



**FREDERICK DOUGLASS ELEMENTARY**

510 Principal Drummond Way, SE

Leesburg, VA 20175

Telephone: 571-252-1920

Absentee Line: 571-252-1921

Fax: 571-258-0595

Website: <http://www.lcps.org/fdouglass>

Twitter: @fdeStars

**Dear Families,**

**It is my pleasure to welcome you to Frederick Douglass Elementary! Our staff is looking forward to working with all of our families to continue our tradition of being a school where each child experiences the joy of learning. The talented and dedicated staff here is committed to partnering with you for a successful year.**

**The Frederick Douglass Elementary Parent-Student Handbook was designed to give both parents and students important information about our school. It outlines the expectations so that each child may achieve his/her best. Please take the time to read through this handbook with your child and, should you have any questions or concerns, do feel free to contact me personally, your child's teacher, or our front office staff. I want to also encourage you to become an active member of our PTA, attend school conferences and activities, and feel welcome here at Frederick Douglass.**

**As we begin a new school year, remember that we are your partners in your child's educational career. I look forward to working with both you and your child, partnering together to make each day an opportunity to "shine"!**

**Sincerely,**

**Principal Logan**



## **2022-2023 SCHOOL CALENDAR**

<b>July 4</b>	Holiday (Independence Day)
<b>August 10-16</b>	New Teacher Workdays
<b>August 17-18</b>	In-School Staff Development
<b>August 19</b>	Unencumbered Planning
<b>August 22</b>	County-Wide Staff Development
<b>August 23-24</b>	Unencumbered Planning
<b>August 25</b>	FIRST DAY OF SCHOOL
<b>September 2, 5</b>	Holiday (Labor Day)
<b>September 26</b>	Student Holiday (County-Wide Staff Development)
<b>October 5</b>	Holiday (Yom Kippur)
<b>October 10</b>	Holiday (Indigenous Peoples' Day)
<b>October 24</b>	Holiday (Diwali)
<b>October 28</b>	End of the Grading Period
<b>October 31</b>	Student Holiday (Unencumbered Planning)
<b>November 1</b>	Student Holiday (Unencumbered Planning)
<b>November 8</b>	Holiday (Election Day)
<b>November 23-25</b>	Holiday (Thanksgiving)
<b>December 19-January 2</b>	Winter Break (Classes Resume January 3, 2023)
<b>January 16</b>	Holiday (Martin Luther King Jr. Day)
<b>January 20</b>	End of Grading Period
<b>January 23</b>	Holiday (Lunar New Year)
<b>January 24</b>	Student Holiday (Moveable Planning)
<b>February 20</b>	Holiday (Presidents' Day)
<b>March 13</b>	Student Holiday (County-Wide Staff Development)
<b>March 24</b>	End of Grading Period
<b>March 27</b>	Student Holiday (Unencumbered Planning)
<b>April 3-7</b>	Holiday (Spring Break)
<b>April 21</b>	Holiday (Eid al Fitr)
<b>May 29</b>	Holiday (Memorial Day)
<b>June 8</b>	LAST DAY OF SCHOOL/End of Grading Period
<b>June 9, 12</b>	Unencumbered Planning
<b>June 19</b>	Holiday (Juneteenth)

## ATTENDANCE

Per LCPS Policy 8120 and Regulation 8140, attendance at school on a regular basis is required, Virginia 22.1-254. Regular and consistent attendance vital to a student's education. We ask that you have your child attend school each day that he/she is healthy. It is disruptive to your child's educational program when you remove him/her from school for trips or family outings. Parents should make every effort to plan these outings so as not to conflict with the school's instructional calendar. Our school day begins at 7:30 a.m. Students are expected to be in their classroom by that time. Students who arrive after the 7:30 AM bell are considered late (tardy) and **need to be accompanied into the office by a parent/guardian to be signed in and obtain a late pass before proceeding onto their classroom**. If your child will be absent due to illness or other circumstances, please call our absentee call-in line at 571-252-1921. Should you need to speak to someone in the school office, please call 571-252-1920 between the hours of 7:00 a.m. and 3:30 p.m. Upon returning to school following an absence, a written explanation is required. This note should be given to your child's teacher. If you have not notified the school of your child's absence, school personnel will make reasonable effort to contact you concerning the absence of your child. Please note that an excessive amount of unexcused absences and or tardiness may result in a call from the LCPS truancy officer.

## AFTER-SCHOOL ACTIVITIES

After-school activities are an extension of the instructional day. Parent/Guardian permission required for a student to remain after school for activities. The parent or guardian may be responsible for transportation arrangements. At the end of an after-school activity, students will only be released to a parent/guardian or persons listed on the student's emergency card. A note must be submitted by the parent/guardian if the student is to be released to someone not listed on the emergency card. Students will be dismissed from after school programs if they are picked up late, twice or if their behavior is unacceptable- communication with a parent/guardian will take place prior to this outcome. Outside of special after-school activities, staff are not available to supervise students after-school as they are involved in staff meetings, conferences, workshops, etc. These procedures are designed for the safety and well-being of your children.

## AFTER SCHOOL CARE

The YMCA and CASA (a division of Parks, Recreation and Community Services, Loudoun County) have programs for a parent/guardian to pay for child-care service. These arrangements are separate from the school. For more information about CASA, please call 703-777-0343. For more information about YMCA, please contact [Loudounemail@ymcadc.org](mailto:Loudounemail@ymcadc.org) or call 703-777-9622.

## ARRIVAL OF STUDENTS

Students may not arrive before 7:10 a.m. Teachers' contracts specify a beginning time of 7:10 a.m. and supervision of students before that time cannot be assured. Please do not drop your child off before this time as there is no supervision before 7:10 AM. It presents a concern for the safety and well-being of your child if you leave him or her unattended before 7:10 AM. The school day officially begins at 7:30 AM. It is very important that students arrive at school on time.

Regular and prompt attendance is necessary for a student to maintain satisfactory progress. Excessive absences and tardiness from school are detrimental to the educational process. **We expect students to arrive on time and remain at school until dismissal.** A student entering class late or dismissing before the school day ends not only impacts his/her own learning but also disrupts the flow of the classroom and the entire community of learning. Also, students who consistently arrive late or dismiss early miss instructional exercises that often prepare them for upcoming activities.

Students arriving after 7:50 AM require a parent/guardian to escort him/her to the office to sign in. This step is important because it removes your student's name from the absentee list. Students will also receive a late pass granting him/her admission to class. A formal Tardy/Absence letter will be sent to the parent/guardian if late arrivals or absences become excessive. The Virginia Department of Education mandates every pupil to attend school regularly.

## BEHAVIOR EXPECTATIONS

FDES uses a Positive Behavior Interventions and Supports (PBIS) approach. PBIS is a systems approach for establishing a safe and supportive learning environment to promote social, behavioral, and academic success for all students and for developing a common vision, language and practices used consistently across the school to:

- improve school climate;
- strengthen relationships;
- teach and reinforce expectations;
- increase positive behaviors, academic achievement and equitable learning experiences; and
- decrease office referrals and suspensions.

For more information and resources, visit [LCPS Positive Behavior Interventions and Support](#)

At FDES, our STARS expectations are as follows:

**Self Management**

**Teamwork and Relationships**

**Awareness**

**Responsible Decision Making**

**Staff Show Stars**

## **BICYCLES**

Bicycles, tricycles, unicycles, motor bikes, skateboards, roller skates and in-line skates are not permitted on the way to or from school due to safety concerns.

## **BIRTHDAY PARTIES**

A very special part of a young child's life is the celebration of his/her birthday. The following are suggestions of ways in which we can join in this celebration.

1. Consider donating a book to the school library or a piece of equipment for recess i.e. playground ball. Please consult the librarian for a list or the office before purchasing.
2. Baked goods/candy of any kind will **not** be distributed due to the many allergies.
3. Children's feelings are easily hurt. Consequently, all invitations for individual parties must be made outside of school, unless **all** students in the class are invited.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

FDES uses the *Second Step* program, which teaches children important skills for getting along with others and doing well in school. It also helps our school be a safe, respectful place where everyone can learn. Part of this program is the Bullying Prevention Unit, typically taught in the fall and winter.

In this unit, students will learn how to:

- **Recognize** when bullying is happening
- **Report** bullying to a caring adult
- **Refuse** to let bullying happen to themselves or others
- Be a **bystander** who helps stop bullying
- Support someone being bullied by **standing up** for that person and being **kind** and **inclusive**

In addition, your child will bring home simple, fun activities called Home Links. These activities give your child another chance to practice his or her skills for handling bullying. They will also help you understand what your child is learning about bullying and how you can assist your child if he or she needs to respond to bullying. We encourage families to partner with us on discussing the content from the Home Links as well as the "Help Stop Bullying" poster located at the back of this handbook with your child. This partnership supports the home-school connection and strengthens relationships within the FDES community.

For bullying prevention to work, everyone at school needs to be involved. All of our staff will get special training in how to:

- Recognize and respond to bullying and cyberbullying
- Support children who have been bullied

- Correct behaviors of children who are bullying
- Use strategies that support a positive school and classroom climate

Please let us know if you hear about bullying at our school. Make sure your child knows to tell you or someone at school if he or she is being bullied, or if he or she knows about someone else being bullied. Give your child the clear message that it is never okay to bully others.

For more information on our school's anti-bullying policy and specific procedures, check our school website or contact the school office. Thank you for helping us make our school a safe, respectful place where everyone can learn.

All students have the right to attend school where their individual differences are respected and where they are free of fear of harassment and bullying. LCPS actively upholds and supports efforts to prevent harassment and bullying. Incidents of harassment or bullying should be reported immediately. Bullying Prevention Coordinator for Frederick Douglass Elementary School - Melissa Logan, Principal and Anne Harris, Assistant Principal.

#### Bullying:

- is an intentional electronic, written, verbal or physical act of aggression or a series of acts that occur in a school setting;
- School setting shall mean in the school, on school grounds, in school vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by the school.
- is persistent or pervasive;
- is directed at another student or students;
- occurs in a relationship characterized by an imbalance of power;
- may create a personal fear that interferes with a student's ability to function; and
- has the effect of doing any of the following:
- substantially interfering with a student's education; creating a threatening environment; or substantially disrupting the orderly operation of the school.

#### BUSES

It is extremely important that we take the necessary safety precautions in transporting students to and from school. We ask your cooperation in the following:

1. Please review bus safety with your child, including safety at the stops.
2. Written requests must be approved if a student is to take a different bus. Students visiting the home of a friend or relative must provide a written request. The receiving parents must also provide a note acknowledging the acceptance of the child.
3. Students cannot be dismissed from a bus - all students must be signed out in the office and a staff member will get your child from their bus.
4. In the event of an early dismissal, buses will follow their normal routes.

#### CAFETERIA

FDES offers a daily breakfast and lunch program. Breakfast is free for all students. A copy of the menu is posted to our website each month. If a student brings lunch from home, they may purchase milk only. Soda will not be permitted.

Ice cream/snacks may be purchased on Fridays in the following ways; via personal check made payable to the **County of Loudoun**, or by accessing the "My School Bucks" website at [myschoolbucks.com](http://myschoolbucks.com). Please, if possible, do not send cash to school with your child. Children are expected to eat a good lunch prior to purchasing ice cream/juice bars

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

- Leave the table and surrounding area clean and orderly
- Return trays and utensils to the wash area
- Place trash in proper containers

Applications for free/reduced lunch are sent home with each child in the first day packets. If this applies, please fill-out the form and return it to school. If your situation changes during the school year, these applications are available any time in the main office. This application must be completed every school year.

### **CELEBRATIONS IN THE CLASSROOM**

Classrooms are permitted three (3) celebrations/parties during the school year. It is the teacher's decision as to which three (3) parties take place in their classroom. Food will not be permitted at classroom parties without prior administrative permission along with parent notification and permission.

### **CELL PHONES**

Cell phones should not be ringing during the school day and students are not permitted to talk, IM, or text during school hours. If you have a message for your child, please call the office. Any cell phone used during the school day will be confiscated.

### **CHROMEBOOKS**

All LCPS students are assigned a Chromebook laptop. Click [here](#) to view the LCPS Student Device Handbook. This handbook has a lot of helpful frequently asked questions and tips for your student's Chromebook. Students will be responsible at all times for the appropriate use of the device and the account issued in their name. Willful misuse of your LCPS device may result in disciplinary action. Students are responsible for the cost of replacing or repairing intentionally or negligently damaged or lost devices. See [section 8](#) for more information.

### **CLINIC**

In case of illness or injury, a student will be cared for temporarily by our health clinic specialist. School personnel will render first aid treatment only. If emergency medical treatment is necessary, parents will be contacted. It is extremely important that the school have on file current and up-to-date phone numbers as well as the name of a friend or relative who could be contacted in the event we cannot reach the parent.

### **COMMUNICATING WITH PARENTS**

Every effort is made to keep parents informed of what is happening at school. FDES cares about ensuring all families can access information coming from school. Most of what we send will come home in Spanish and English, and digital messages can be easily translated. Please do not hesitate to contact our Parent Liaison in the front office for support.

- **Newsletters:** Each teacher sends home a weekly newsletter. All families will additionally receive a Sunday school newsletter from Principal Logan called The North Star. These newsletters can easily be translated to the language of your choice.
- **Thursday Folders:** Most school work will be sent home in the dark blue Thursday Folder, along with any other school announcements and information (PTA updates, picture day forms, etc.). The folder should be checked on Thursday evening and returned to school in your child's backpack the next day.
- **Backpacks:** It is essential that families take the time each evening to go through your child's backpack, as keeping informed will aid both the parent and child in being organized and knowledgeable about what is happening both at school and in the classroom.
- **FDES Web Page:** Please periodically check the [FDES web page](#) for updates.

### **CONFERENCES**

All families will be scheduled for a conference with your child's teacher during the first grading period. The parents or teacher may request additional conferences as the need arises. Parents should directly contact their child's teacher to schedule a conference.

### **CONNECT ED**

Connect ED is the telephone system that is currently being used by Loudoun County Public Schools to notify parents of late openings, early dismissals, and upcoming events. Please be sure to notify the office of any phone number changes so that you will not miss any announcements.

### **CONTACT INFORMATION**

During the school year, there may be different staff members you need to contact. Please see below for a brief list of staff. If the person you wish you contact is not listed here, you can access email addresses on the FDES web page and/or call the main office.

- Mrs. Logan, Principal [melissa.logan@lcps.org](mailto:melissa.logan@lcps.org)
- Mrs. Harris, Assistant Principal [anne.harris@lcps.org](mailto:anne.harris@lcps.org)
- Mr. Hunt, Dean [brandon.hunt@lcps.org](mailto:brandon.hunt@lcps.org)
- Ms. Bracaglia, School Counselor [katherine.bracaglia@lcps.org](mailto:katherine.bracaglia@lcps.org)
- Ms. Kron, School Counselor [melissa.kron@lcps.org](mailto:melissa.kron@lcps.org)
- Ms. Davis, Registrar [elsa.davis@lcps.org](mailto:elsa.davis@lcps.org)
- Ms. Rosas, Parent Liaison [ximena.rosas@lcps.org](mailto:ximena.rosas@lcps.org)

## CURRICULUM

FDES offers students a full program of elementary studies: literacy, mathematics, science, social sciences and global studies, music, art, physical education, technology, library, health and safety, and family life. You can access the specific curriculum for your child's grade level by visiting the VDOE web page.

## DRESS CODE

The primary responsibility for students' dress lies with the parents. The LCPS School Board revised the student dress code in 2021. From updated Policy 8270: *The student dress code supports our goal of inspiring students to learn while leaving primary decisions around student clothing and style to students and their parents or guardians. Our expectation is that parents and guardians are responsible for ensuring student compliance with the school's dress code, and students are responsible for knowing the student dress code and for complying during school hours and school activities.*



Please reference Policy 8270 with the QR code to the right for additional details regarding the LCPS dress code for students.

## DISMISSAL

- **Daily Dismissal Procedures:** The school day ends at 2:00 p.m. Students are called by grade level to report to their designated locations, based on how they get home. Classroom teachers review these routines and procedures with students at the beginning of the year. All students who attend FDES are assigned a bus route, and they have the option to be picked up in the Kiss and Ride lane in the front of the building. FDES is not zoned for walking, so no students will be permitted to walk home. All families must notify the classroom teacher of how their child will get home each day must also and notify the front office of any dismissal changes from day to day.
- **Early Dismissal:**
  - Parents desiring a child be excused from school for educational or medical reasons must send a written request to the teacher.
  - Parents picking up a child for an early dismissal must come to the office and sign their child out. Office staff will call your child from the classroom upon your arrival. Parents are asked not to go directly to the classroom to get their child. **Please call the office before 1:30 p.m. with early dismissal requests.**
  - Please be prepared to show picture identification before your child is released to you.

## DISCIPLINE

Per POLICY 8210, Loudoun County Public Schools (LCPS) is committed to providing every student enrolled a quality education in an environment that is safe and supportive for teaching and learning

- A. Each student is an individual with unique personal, social, and educational needs. As a result, every disciplinary situation should be considered unique while adhering to the Code of Virginia and the policies of Loudoun County Public Schools.
- B. Roles and Responsibilities of Students. The students are expected to arrive to school and class on time every school day ready to learn. Rules for behavior are provided at each school, as well as in the Student's Rights and Responsibilities (SR&R) Handbook, Student Activities Handbook and the Acceptable and Responsible Use Policy. Students should conduct themselves within the rules.
- C. Roles and Responsibilities of Parents/Guardians. Parents/Guardians have a shared responsibility with schools for the education of their children and are encouraged to be engaged and involved with their child's school.

- 1. Each parent is to assist the school in enforcing the standards of student conduct and school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and support of individual rights. Parents/Guardians should annually review the Student Rights and Responsibilities (SR&R) Handbook, the Acceptable & Responsible Use Policy 8650 and school rules with their child and acknowledge receipt either electronically or in writing.

## EARLY SCHOOL CLOSING

Early dismissal by Loudoun County Public Schools during the day may take place due to inclement weather, failure of heating/water systems, or natural disaster. Please have a plan in place for your child in the event of an early dismissal.

***Children should particularly be instructed as to the procedure to follow if no one is home during the school day.***

***Unfortunately, the school cannot commit to calling home for each of our students. Phone lines must be kept open for communication with central office personnel.*** Please check the Loudoun County Webpage at [www.lcps.org](http://www.lcps.org) for up to the minute reports on early school closing.

## EMERGENCY DRILLS

- **Fire drills** are held once a week during the first month of school and once a month thereafter, as mandated by state law. Specific plans for evacuation are posted in each classroom and other areas of the school. FDES has specific plans for evacuation and relocation, should evacuation of the building for an extended period of time be necessary.
- **Bus evacuation drills** are practiced twice during the school year.
- **Tornado drills** are practiced on a yearly basis.
- **Lock Down** Procedures are in place to protect students and staff from unwelcome intruders.

## FIELD TRIPS

FDES students are afforded the opportunity to visit various places of educational interest in the surrounding areas to enrich their classroom experiences. The trips are usually taken in a school bus under the supervision of the classroom teacher with at least three other adults present. ***Parents who chaperone a field trip may not bring other children on the trip.*** Parental permission is required before any student is taken on a field trip.

## FOOD

- **Breakfast:** Students may receive a free breakfast from school upon arrival each morning.
- **Lunch:** Students may bring lunch from home or purchase lunch from the school cafeteria.
- **Snacks:** Classroom teachers will communicate expectations and procedures for snacks directly with families at the start of the school year.

## GUM

Gum is not permitted in the school building at any time because of possible damage to books, furniture, or the school building.

## GRADING

Families can access grades through ParentVue. Teachers update the gradebooks each week, to include at least one grade per subject. Should you have a question regarding your student's grades, please contact your child's teacher directly.

## HOMEWORK

Homework is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed. The LCPS guidelines for the amount of homework given each evening are as follows: children in grades one through three should be given no more than thirty minutes of homework each night; children in grades four and five should be given no more than sixty minutes of homework a night. Children in the primary grades are often asked to read nightly and study math facts for their homework assignment. This type of assignment is just as important as a written assignment and should be completed just as carefully as any other written work assigned.



Often teachers in the upper grades will assign children long-term projects. The expectation is that the children will learn to “pace themselves” and not save all of the work for one or two nights. If you have a question about the amount of homework your child is receiving (too much or too little) please discuss this with your child’s teacher.

It is our belief that weekends are made for quality time with family. Homework will not be assigned on weekends.

## **IDENTIFICATION**

All persons entering FDES during school hours will be required to show picture identification. A camera is located outside the main entrance to the school. Please ring the bell, show picture id, briefly state the purpose of your visit and someone will buzz the door open. Upon entering the building please report directly to the main office.

## **ILLEGAL SUBSTANCES**

School Board Policies 8240 and 8240 REG 18-35, 18-36, and 19-37 address the possession, distribution, and use of alcohol, tobacco, and drugs by students. School Board Policy 8235 prohibits the possession of weapons. These policies clearly set forth the responsibilities of students and the consequences of violating the policies. These may be reviewed in the School Board Policy Manual located on the LCPS homepage.

## **INSURANCE**

Student accident insurance is available. Application forms are available in the main office. Each student has a choice of 24-hour coverage or basic school time coverage. FAMIS is Virginia’s health insurance program for uninsured children. FAMIS es el programa de seguro médico de Virginia para niños sin seguro.

## **LCPSGO**

LCPS GO is a website or Class Link app that allows students a one-time login experience. This allows them to login to LCPS GO and access websites and applications at the click of a mouse or touch of a finger. LCPSGO enables staff and students to access many LCPS applications through one website with a single login. LCPS GO is accessible from any computer, tablet or smartphone and students use their student ID number to sign on.

## **LIBRARY**

The library is available on a regular scheduled basis and is supervised by the librarian and or librarian assistant. Library classes are held for grades K-5 once a week. They are held for the purpose of library instruction as well as for the enjoyment of materials and books. The library is also open to students under the supervision of a classroom teacher, for the purpose of completing related assignments, such as independent study projects. There is no fine for overdue books although students will not be allowed to check out additional books until overdue books are returned. If a book is lost, the child will be assessed a fee to cover the cost of the book. Should the book be found, the money will be refunded.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials are available through the library for teacher use in the classroom.

## **MEDICATION**

If a student must take medication at school, the following requirements must be met:

1. Prescription Medications:
  - a. The parent must provide the office with the medication and written instructions from the Physician to include: **(Please use medication form)**
    - i. Student’s name
    - ii. Name and purpose of medication
    - iii. Dosage and time of administration
    - iv. Possible side effects and measures to be taken if side effects occur
    - v. Termination date for administering the medication
    - vi. Physician’s signature
    - vii. Parent/guardian signature
2. The parent is responsible for informing the principal and clinic assistant of any change in a student’s condition or any change in a student’s medication.

3. The medication must be in the original container with the prescription label.
4. Medical forms are available in the clinic. Forms are required for all prescription medications. A form for long-term medication must also be on file.
5. Refrigeration is available. Medication will be kept in the clinic unless a doctor prescribes otherwise.
6. Prescribed student medications will accompany the child on field trips.

***NO MEDICATION MAY BE TRANSPORTED WITH THE CHILD. ALL MEDICATION MUST BE BROUGHT TO THE SCHOOL AND PICKED-UP FROM THE SCHOOL BY THE PARENT. MEDICATION MAY NOT BE TRANSPORTED VIA BUS.***

### **MESSAGES FOR STUDENTS AND TEACHERS**

Messages for students and teachers will be taken and delivered by the office staff in order to minimize classroom disruptions. Neither student nor teacher may be called to the telephone during class time except in the case of emergency.

### **PARENT LIAISON**

Research continues to emphasize the importance of parent involvement in promoting school success. At the same time, lack of participation among parents of socially and culturally diverse students is also well-documented. Today's families constantly deal with stress that impacts students' abilities to participate in academic and extra-curricular school activities. If schools are to do an effective job of educating their increasingly diverse populations of students, they must find ways to communicate and build more cooperative working relationships with parents. The primary role of the Parent Liaison is to empower parents to become active participants in the education of their children.

Parent Liaisons:

- Facilitate parent-school communication;
- Facilitate community agency referrals;
- Encourage parent involvement in the school;
- Foster trust between parents and the educational community;
- Foster higher academic achievement through collaboration with school personnel.

### **PARENT VOLUNTEERS**

FDES encourages volunteers. Parents, grandparents, and community members are encouraged to help in the classroom as needed by individual teachers. Upon arrival at school, volunteers need to sign in at the office and wear a volunteer badge. Volunteers will need to sign-out when leaving the school.

### **PARENTVUE**

ParentVUE and StudentVUE provide access to student schedules, assignments, grades and more. [Online pre-registration](#) is also available for new or returning students.

### **PETS**

No pets of any kind are allowed at school.

### **PHONE AND TECHNOLOGY POLICIES**

The Loudoun County School Board provides technologies, including access to the internet, to promote educational excellence by facilitating resource sharing, innovation, and communication. LCPS policy 8650, Acceptable Use Policy, outlines students' technology responsibilities.

### **PHYSICAL EDUCATION**

The staff at FDES believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. P.E. classes with the physical education teacher are provided three times a week for all students in grade 1-5. ***Children must wear tennis shoes for all physical education classes.***

## **PICTURES**

Pictures are taken twice a year by a professional photographer. They are taken in the fall and this is the picture that is used for our school yearbook. These pictures must be preordered and prepaid. Retakes are available. Pictures are taken again in the spring. These pictures are sent home with your child with the option of purchase. They are not prepaid and there are no retakes. Class pictures are also taken in the spring. These pictures must also be prepaid. The school sells a yearbook which must be pre-ordered and prepaid.

## **REPORT CARDS**

The purpose of the report card is to inform parents of their child's academic and social progress. Children in K-2 will use specific coding to help parents understand the progress their child is making in the primary skills as well as personal development. In grades 3-5, grades are recorded in the major subject areas as well as social and work habits. Report cards are issued four times a year, approximately two weeks after the end of each nine-week grading period. A student who shows a marked drop in achievement, or who is doing poorly in any subject, will receive an interim report midway through the grading period to inform the parents of any problems.

LCPS policy 5030 and accompanying K-12 Assessment and Grading Common Guidelines for Loudoun County Public Schools (LCPS) staff are based on the belief that assessment of student learning is an essential component of the teaching and learning process and assessment has the potential to motivate students and improve learning. Additionally, this policy seeks to establish a consistent approach to assessment and grading in all Loudoun County Public Schools. A. Elementary Grading Procedures. The Elementary Report Card Manual describes grading procedures for grades K-5. Students in grades K-2 are assessed using progress indicators based on their performance in relation to specific state standards. In grades 3-5, students receive more traditional letter grades in addition to the progress indicators based on performance tied to each standard. Elementary teachers look for trends in each student's performance instead of averaging numerical scores to determine a grade.

## **RESPECT**

Members of the Frederick Douglass community are expected to demonstrate a mutual respect and concern for one another. Students should learn to accept, recognize, and appreciate those who are different from them and to act in a manner that helps create a strong sense of community and acceptance. Loudoun County School Board policy states that the parent/guardian is to assist the school in enforcing the standards of student conduct in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and support of individual rights.

## **SCHOOL COUNSELING**

School counselors are certified/licensed educators with a minimum of a Master's degree in School Counseling and are uniquely qualified to address the academic, career, and personal/social needs of all students. By designing, implementing, and evaluating a comprehensive school counseling program, school counselors serve to promote and enhance student success. Along with participating in bi-weekly school counseling lessons and responsive services as needed, students can receive individual counseling and group counseling sessions (6-8 weeks) with parental permission. School Counselors also collaborate with administrators, parents/guardians, and community stakeholders to provide support to the families and students at FDES. If you would like to meet with your Professional School Counselor, please visit the FDES School Counseling website <https://sites.google.com/view/fdespsc>.

## **SELLING/SOLICITATION**

It is the Loudoun County School Board policy that elementary age school children not be allowed to sell anything before, during, or after school. To abide by this policy, we ask that FDES students not bring items from a non-school organization to sell to staff and students. Examples of this include, but are not limited to, older sibling fundraiser items, sports fundraising items, Girl Scout cookies, Boy Scout popcorn, etc.

## **SCHOOLGY**

Schoolgy is the designated learning management system as designated by LCPS. All teachers will utilize Schoolgy as appropriate to the grade level.

## **SCHOOL TELEPHONE**

Children may use the phone in the office only in an **emergency**. Forgotten homework, lunches, notes, etc. are not considered emergencies. Please remind your child of this policy.

## **STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK**

At the beginning of each school year, every LCPS student receives a handbook acknowledgement form. The handbook is available on the LCPS website and outlines system rules and expectations for student behavior. It is incumbent upon every parent to read this document carefully and help all students understand the rules and expectations our county has set forth.

## **TEXTBOOKS**

Textbooks are provided to all students in Loudoun County. Students are responsible for all books loaned to them and for any loss or damage. If a book is lost, misused, or damaged beyond reasonable repair, the student shall replace the book. Textbooks are not for sale to students.

## **THURSDAY FOLDER**

Communication between home and school is essential to support the success of students. Each Thursday, your child's teacher will send communication through the Thursday folder. Please expect a weekly summary, grades papers, and school fliers. If you do not receive communication regularly, please check in with the teacher.

## **ITEMS FROM HOME**

Students are prohibited from bringing any item which would be disruptive to the educational/learning environment if used (gaming device, laser pointer, toys, noise maker, trading cards, etc.) without teacher permission. Any such items will be removed from the student's possession for parents to retrieve from the front office.

## **TRAFFIC REGULATIONS**

Please follow all directional signs upon entering and exiting the school parking areas. Please use the designated crosswalks when crossing from the school to the parking lot or vice versa. Please do not park vehicles in the front loop of the school parking lot as this is a fire safety lane and must be kept clear during the school day. This loop is used for car rider arrival and dismissal.

***Car traffic will be prohibited in the bus loop during school hours.***

## **VISITORS**

All visitors to any Loudoun County Public School are required to report to the main office and sign-in when entering the building. Visitors must have photo identification in order to enter the building. All visitors must enter through the main doors located in the front of the building. All visitors are required to wear a visitor's badge identifying themselves.

***Please do not go directly to your child's classroom. Additionally, we ask that you do not drop by a teacher's classroom unexpectedly for a conference. Please call and arrange a time with the teacher. Your cooperation is greatly appreciated.***

Parents are not permitted to walk children to the classroom in the morning. If you feel that your child needs assistance, we will assign a "helper" to assist your child.

