

# Cool Spring Elementary Family Handbook 2019 - 2020



501 Tavistock Drive, SE  
Leesburg, VA 20175

Office Hours:  
7:30 am - 4:00 pm

Christopher J. Cadwell, Principal  
Maria J. Carreras, Assistant Principal

Phone	571-252-2890
Absence Call-In Line	571-252-2891
Absence Email	CSP-ABSENTEE@lcps.org
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*This handbook has been developed by the administration and staff of Cool Spring Elementary with the purpose of communicating school policies, procedures and services. Please take the time to read the handbook, as this document contains school information that you will find helpful throughout the school year. The handbook will be posted on the Cool Spring website. Paper copies are provided to Kindergarten students, new Gr. 1-5 students and families and those who receive only paper communication.*

### Allergies, Physicals, Disabilities or other Health Concerns

Cool Spring and LCPS are 'Allergy Aware'. 'Allergy Aware' signs are posted outside classrooms as a reminder for awareness of student allergies and any needed food restrictions, if appropriate. Please inform the administration, teacher, clinic aide and office staff if your child has severe reactions or allergies to bee stings, foods, etc. This information will also be given to the Classroom Teacher, Cafeteria Manager, Librarian, PE, Music and Art teachers. Students who have allergies are expected to participate in PE and recess. A doctor's note is required for students who are unable to participate.

### After School Care- CASA and YMCA

Loudoun County Parks and Recreation Department operates an after school program for students on regular school days. The program does not run on school holidays, snow days or early dismissal days. For information call the Parks and Recreation directly at (703) 777 – 0343. YMCA operates an after school program for students on regular school days as well. For information about the YMCA program, call them directly at (703) 777-9622.

### After School Enrichment Program (ASEP)

Cool Spring offers a variety of optional after school classes over the school year, with support of the school PTA. The classes range in topics from arts, music, sports, coding, science, STEM, cooking, and writing. The classes range in grade levels and have related enrollment/material costs. Some funds are available to create opportunities for students in need to attend an ASEP class.

### Announcements

Morning announcements are made daily beginning at 7:53 AM for students and staff over the closed circuit TV. Special announcements are made at the end of the day over the PA system at about 2:28 PM. Students assume responsibilities for various aspects of the daily morning announcements.

### Arrival and Dismissal

7:30 AM	First Bell/Student Entry into Building/Breakfast
7:50 AM	Tardy Bell/Instructional Day Begins
7:53AM	Morning Announcements Begin
2:28PM	Afternoon Announcements
2:35 PM	Dismissal for all Kdgtn, Grades 4-5 Bus Riders, all Kiss and Ride, Walkers CASA, YMCA
2:38 PM	Dismissal for Grades 1, 2, 3 Bus Riders

#### *Arrival*

Students may enter the building at 7:30 AM. They are not permitted to arrive before this designated time, as staff members are not on duty for supervision. For your child's safety, please adhere to this rule. Parents who drop students off at school prior to 7:30 AM on a regular basis will be contacted by the principal to resolve the issue. Students who arrive tardy must report to the office for a tardy pass.

#### *Dismissal*

Last minute pick-ups at the end of the day can cause confusion amongst students and disrupt their regular routine. Last minute changes also impact the office, bus and Kiss and Ride areas. It also interrupts our dismissal procedures. Once students are on their bus, it is our practice not to remove them unless it is an emergency. **Plan to arrive at school before 2:20 PM for any last minute pick-ups.** Parents needing to pick up students during the school day for appointments should notify the teacher by sending in a note in the morning. Students will be called to the office after parents have signed them out and presented identification. Allow yourself a few extra minutes for this transaction to take place.

Students are only released to parents or guardians. In order for other adults to be authorized to take your child from school, we must receive direct instructions from the parent or guardian by note, fax, email or phone. Office personnel are instructed and authorized to ask for identification from all persons picking up a student, including parents and guardians. Bring and present your identification to the office staff. Advise others who are picking up your child of this policy. Please be cooperative and keep in mind that this is being done for your child's safety. Parents must come to the school office to meet their child and sign him/her out; teachers are instructed never to dismiss a student to any adult waiting in the hallway or outside the classroom door.

Should it be necessary for you to change your child's dismissal instructions, please send a note to school. The office staff will then issue a dismissal pass for your child with the information supplied. Be sure to include the date(s) for the change, child's full name, teacher's name, your printed name and signature, your daytime phone number and complete instructions for your child. Students are not permitted to alter their dismissal arrangements unless the school has received specific permission, preferably in writing, from a parent or guardian.

### **Art**

Cool Spring offers a weekly fifty minute class in art with a certified art teacher for students in grades 1-5. The curriculum is based upon the Visual Arts Standards of Learning for Virginia Public Schools. A thirty minute art class is offered weekly for students in Full Day Kindergarten.

### **Attendance (Absences, Early Dismissal, Tardy)**

All students have the responsibility to be in school and on time each day. The instructional day begins at 7:50 AM. Parents should set the example by stressing the importance of regular, on-time attendance and by planning vacations and appointments on weekends, holidays and after school hours whenever possible.

#### ***Absences***

If your child will be absent from school, please call our Absentee Phone Line (571-252-2891) prior to 8:30 AM. This line is available 24 hours a day. Parents may also send an email to [CSP-ABSENTEE@lcps.org](mailto:CSP-ABSENTEE@lcps.org) to inform the school of their child's absence. The email address is for ABSENCES ONLY- not early dismissals or transportation changes.

Whenever a student is absent from school, documentation is required to verify the reason for the absence. Parents are required to notify the school as to the reason for the absence. This may be done through the school's Absentee Phone-in line. 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. 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.

If a student is absent for more than 10 days or 10% of the total number of days of 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, parents will be contacted for a

conference and a plan for improved attendance developed. Should the attendance not improve, a referral will be made to the Attendance Officer.

### ***Early Dismissals***

Parents are encouraged to keep their children in school for the entire duration of the school day, as instructional time cannot be made up. Like tardies, early dismissals can also lead to the formation of undesirable personal habits and disrupt the orderly instructional process of the school.

Parents who desire early dismissal from school for their children should send a written request signed by the parent/guardian, stating time and reason for dismissal. Parents picking up their children for an early dismissal must come into the school office and sign out their child. As the end of the school day is very busy, parents picking up their student early from school are encouraged to arrive before 2:20pm.

Parents seeking a waiver from regular full day attendance must obtain permission to do so from the Division Superintendent. Parents seeking early dismissal for an ongoing activity or appointment should see Mr. Cadwell for more information. The Student's Rights and Responsibilities Handbook is another source of information regarding this matter.

### ***Tardies***

The tardy bell rings at 7:50 AM. Students must be in their classroom at this time in order not to be considered tardy. 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/caretakers 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. Once students have checked in at the office upon arrival, they may independently go to class. If this does not occur, and documentation is not provided by the parent giving 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.

### **Bicycles**

Students may ride their bikes to school under the following conditions:

- ✓ Parents must send a note to the principal giving their child(ren) permission to ride a bike to school.
- ✓ Helmets must be worn whether riding or walking alongside the bike.
- ✓ All bikes must be in good working order.
- ✓ All bikes must be parked and secured/locked in the bike rack located on the bus loop side of the school.

Cool Spring and LCPS is not responsible for bikes and other property brought onto school grounds.

### **Birthdays**

A very special part of each student's life is the celebration of his/her birthday. Only non-food items will be allowed for birthday treats. The following suggestions are offered as approved ways in which the school can acknowledge this special day: reading a book to the class, donating a book/books to the library or classroom,

having lunch with the student, giving all students a pencil, sticker, etc. Parents may donate a teacher pre-approved board or outside recess game to the class.

Children's feeling can be easily hurt. Consequently, all invitations for individual parties must be made outside of school. Students may only bring invitations to school for distribution if ALL students in the classroom are invited.

For security and privacy the school (classroom teacher) will only release student names to members of the class. They will not distribute a master list to all parents with student's addresses, phone numbers, or email. Parents will have the choice to 'opt-in' to provide their contact information in order to receive information from room parents related to class parties, events and for PTA related activities. Please note this information may not be used for any other purpose or for any type of solicitation.

### **Book Clubs**

As you are aware, it is important for students to read a variety of materials if they are to become successful readers. Surrounding a child with books they enjoy reading not only helps a child develop fluency with reading, but it also helps that child develop a love for reading. In order to help you purchase books at a reasonable cost for your child's personal library, some classes participate in book clubs such as Scholastic, Lucky, or Troll. These book clubs offer a selection of books at a reasonable cost.

The book clubs select the books to include in each book club. Most of the books offered by the book clubs are written by established authors of children's literature. From time to time, however, students have purchased books that parents have found objectionable. Therefore it is important that you assist your child in the selection of books. As you make selections, read the description of the book(s) given and the designated age or grade level to which the book is written. **Your participation in these book clubs is optional. Please make your check payable to the book club—not the school or the teacher.**

### **Bus**

Bus routes and stops as well as time schedules are planned and established by LCPS Department of Transportation. Students are expected to maintain appropriate behavior while riding on a school bus. Riding the bus is a privilege and can be revoked due to improper behavior.

We ask your cooperation in the following:

1. Please review bus safety with your child, including safety at the bus stop.
2. Written requests must be approved by the administration and bus driver if a student is to take a different bus. Students visiting the home of a friend or relative **must** provide us with a written request signed and dated by the parent or guardian **at the beginning of the day. If we have no note, the student will go home his/her usual way.**
3. In the event of an early dismissal, buses will follow their normal route.
4. Students are not permitted to eat any food on the bus.

Students in full day Kindergarten and Grades 1-5 who live within the walking zone will not be provided bus transportation. Walking zones are established and reviewed yearly by the LCPS Department of Transportation.

Also, please be aware that buses occasionally get behind schedule because of the weather or other events. Every effort to keep buses on time will be made. However parents should plan to have your child ready for the bus 10 minutes before and after the usual arrival time. The Transportation office is using the district email system to notify parents in the mornings if a bus is running excessively late or if there is a mechanical issue which may delay bus pick up or drop off in the afternoon.

### **Bus Discipline**

The bus driver has the major responsibility for maintaining discipline on the bus. Bus drivers will attempt to settle any behavior concerns first. If a student(s) have an ongoing behavior concern, a bus referral will be filed by the driver and turned into the administration. Every effort will be made to correct misbehavior with mutual cooperation between the parents and the school. Students can be suspended from riding the bus depending on the severity of the problem and/or the number of referrals.

### **Breakfast**

Breakfast is served in the cafeteria from 7:30 AM until 7:50 AM. A full price breakfast costs \$2.10, and a reduced price for students who qualify may receive the breakfast at no cost. Students, who qualify for free or reduced lunch, are also eligible for free or reduced breakfast. A breakfast menu is sent home and posted on the school's web page. Tardy students will not have the opportunity to go to the cafeteria for breakfast

### **Cell Phones**

Cell phones are not permitted to be used in the building during regular school hours by students or parents. The exception for student use would be for upcoming learning experiences related by which the teachers and/or school administration authorizes use. Some students are using certain types of smartphones for learning purposes as part of our BYOT (Bring Your Own Technology) initiative. If you need to be contacted on your cell phone while volunteering or visiting during the school day, your phone should be on vibrate and you need to answer it outside the building. Thank you in advance for helping us preserve instructional time! If a student's cell phone is needed for after school use they must be kept in the student's backpack. They **MUST BE TURNED OFF**. The school is not liable for missing or damaged items.

### **Classroom Snack**

Students in full day Kindergarten and grades 1-5 may bring a small nutritious snack to school depending on their lunch time and at the teacher's discretion. Grades 1- 5 may have a working snack. Examples of a nutritious snack include fruit, vegetables, cheese, crackers, and pretzels. We encourage you to avoid junk food. Please restrict liquids to bottled water only. **Soda will not be permitted. Due to student allergies, peanuts and/or peanut products may be restricted. This information will be communicated to families at the beginning of the school year if needed.**

### **Clinic**

Loudoun County employs health clinic assistants for all elementary schools. Band-Aids are dispensed, aspirin-free medication is given to the students whose parents give permission on the emergency card and students are permitted a period of rest, if appropriate. After a student has rested, the child either returns to class or the parent is called to come for the student. In the event of a medical emergency, the parent and the Loudoun County Rescue Squad will be called.

#### *Prescription Medications*

School Board Policy requires that prescription medication be accompanied by written instructions from the physician. Loudoun County Medication Forms may be obtained from our health clinic personnel at any time. All prescription medications, including antibiotics, must be in an original pharmacy bottle with the proper label containing the student's name, medication, dosage, and instructions for administration. The pharmacy will give

you an extra bottle with the proper amount of medication for school. School personnel will not give prescription medication without the proper packaging and paperwork.

### *Non-prescription Medications*

Non-prescription medication must be in the original packaging with the name of the medication and administration instructions accompanied by a complete Loudoun County Non-Prescription Medication Form – Parent Section (over-the counter medications). Medication includes products such as cough drops, cold medication, ibuprofen, non-prescription eye drops, etc. Our health clinic personnel will give only the amount on the package for your child’s age and weight. If your child needs a larger dose, your physician must complete a medication form.

School personnel will not give non-prescription medication without proper packaging and paperwork.

**REMINDER: BY SCHOOL BOARD POLICY, CHILDREN ARE NOT PERMITTED TO CARRY ANY PRESCRIPTION OR ANY NON PRESCRIPTION MEDICATION TO SCHOOL, WHILE IN SCHOOL, OR WHEN LEAVING SCHOOL. ONLY PARENTS ARE PERMITTED TO DROP OFF AND PICK UP MEDICATION, (PRESCRIPTION AND NON-PRESCRIPTION) AT THE CLINIC.**

### *Food Allergies*

If your child has any allergies to food or milk, please discuss these needs with the school’s cafeteria manager, your child’s teacher and health clinic personnel.

### *Parent Contact*

It is important that we are able to contact a parent/guardian during an emergency or child’s illness. We would never want a sick child to remain in the clinic most of the day because parents have not informed the school of phone number changes. Please notify the school of any phone number changes as soon as possible so we may keep our records up to date.

### **Communication**

Each classroom teacher will communicate via monthly class/team newsletters to keep parents informed about class activities. Newsletters will be posted on teachers’ web pages. Teachers often include suggestions for home activities that reinforce school learning, key academic vocabulary to review and dates of important events. An administrative monthly school newsletter is sent to parents on at the beginning of each month. School news, calendar information, PTA notices, and topics of interest to the community are included as well as posted on our website. **School and classroom newsletters will be sent electronically unless families request a paper copy.** An automated communication system which operates via phone and email is also in place whereby ongoing messages with school events, announcements or emergency related information can be quickly distributed. Parents can also follow Cool Spring on Twitter, using the handle @CoolSpring\_ES.

Communication between teachers and parents can also be made through phone calls or email. The administration requests that emails be brief and do not contain confidential information. Teachers will respond to emails and phone calls within 24 hours, Monday through Friday (this does not include holidays).

## **Computer Technology**

Instructional technology integration provides exciting learning opportunities for our students and teachers. As part of the district's move to a mobile technology environment, students in Grades 3-5 will be issued a Lenovo Chromebook for educational purposes in the school and home. Students in Grades K-2 will have a combination of IPADs and Chromebooks available in the classroom for their use. Cool Spring also has additional technology (Chromebooks and IPADs) available. Our Learning Lab contains a laserjet printer, a color laserjet printer, AIR Printer and a scanner. The Learning Lab is also a space where students can collaborate on projects, Makerspace and other learning activities. Teachers and students are able to utilize interactive white boards in the classrooms and computer lab. Devices work off of a wireless network. An Actiview document camera is also provided for each classroom to use as part of instruction.

## **Conduct**

Cool Spring is a Positive Behavioral Interventions Support (PBIS) School. PBIS is a school-wide system to assist students, parents, teachers and staff members understand and meet behavior expectations to create a climate that promotes high student achievement in academics and as individuals. The idea of this system is to continually reinforce positive behaviors so that students are regularly rewarded for making choices that represent the best of who they are. Guidance is provided through continuous reinforcement of the PBIS initiative with staff modeling of behaviors and praise as well as guidance lessons and support from the staff and parents. Respecting self, others and property is a simple reminder strategy for students. You can see these posters supporting our Penguin Pride Rules throughout the school. A variety of positive reinforcement strategies are used to recognize, reinforce and support appropriate behavioral choices among the student body. Each classroom is involved in goal setting whereby teachers and students identify the number of "points" they wish to earn and a corresponding reward. Cool Spring also employs school-wide rewards which the total study body can earn for achieving school-wide behavior goals.

With the PBIS System in place, all Cool Spring students are expected to be courteous, respectful, helpful and serious about the business of learning! The behavior expected from students in school is a combination of common courtesy and safety considerations. Students having difficulties meeting these expectations are handled individually with, we hope, full parent-school cooperation.

When a child has been referred to the office, parents may need to be contacted to discuss the information about their child's involvement. We believe that children need fair and consistent treatment. We address each case individually and each child individually. Our ultimate goal is to teach children the correct way to solve problems and how best to work with others. In most instances, problems are resolved by talking with the students involved. Should corrective actions be necessary for students who violate rules and regulations, every attempt will be made to obtain the facts related to the specific situation and to and work accordingly with all of the student(s) involved. Unless School Board policy directs a specific action for an offense, the administrators are responsible for determining the appropriate measure in each disciplinary case. Examples of disciplinary measures include: time in the office, counseling, reprimand, establishing a behavioral plan, revoking a school privilege, removal from class, lunch in the office, bus suspension and school suspension.

The Loudoun County *Student's Rights and Responsibilities* booklet will be sent home the first day of school. This document should be reviewed with your child. The acknowledgement page should be signed and returned to your student's teacher.

## **Curriculum**

Classroom teachers and specialists are responsible for selecting and defining instructional objectives in each curriculum area. They follow the State of Virginia Standards of Learning (SOL's) and county guidelines in implementing the curriculum. Teachers work together in grade level teams to discuss needs and determine the scope and sequence of instruction. Teachers utilize a variety of grouping strategies and methods to differentiate for academic and behavioral needs of students.



Specialists provide instruction in fine arts, physical education, library skills, special education, speech and gifted education. All students in grades one through five receive the services of a music specialist, art teacher, librarian and physical education instructor. Kindergartners receive library time once a week. Students in grades K-3 will participate in a SEARCH lesson every other week. The school counselor is available to meet with students, parents or staff during school hours, by appointment. The counselor works with individual students and small groups on a variety of academic, social or family topics. Parents, teachers and administrators can make student referrals to the counselor. The counselor also conducts guidance lessons in every classroom.

### **Dress Code**

Students are expected to arrive at school dressed in appropriate attire that does not or is not likely to cause a disruption in the educational setting. The school office will contact parents/guardians if their child arrives at school dressed inappropriately. Please help us observe the following, as these items are not appropriate for school:

Midriff shirts, tube tops and spaghetti strap tops are not appropriate.

Students may not wear shirts with inappropriate language or pictures.

Mid-drift tops that expose the stomach area

Clothing that exposes private areas

Mesh/see-through athletic shirts without a T-shirt underneath

Bandanas and/or hat while at school (hats permitted on specific Spirit Days- 'Hat Days')

Healies and/or shoes with wheels

Facial painting and brightly colored/painted hair are not appropriate for school

Shoes must be worn at all times. Due to safety issues, no wheelies, flip flops or any shoes which would hinder a student's ability to walk or run on the playground should be worn.

Shorts should be a decent length. Short shorts are not appropriate.

Students may not change clothes for P.E. classes. They must participate in P.E. in the clothing worn to school that day. Students in Grades K-5 have P.E. three times a week. For safety reasons, proper footwear must be worn by all students in order to participate. SNEAKERS or RUBBER-SOLED shoes that hold the foot firmly are REQUIRED. Students who prefer not to wear sneakers all day should bring them to school for physical education classes.

Facial painting and brightly colored/painted hair are not appropriate for school.

### **Emergency Practice Drills**

Loudoun County Public Schools has several drills all schools complete during the school year. The staff and students are required to participate in the drills to promote an awareness of the steps that must be taken should a real emergency occur. The administration and staff discuss the drills with students prior to practicing them.

- **Lockdown Drill-** This drill is implemented in the event that an emergency would occur and it would be necessary to have students and staff locked inside classrooms. During this drill staff and students move away from windows and doorways, shut off lights and stay to the back of the classrooms as much as possible. The classroom doors would be locked. This drill is practiced on four occasions during the school year.
- **Tornado Drill-** This drill is implemented when dangerous weather with damaging wind is in the area. Staff and students proceed to the hallway outside the classrooms and crouch down along the wall with their heads covered. The tornado drill is practiced once during the school year.
- **Fire Drill-** This drill is implemented in the event a fire would occur in the school building. Staff and students quietly and quickly exit the school according to the route designated by the building map located in each classroom. Once students exit, attendance is taken to ensure accountability for all students. Fire Drills are held weekly during the first four weeks of school, and then once monthly thereafter.

- **Evacuation (Code Orange)**- This drill is implemented in an emergency where students and staff would not be able to remain in the school. During this drill staff and students exit the building and board school buses which then take all occupants to J.L Simpson Middle School. Attendance would be taken to ensure accountability for all students. Parents would be notified.

### **Early Closing/Delayed Opening**

Early closings of school may occur if weather conditions deteriorate once the students are in school. If you suspect an early closing stay tuned to your local TV, radio station, or sign up for Loudoun Alert on the Loudoun County Public School home page at [www.lcps.org](http://www.lcps.org). When an incident or emergency occurs, authorized senders will instantly notify you using Loudoun Alert. Loudoun Alert is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information. **PLEASE AVOID CALLING THE SCHOOL; phone lines must be kept open for emergencies and updated information.**

It is strongly suggested that parents set up procedures for early closing with their children at the beginning of the school year. If a student is to go somewhere other than their normal route in such emergencies, it is imperative that both the student and the school are informed. An early dismissal form will be sent home in the first day packet. This form will be kept on file at the school with the procedures that the parent has set up ahead of time for their child. **Please be sure this form is kept up to date** and your child knows what to do.

### **Delayed Opening:**

- **One Hour Delayed Opening**  
Students will arrive one hour late and remain until normal dismissal time.
- **Two Hour Delayed Opening**  
Students will arrive two hours late and remain until normal dismissal time.
  - Early Childhood (Pre-School)**
    - AM Session** - Will begin two hours late and remain in school for three hours. These students will leave school one hour later than normal.
    - PM Session**- Will begin one hour late and remain in school for three hours dismissing at the regular time.

### **Early Closing:**

- **One Hour Early Closing**  
All bus routes operate as usual except starting one hour earlier than the normal time. All after-school activities requiring school bus transportation are cancelled. Other school activities not requiring transportation service are at the discretion of the school principal.
- **Two Hour Early Closing**  
All bus routes operate as usual except starting two hours earlier than the normal time. All after-school activities requiring school bus transportation are cancelled. Other school activities not requiring transportation service are at the discretion of the school principal.

**Pre-School, Special Education Early Childhood Classes AM Sessions** - These students will remain at school until the time other students are dismissed. These students will ride their regular bus with the other students receiving special education transportation. PM Sessions are cancelled.

**After-school activities** requiring school bus transportation are cancelled. Other school activities not requiring transportation service are at the discretion of the school principal. Please check the district Web site, or your school's Web site, for specific information.

## **Emergency Cards**

**The emergency card is very important and must be kept up-to-date throughout the school year. If you change your work, home or cell numbers, or move to another home, please send a note to the office immediately.** Each student is required to have an emergency card at the school office with the following information:

Parent(s) or guardian(s) name(s).

Complete, up-to-date address and email addresses.

Home phone and parents' work phone numbers.

Emergency phone number of friend/ relative who can pick student up from school in case you cannot be reached.

Physician's name and phone number.

Medical alert information.

The main purpose of the Emergency Card page is to help us locate a parent in the event of illness or emergency involving your child. **It is very important that we be able to locate you at any time.** Please list phone numbers of neighbors who will know where you are for emergency purposes or who could help us in the event you are more than 30 minutes away. In special cases, you may wish to call and give the school secretary a number where you can be reached for the day. Please list on the sheet any allergies or serious medical problems of which the school should be aware. Please note the importance of correcting any errors you may find and return it to the school as soon as possible. Proof of residency is required for all address changes. **The school cannot be held responsible for failure to communicate if it is not informed of such changes.**

## **Field Trips**

Field trips are an extension of the curriculum. Teachers are encouraged to take field trips to sites relevant to class studies. Parents are informed prior to the trip and are asked for their written permission. Parents are often asked to volunteer to act as chaperones on field trips, however there are limits based on the trip destination as to the number of parent volunteers we can take. Chaperones are selected via lottery by the classroom teacher. Please note that children not enrolled in the class taking the field trip *cannot* accompany anyone acting as a chaperone. Parents should also be aware that some families have not given consent for their student to be photographed and we must honor their requests. Please note: A parent should never post a field trip or classroom picture to Facebook or other web page of any other student but their own without the other student's parent permission.

## **Fundraising**

The PTA and the school hold fundraising activities in order to enhance the school's instructional program. Please be advised: *Virginia law prohibits elementary students from participating in any door-to-door solicitation.*

## **Gifted Program**

Programs are available for gifted students at all grade levels in all Loudoun County Public Schools. Differentiated instruction is provided to students in grades K-5 and is the responsibility of the classroom teacher. The SEARCH classroom resource program is part of the K-3 standard curriculum; and the countywide, center-based program (FUTURA) serves identified gifted students in grades 4-5.

## **Guidance**

The elementary guidance program provides classroom lessons to all students. The guidance counselor is available for small group or individual counseling. Teachers and parents can refer children to the counselor. Also, students may ask to meet with the counselor. Parent permission must be granted for a student to meet regularly with the counselor

in a small group or individual setting. The guidance counselor provides services to parents pertaining to their children in small groups or on an individual basis.

### **Healthy and Safe Foods Party Guidelines**

Due to the increasing number of students who have severe and in some cases life threatening allergies the county has initiated a more comprehensive and consistent policy regarding food consumption in classroom and at school. For School parties we will not be serving any treat that has not been **pre-approved at least 24 hours in advance of the party**. All parties will be arranged with the classroom teacher, room moms and with parents of students in the class with documented allergies.

In some cases this may also include the school clinic aide. Even some of what we think may be safe items can potentially be life threatening to students with a severe allergy. We will make every effort to plan safe, nutritious and balanced treats. It is our hope that our commitment to this initiative will help us ensure students safety while also helping students make strides towards a more healthy and happy future.

#### **Ideas for party treats include:**

(This list may change depending on specific student allergies)

Fruit or Veggie Platter	Pretzels	Low fat popcorn
Veggie Dip	Frozen Yogurt	
Mini Cupcakes	Small Cookies	
Cheese and Crackers	Frozen Juice Bars	

### **Health Screenings**

In conjunction with the Loudoun County Health Department, vision, hearing, and dental screenings have been established. All students new to LCPS will be screened in the areas of hearing and vision. Third grade students will also receive this screening. Each year, the mobile dentists volunteer to do a dental screening at school. Parents must give written permission for this optional dental screening.

### **Health and Welfare**

Contagious Diseases – The School Board outlines procedures and regulations to follow should students develop blood-borne or other contagious or infectious diseases. Head lice are considered contagious.

Suspected Child Abuse or Neglect - School Board Policy outlines school personnel’s duties and procedures for reporting suspected child abuse or neglect to the local Department of Social Services.

### **Homework**

Homework is important. It is an extension of the learning process that takes place in school and communicates the curriculum to parents. Homework also provides practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. **Although homework is primarily the responsibility of the students, there needs to be a homework partnership with parents providing guidance and encouragement.** Parents can help their children by arranging a quiet, comfortable place for their children to work and by seeing that assignments are completed. The amount of homework a teacher assigns will vary from day to day. As a general rule, children in the primary grades should spend approximately (30) minutes daily doing homework. Children in grades 4 and 5 should spend approximately one hour per day. Of course, students work at different rates, so the time children take to complete homework varies. Long-range reports and projects are expected to take more time than the general guidelines suggest. Parents should use discretion when their child has been working longer than the stated guidelines. Please notify the classroom teacher if your child is consistently working at home longer than the suggested guidelines listed above.

### **Homework- Vacations**

Families are strongly encouraged to schedule all vacations during breaks from school so students do not miss important instruction. Sometimes family emergencies dictate student absences from school. Please notify the teacher and the administration in advance, if possible. Students are expected to complete work missed during their absence within a reasonable amount of time after their return. The teachers will work with the students to make up essential assignments. **Teachers do not provide makeup work and/or homework prior to an absence.** Loudoun County policy states that a student who is absent for 15 consecutive school days will be removed from the roll. When the student returns to school, the parent will have to re-enroll the child and same classroom placement is not guaranteed.

### **Illness or Injury**

In case of illness or injury, a student will be cared for temporarily by the school nurse. If emergency medical treatment is necessary, the parents will be contacted. When deemed necessary, 911 will be called. **The Emergency Card which you complete and return to school each year is extremely important for us to use in times of emergency.** Be sure you have completed this form for each child and return it to the school. **It is very important we have the name and telephone number of someone we can call in case there is an emergency and you are not available at that time.**

A child who shows symptoms of illness, communicable disease, etc., should not be sent to school until the condition has improved. A child **MUST be free from fever without medication, vomiting, and diarrhea for 24 hours before returning to school. Students who return prior to 24 hours are at risk for continuing to be sick and pass their illness to other students.**

### **Illegal Substances**

School Board Policies 18-35, 18-36, and 19-37 address the possession, distribution, and use of alcohol, tobacco, and drugs by students. School Board Policy prohibits the possession of weapons. These policies clearly set forth the responsibilities of students and the consequences for violating the policies. These may be reviewed in the School Board Policy Manual located in the Administrator's office and library.

### **Kiss and Ride**

If you choose to drive your child to and from school, we ask that you follow the "Kiss and Ride" procedures that were included in your First Day Packet. Staff members will be on hand to monitor Kiss & Ride arrivals from 7:30 AM until 7:50 AM, and all dismissals at 2:35 PM. Please be on time when dropping off or picking up your child. In addition, for your child's safety, only drop off or pick up within the designated area during this time. At all other times, park and walk your child to the front office. Additionally, we ask that families keep in mind the following points:

1. Children are never allowed to cross traffic to or from a waiting car, except in designated cross walk areas that are staffed by a Cool Spring staff member. Parents are cautioned not to drop off students in the parking lot or in the drive through lanes. Students are to only exit or enter cars by the assigned school employee stations unless they are accompanied by an adult. Keeping students safe is our #1 priority.
2. Please DO NOT PARK, even for a brief time, directly in front of the school during any time of the day. The front lane has been designated for bus emergency use only.
3. Please park in the parking lot if you are picking your child up for early dismissal.
4. Do not park in the **Handicapped or Reserved parking spaces** without proper documentation. **Unauthorized vehicles may be towed at the owner's expense.**

### **Library/Media Center**

Each class in the school has one scheduled library period each week. The librarian instructs the students on the use of the school library media center. Often she reads them a story, or assists the students in finding books that

relate to a special interest or subject. In addition to these scheduled periods, students are encouraged to visit the library before and after school. The librarian allows students who are researching a subject to use the resources of the library individually and in small groups during the school day. If a student loses a library book, the parent will be expected to pay the cost of replacing the book. If the book is found later during the school year, the money is reimbursed to the parent.

### **Lost and Found**

Articles of clothing and lunch boxes are put on the “Lost and Found Cart” in the cafeteria. Eyeglasses, jewelry and valuables are stored in the school office. Please be sure to put your child’s name on all personal items (coats and sweaters, lunchboxes, book bags, etc.) for ease in returning found items. Students should not bring any valuable items to school, not even for the purpose of show and tell, this includes electronic devices. All lost and found items are kept in a designated area until claims have been made. More valuable items are kept in the school office. **At the end of each quarter, unclaimed items are given to charity.**

### **Loudoun’s Pathways to Reading and Writing**

Cool Spring Elementary participates in *Loudoun’s Pathways to Reading and Writing*. Pathways-trained teachers participate in staff development based on balanced and comprehensive literacy practices. The *Pathways* program helps teachers provide their students with specific skills to become better readers and writers. Children who require additional support receive instruction from both their classroom teachers and resource teachers. The students are involved in large group, small group, and independent activities during the reading and writing time. Lessons are conducted in the classrooms. The delivery of the *Pathways* program is dependent upon the grade level and curriculum requirements. The students work on skills such as:

- Letters and Sounds: Letters have distinctive features and may be identified by names or sounds.
- Word Study: The phonetic and structural features of words.
- Comprehension: The process of constructing meaning while reading.
- Phonics: Letter and sound relationships and how they are used in reading and writing.
- Independent reading: Students read texts independently with teacher support as needed.
- Shared reading: Teacher and children read text together concentrating on targeted skills.
- Guided reading: Teacher guides the reading of small differentiated student groups with appropriate leveled texts.
- Read aloud: Teacher reads text aloud to students to model and focus on skills.
- Writers Workshop: Students are engaged in the writing process and produce pieces of writing in many genres.

### **Lunch**

Students have a daily 30 minute lunch period. They may pack a lunch or purchase a hot meal with a choice of entrees. We are asking that every child establish a lunch account with a minimum balance of \$5.00 for emergencies that may arise, such as forgotten lunch, spilled drink in lunch box, etc. It is often difficult for parents to respond to the “I forgot my lunch/money” phone call from their child on such short notice. This emergency account enables your child to get a hot meal/drink and take care of the situation. Be sure and send \$5.00 (check or cash) to your child’s teacher. Label the envelope with your child’s name, teacher’s name, and EMERGENCY LUNCH MONEY. The cafeteria manager will establish the account.

Students may purchase a variety of milk items for their packed lunches. Students buying lunch receive milk as part of the purchase price. If a parent does not specify that the money is for lunch only, children will be permitted to purchase a la carte items as well. These include bottled water, cookies, ice cream and snacks. Checks for lunch accounts should be made out to the “**County of Loudoun.**” The lunch price for the 2019-2020 school year is: \$3.05.

If a student forgets his lunch and/or money, he or she may “**charge**” **one time**. After this, parents of students who do not have money on their lunch account and have a negative balance will be contacted by the school to discuss a solution to bring the account into a positive balance.

Applications for free and reduced lunch are available on the LCPS website and paper copies are available in the school office. Should your financial situation change, you may apply for free and reduced lunch at any time during the year. **A new application must be completed every school year, regardless of prior eligibility.** Final approval takes approximately one week.

The school lunch menu is available on the LCPS/CSP website. Paper copies are not being provided, except to families who do not receive electronic communication

The Food Service Department of Loudoun County Public Schools is pleased to announce that they team with **Café Prepay to provide you with a way to pay for your child’s lunch via the Internet. You can access the web page at [www.pay4lunch.com](http://www.pay4lunch.com).**

Ice cream is served on a specific day for each grade level during the last ten minutes of the lunch period. We expect students to eat a nutritional lunch prior to eating their ice cream.

Students are expected to practice good manners and socialize quietly in the cafeteria. Students should:

- Not share food
- Leave the table and surrounding area clean and orderly.
- Return trays and utensils to the wash area.
- Put trash in proper containers.

### **Make Up Work**

The teacher will provide make-up work for absences due to illness. Students or their parents are responsible for requesting make-up work on the day of the absence or immediately upon the student’s return to school. Assignments are not given in advance. An appropriate period of time, based on the length of the absence, will be allowed for completion of make-up work. We do not provide work for students to complete while on vacation or other family trips. The teacher will work with the students to make up essential work upon return to school.

### **Minute of Silence**

The Code of Virginia requires a “Minute of Silence” to be held at the opening of each school day during morning announcements. The law states:

*“In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the commonwealth, either to engage in, or to refrain from religious observances on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division.*

*During such one-minute of silence, the teacher responsible for each classroom shall take care that all students remain seated and silent and make no distracting display to the end that each pupil may exercise his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract or impede other pupils in the like exercise of individual choice.”*

## **Music**

All students in Grades K-5 attend two thirty minute periods of music instruction with a specialist each week. The curriculum is based upon the Musical Arts Standards of Learning for Virginia Public Schools.

## **Parent Conferences**

All parents are required to attend a conference during the first grading period. This is an important meeting to determine your child's academic strengths and areas needing improvement. It is also an opportunity for you to establish a line of communication with your child's teacher. If you desire to have an administrator or specialist (music, PE, reading, art, counselor) attend your conference, inform the classroom teacher.

Parents desiring to schedule a conference with a teacher during other times of the school year may do so by either calling the school to leave a message for the teacher or by writing to the teacher for an appointment. We will not interrupt a teacher while he/she is delivering instruction to answer the telephone or to hold an impromptu conference. The teacher will return your call within 24 hours.

## **Parent Teacher Association – PTA**

Cool Spring Elementary has a wonderful Parent Teacher Association (PTA). The PTA is an integral partner with our school organization. The PTA organizes events for the students and their families such as the Winterfest, Bingo Nights, Dance Party, Talent Show Movie Night, Spirit Nights, Reading Under the Stars, Pastries with Penguins and others. Fundraising campaigns generate monies that are used to enhance the school's instructional and general program by purchasing books, equipment, and classroom materials. Consider becoming a member of the PTA and getting involved! The PTA is always looking for volunteers to help with their programs during the year. Meetings are held once per month, and all parents are welcome to attend.

## **Parent Liaison**

Cool Spring Elementary is assigned a Parent Liaison who works with our guidance counselors and staff, as well as other Parent Liaisons in the Heritage Cluster. The Parent Liaison is here to provide needed support and resources for our students and their families.

## **Parties**

Delivery of instruction is first priority. However, classes are permitted three parties during the school year. Usually, teachers request parent volunteer assistance with these parties. Party coordinators should be aware of any food allergies in the classroom and should coordinate both activities and food items with the teacher prior to the party. Prior to all parties, all materials and food should be left in the main office so instructional time is left undisturbed. It is at the teacher's discretion as to which three parties take place each year. Generally, one of the parties is before Winter Break and one is at the end of the year. Parties are limited to one hour in length unless being combined with lunch.

## **PETS**

No pets, of any kind, are allowed at school or on school grounds without permission

## **Physical Education**

Students in Grades K-5 grade meet with a physical education teacher three days each week for physical education class. All students are expected to participate. In order for a child to be excused from physical education class, a parent must write a note to the teacher with a reason for the student to be excluded from physical activity. Even though a child may not be able to actively participate he/she will be expected to attend class and observe, keep score, or participate in some non-active capacity. If a child is unable to participate for more than 3 days, a doctor's excuse is required. SNEAKERS or RUBBER-SOLED shoes that hold the foot firmly are REQUIRED.



## **Pictures**

Individual student pictures will be taken at the school in the fall. Individual student pictures and class pictures will be taken in the spring. Purchase of the pictures is optional from various package choices and corresponding prices. Our picture vendor is Lifetouch.

## **Recess**

Recess is unstructured recreational time during the school day that is an important physical, mental and social break for elementary students from structured instruction. Whenever possible, students will go outside, even in cold weather and should dress appropriately. Be sure a jacket or coat is brought to school. In Kindergarten, students will have forty minutes of recess, divided between two twenty minute periods with one occurring in the morning and one occurring in the afternoon. Students in Grades 1-5 will have thirty minutes of recess, preferably scheduled in the morning and afternoon.

## **Release of Students**

Parents and/or Guardians are encouraged to arrange appointments, trips, and other activities so their children do not miss instructional time. Occasionally, it may be necessary to pick up your child during school hours. Upon arrival at school, please report to the office to sign out your child in the office. The student will be called to the office by our secretaries; otherwise students will not be released by the classroom teacher. Please do not call to have your child to be waiting for you at the office. Students are only called after parents have arrived to the office.

**UNLESS THERE IS A COPY OF 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. PLEASE UPDATE THIS IMPORTANT INFORMATION AS NECESSARY. PLEASE DO NOT BE OFFENDED IF WE ASK FOR IDENTIFICATION. WE DO THIS FOR YOUR CHILD'S SAFETY.**

## **Report Cards/Interims**

Report cards are issued to all students at the end of each nine-week grading period. The report card is accessible through the online ParentVue tool. The Loudoun County Public Schools primary grades report card is developmental in nature, providing parents with comprehensive information about important developmental milestones and learning stages for their young children. The intermediate grades report card reflects the academic achievement of students through the traditional grading process (A, B, C, etc.).

Interims are sent home half way through the grading period. Any student who is doing poorly, who has shown a marked drop in achievement (2 letter grades in intermediate), or who is endanger of receiving a C, D or F, should receive an interim. The Principal will review and keep a copy of all interims. Positive achievement with respect to academics or behavior/work habits can also be noted with an interim.

## **Response to Intervention (RtI)**

Response to Intervention is a comprehensive assessment and intervention process that uses learning rate over time and level of performance to inform educational decisions. It provides a framework by which students are provided high-quality instruction and intervention matched to their individual needs. Cool Spring Elementary is committed to meeting the unique needs of all of our learners; therefore, we adopted the RI framework to reinforce that commitment. We continue each year reviewing our framework and improving our delivery of the program to meet the needs of all our students.

## **School Closing – Emergencies**

Schools may be closed on order from the Superintendent if:

- ✓ During the day emergencies arise to make later transportation hazardous.
- ✓ Any hazardous condition that endangers health or safety of students or teachers.
- ✓ In the event of snow or ice forming during the night and making bus travel dangerous, the Superintendent will direct that schools not open for a given day. Announcements will be made for each day schools are closed. If no announcement is made on a given day, it shall be presumed that schools will operate as usual.

In the event that weather necessitates the closing of school after school is in session, announcements will be made over the local radio and TV stations, and via the Connect-Ed Phone Messaging System, as well as posted on the Loudoun County Schools website: [www.lcps.org](http://www.lcps.org).

Each family should have a plan for emergency school closings. A form on which parents should indicate their family's emergency plan was included in the First Day Packet. If, for any reason, school is closed early, we will be able to remind children of the plans their parents have developed so that each child will know where to go if he/she should go home to an empty house. The classroom teachers will keep these plans in the classrooms and remind the children of the plan in the event of an early closing. Due to the large number of students in this school, we cannot call individual parents.

We receive our information about school closing by telephone or e-mail from the main office of the Loudoun County Schools. Please do not call the school; it is important that parents listen to the radio, check the LCPS website and local television stations/websites.

## **Student Conduct**

The environment of Cool Spring Elementary School must be one in which learning can take place and the security and dignity of each person is protected. All activities must be conducted in an orderly and productive manner. In order to maintain the proper learning atmosphere, certain behaviors will not be tolerated:

1. Willful or continued disobedience of school rules and regulations.
2. Disruption of the learning atmosphere.
3. Open defiance of the authority of any teacher, principal or other persons having authority in the school.
4. Conduct that endangers or threatens the physical well-being of other students or school personnel.
5. Physical attack on any other person.
6. Taking or attempting to take another person's personal property by means of force, intimidation, threats or any other means.
7. Theft of school property or the willful causing or attempting to cause damage to school property.
8. Verbal abuse of another person.

## **Telephone**

Students may only use the telephone with the permission of the classroom teacher and the administration. Students are not permitted to call to arrange after-school play dates. The office staff will relay messages to your child.

## **Testing**

Formalized standardized tests and District-wide assessments are given at various grade levels throughout the year. Testing dates and grade levels involved will be announced in the school newsletter and posted on our web-page. Test results are shared with parents as soon as they become available from the test scoring services. The following tests are given:

Cognitive Abilities Test (CogAT) – 2<sup>nd</sup> Grade

Virginia Standards of Learning (SOL) Assessments – Grades 3-5

Phonological Assessment Literacy Screening (PALS) – Grades K-3  
Developmental Reading Assessment (DRA) – Grades 1-5 (K in the Spring)  
Naglieri Nonverbal Ability Test-- Grade 3 (via SEARCH class)  
Benchmark (SOL based) Assessments – Grades 3-5  
NWEA MAP Growth Assessment—Grades 2-5  
Virginia Kindergarten Readiness Program (VKRP)- Kindergarten

### **Textbooks**

Loudoun County Public Schools provides a “free loan” of textbooks to all students with the understanding that all such texts are the property of the School Board. However, the expectation is that students will properly care for the loaned textbooks. The student or parent must pay for lost or damaged textbooks and library books. Some of the textbook series also include digital resources which can be accessed at no cost. Information about the digital resources will be provided to families by the classroom teacher, if appropriate.

### **Visitors and Volunteers**

The Virginia Department of Education’s publication, *Standards for Accreditation*, requires that the principal and staff protect instructional time from unnecessary interruptions. Hand-in-hand with protection of instructional time, we must also monitor all visitors and volunteers in the building and their whereabouts.

Volunteers play an important role at Cool Spring Elementary! Parents, grandparents and guardians are encouraged to help in the classrooms, as needed by individual teachers and to assist the school in other areas. They assist teachers with a wide variety of activities. Volunteers are appreciated both in and outside of the classroom. They work under the direction of the classroom teachers. Volunteers help to enrich the curriculum by sharing their interests and experiences. You will have the opportunity to sign up to volunteer at the Open House and on Back-To-School Night.

Classroom visits must be arranged in advance with the teacher or administrator. If your visit was not pre-arranged with the teacher, then you may not be permitted into the classroom. Classroom observations are limited and considered on a case by case basis.

We ask that you:

- ✓ Begin your visit at the office by letting the office staff know the purpose and destination of your visit.
- ✓ Show your photo ID (Drivers License/Passport) and obtain a visitor’s badge from the Office Staff (printed from scanner)
- ✓ Proceed to your destination and do not deviate to other areas of the building.
- ✓ Respect the teaching and learning experiences occurring in all areas of the school.
- ✓ Wait for students in the office.
- ✓ Without checking in at the office and receiving a visitor’s pass, staff members will stop you and ask that you return to the office.

### **Walking to School or Bus Stops**

Parents are urged to remind students of safe walking procedures. Listed below is a set of safety guidelines for walkers:

- ✓ Always use sidewalks and other pathways when available. Do not take shortcuts across the property of others or through parking lots.
- ✓ Cross streets only at authorized crosswalks. Crossing guards and safety patrols are to be obeyed.
- ✓ Watch for cars pulling out of driveways or turning at intersections.
- ✓ Walk directly to and from school or the bus stop. Do not play in the street or do any exploring along the way.
- ✓ Dress for the weather.
- ✓ Always walk with a buddy.

### **Weapons**

No student shall possess any weapon for any reason while under school control or supervision, as defined in School Board Policy 8-32. Any student in violation of the provisions hereof shall be subject to expulsion from Loudoun County Public Schools by the School Board.

Any student who uses or threatens to use a weapon (as herein defined) against another person, or who displays or brandishes an artificial or toy weapon in such a fashion so as to threaten or induce fear in another person shall be reported to the Principal or his/her designee and may be referred to the School Board.

### **Web Page**

The Cool Spring web page can be accessed at <http://cmsweb2.leps.org/coolspring/site>. The web page is designed and maintained by the Technology Resource Teacher and classroom teachers. Staff email addresses appear on the school's web page. Every effort will be made to respond to email within 24 hours.

*We are glad you are part of the Cool Spring Elementary Community. The administration and staff look forward to working collaboratively with you to create a successful school experience for all of our students!*