rifle;

Any BB gun (including an Airsoft); or

Any pneumatic gun, including a paintball gun that uses pneumatic pressure.

Category B

Any knife or other instrument or device, not included in Category A, having as a part thereof a blade designed to cut or a point designed to penetrate.

Any instrument or device, not included in Category A, which has as one of its designed purposes use thereof as a weapon.

Any chemical or chemical compound that produces an adverse effect on the normal functions of the human body.

Any instrument, device, or substance, not included in Category A, which could injure, harm, endanger, or induce fear in another person, **including "toy" or "look-alike" weapons.**

Penalties for Violation. Any student who violates this policy with respect to a Category A weapon shall be expelled from Loudoun County Public Schools. Notwithstanding the foregoing, given the facts of a particular case, special circumstances may exist indicating that other disciplinary action may be appropriate, and may be recommended by the Principal.

Any student who violates this policy with respect to a Category B Weapon or any other terms of this policy shall be subject to expulsion from Loudoun County Public Schools, or to such lesser disciplinary action, including long-term suspension, as may be deemed appropriate.

**PLEASE KEEP THIS HANDBOOK FOR REFERENCE DURING
THE SCHOOL YEAR.**

2019-2020 Student Calendar

August 22	First Day of School for Students
August 30	School Holiday
September 2	School Holiday (Labor Day)
October 14	School Holiday (Columbus Day)
October 28	Student Holiday (Staff Development)
November 4 & 5	Student Holidays (Planning/Records/Conference Days)
November 27 - 29	School Holiday (Thanksgiving)
December 23 - January 3	Winter Break (Classes Resume, January 6)
January 20	School Holiday (Martin Luther King, Jr. Day)
January 21	*MOVEABLE STUDENT HOLIDAY (Planning/Records/Conference Day)
February 17	School Holiday (Presidents' Day)
March 3	Student Holiday (Staff Development)
March 27	Student Holiday (Planning/Records/ Conference Day)
April 6-10	Spring Break (Classes resume April 13)

May 25

School Holiday (Memorial Day)

June 10

Last Day of School for students

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