

CARDINAL RIDGE ELEMENTARY SCHOOL

Home of the Red Wings
26155 Bullrun Postoffice Road
Centreville, Virginia 20120 571-367-4020

Cardinal Ridge is a community that **BELIEVES** in fostering critical thinkers who are challenged to **S.O.A.R. (Self Control, Ownership, Appreciate Others, Respect)** to their potential and honor diversity in a safe, engaging and respectful environment. **IMAGINE** where we'll go!

The Cardinal Ridge Elementary School's mission is to:

- provide a respectful and safe environment guided by the Positive Behavior Intervention and Support (PBIS) framework;
- facilitate learning opportunities that encourage scholars to achieve academic excellence;
- encourage scholars to reach their full potential by setting individualized goals achieved through varied and challenging opportunities;
- provide explicit and systematic instruction in a supportive environment while maintaining high expectations and recognizing scholar achievement; and to
- recognize and embrace diversity through interest-based learning by integrating activities that promote cultural exploration.

PRINCIPAL'S WELCOME MESSAGE

Greetings Cardinal Ridge Elementary School Parents:

It is with great joy and excitement that I welcome you to the 2019-2020 school year!

I am absolutely thrilled to serve as principal here at Cardinal Ridge Elementary, home of the Red Wings. Throughout the school year, our school will seek meaningful ways to engage our families, empower our scholars, and endeavor to ensure Cardinal Ridge is a stellar place of learning for all our Red Wings. I look forward to meeting all of our families, as well as serving collaboratively with all stakeholders in our school's community.

At Cardinal Ridge Elementary, we believe in providing the best possible learning environment for all scholars. We will encourage our scholars to think critically and deeply about their learning, and we will promote strong collaborative experiences for all our Red Wing Learners. This handbook has been developed as a guide to our practices and procedures to ensure we provide a safe and supportive school climate, as we strive toward our goal supporting all scholars as learners who will make meaningful contributions to the world.

As we begin year six at Cardinal Ridge Elementary, please know that we believe that your scholars are great, they have greatness inside of them and are soaring to great places.

Learning and Growing Together,
Dr. Mojisola Adejumo
Cardinal Ridge Principal

AFTER-SCHOOL PROGRAMS

Cardinal Ridge scholars may participate in after-school programs that are offered throughout the year. Information will be sent home when these activities are available. Parents will be asked to sign permission forms and provide transportation home after such activities. Most programs may involve a cost for participation.

ALLERGIES, PHYSICAL DISABILITIES AND/OR OTHER HEALTH PROBLEMS

Please make sure that our staff, especially our school health clinic specialist, is aware of any medical problems that require special consideration. Such medical problems may include severe food allergies, asthma, diabetes, or any other health condition that might require a special health care plan or medication.

ARRIVAL OF SCHOLARS

Scholars may not arrive before 7:30 am. Teachers' contracts specify a beginning time of 7:30 am and supervision of scholars before that time cannot be assured. Thank you for your cooperation as we work to ensure the safety of all scholars.

ATTENDANCE

Whenever a scholar 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 at 571-367-4021 or access the google form on our website (<https://www.lcps.org/CRE>). 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 scholar's return to school, a written explanation from a parent or guardian is required for each absence. The note should include: date(s) of absence, reason for the absence, and signature of the parent/guardian.

Scholars 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 scholar to be absent. All other absences will be unexcused. Families are strongly encouraged to schedule all vacations during breaks from school, so scholars do not miss essential instruction. Please notify the teacher and the principal in advance of family vacations however, vacations will be considered unexcused absences and scholars are expected to complete work missed during their absence.

If a scholar is absent for more than 10 days or 10% of the total number of days membership, whichever is determined appropriate by the principal, the school will send a letter to the parents requiring a physician's note for all further absences. At the principal's discretion, contact may be made sooner or waived due to extenuating circumstances. At the point at which a scholar accumulates 5 unexcused absences, a referral will be made to the Attendance Officer.

Occasional tardiness for valid reasons is not a serious offense; however, repeated or habitual tardiness encourages the formation of undesirable personal habits and disrupts the orderly instructional process of the school.

When a scholar arrives after the 7:50 am bell, parents must escort their child to the office and assist him/her in obtaining a tardy pass to class. This is a requirement of LCPS to ensure the safety and well-being of the scholar. If a scholar is tardy more than 10 times, a letter will be sent to the parent as notification of the school's concern for the scholar'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, and an attendance plan will be created for the scholar.

AUTOMOBILES/TRAFFIC FLOW PLAN

Parents are asked to exercise extreme caution while driving throughout the school parking lots. State law prohibits passing a bus that is loading or unloading children. This law applies to bus lanes, as well as roads and highways.

When dropping off and picking up scholars at the Kiss and Go area, parents are asked to follow the flow of traffic in the designated areas. For safety purposes, parents are asked to avoid standing on the blacktop or near the bus loading area. All private vehicles are to yield to buses and observe traffic signs for the safety of our scholars. Your cooperation is appreciated in making our traffic flow work for the safety of our scholars.



BIRTHDAYS

In an effort to keep all children safe and healthy, the Loudoun County Public Schools guidelines entitled, "Caring for scholars with Food Allergies in School" do not allow any food to be brought in for a child's birthday. Therefore, cake, cupcakes, cookies and other sweets as birthday treats cannot be accepted by the classroom teacher or brought to the cafeteria. We ask that you also reserve balloons and other special deliveries, as after school surprises, outside of school. We do realize; however, that birthdays are special days. Some possible ideas of non-food items to send include the following: decorative pencils, stickers, school supplies, a board game or card game for the class to share for a birthday treat. Each child will have his/her name announced during the Morning Announcements and will receive a birthday pencil and/or ribbon in recognition of their special day. In an effort for a more inclusive environment, we ask that party invitations for celebrations outside of school not be distributed at school unless ALL the scholars in the class are invited.

BUS

A copy of bus rider safety rules is sent to parents at the beginning of the school year. The information includes a request that parents or their designee accompany their young children to and from a bus stop. All bus riders are expected to observe bus rider safety rules. Parents are encouraged to discuss this important issue with children. Bus drivers have the authority and responsibility to require scholars to follow the bus rider safety rules while under their supervision. Each of the busses that serves Cardinal Ridge will be assisted by Safety Patrols. The selected 5th grade safety patrols have demonstrated to our staff that they are responsible and ready to assume a leadership role at Cardinal Ridge. Our patrols will be trained to be effective in their positions. Some of their responsibilities will be to assist scholars on the bus, to support the bus drivers and promote appropriate bus behavior.

Bus routes and stops are planned and established by the LCPS Department of Transportation. Scholars are expected to maintain appropriate behavior while riding on their school bus. Riding the bus is a privilege that can be revoked due to improper behavior. In order for a child to ride a different bus home, the office must receive written permission signed by the parent. No animals, pets, or other living creatures can be carried on the school bus. Balloons, glass containers, sticks, weapons, balls, bats, or lacrosse sticks constitute safety hazards and are not permitted on the bus. Scholar devices brought to school for instruction as a part of the Cardinal Ridge PL initiative must remain in scholar backpacks.



CAFETERIA

Cardinal Ridge Elementary will offer a daily lunch and breakfast program. A copy of the menu available each month. You may also access the lunch menu at <http://lcpshhealthycafe.org>. The menu will include the cost for lunch and breakfast. Children are expected to eat a good lunch prior to purchasing snacks and sweets treats. An open invitation is extended to parents and families to join their children for lunch. To ensure that a lunch will be available, we ask that you notify us by 9:00 am if you will be purchasing a lunch. Lunch and breakfast may be paid in the following ways; via personal check made payable to the County of Loudoun, or by accessing the Café Prepay website at www.myschoolbucks.com. Please, if possible, do not send cash to school with your child.

● Cafeteria Behavior scholars are expected to conduct themselves appropriately in the cafeteria. scholars are responsible for emptying their trash and recyclable items in the proper dispensers. Behavioral expectations for the cafeteria include: using indoor voices, remaining seated unless permission to move is granted by a supervising adult, using proper table manners, and remembering that although lunchtime should be enjoyable, it is not a “playtime.” The trading, giving, or selling of food between scholars is not permitted for sanitary reasons and due to food allergies. Thank you for assisting us in communicating these guidelines to your child(ren).

● Meal charges In the instances that scholars arrive to school without a packed lunch or money to pay for lunch, scholars will be allowed to charge a meal. A notice will be sent home with the scholar that day to alert parents of the charge. Upon subsequent charges, the cafeteria manager, or the principal’s designee will contact the parent. Alternative meals will not be served and lunch trays will not be taken out of the hands of a scholar. Applications for free/reduced lunch will be available in the main office and must be completed every school year. Applications can also be accessed at <http://lcps.heartlandapps.com>.

CALENDAR: 2019 -20

- The 2019-20 school year will start on:
- August 22 FIRST DAY OF SCHOOL FOR scholars
- August 30 School Holiday
- September 2 Holiday (Labor Day)
- October 14 Holiday (Columbus Day)
- October 28 scholar Holiday (County-wide Staff Development)
- November 1 End of First Grading Period
- November 4-5 scholar Holidays (Planning/Records/Conference Days)
- November 27-29 Holiday (Thanksgiving)

- December 23-January 3 WINTER BREAK (Classes Resume January 6)
- January 17 End of Second Grading Period
- January 20 Holiday (Martin Luther King Jr. Day)
- January 21 MOVEABLE scholar HOLIDAY** (Planning/Records/Conference Day)
- February 17 Holiday (Presidents' Day)
- March 3 scholar Holiday (County-wide Staff Development)
- March 26 End of Third Grading Period
- March 27 scholar Holiday (Planning/Records/Conference Day)
- April 6-10 SPRING BREAK
- May 25 Holiday (Memorial Day)
- June 10 Last Day of School for scholars/End of Fourth Grading Period

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

CELL PHONES/SMART WATCHES

In accordance with Loudoun County policy, cell phone use is prohibited during instructional hours, including field trips or school sponsored events. scholars may not operate cell phones at school or on the bus at any time. scholars who bring cellphones to school do so at their own risk. Cell phones should be turned off and remain in the scholar's backpack during the school day. If you have a message for your child, please call the office. scholars may not operate cell phones at school and or on the bus at any time. Any cell phone/smart watch used for communication during the school day will be confiscated and returned to a parent/guardian only. Your support in this area is greatly appreciated.

CHANGE OF ADDRESS/TELEPHONE NUMBER

In the event of an emergency, it is extremely important that the school office maintains current scholar information, including addresses and telephone numbers. Please notify the front office staff immediately if you have a change of home address, email address or telephone number during the school year. Our school team needs to ensure parents are able to be reached when necessary.

CLASSROOM PARTIES

Providing an enjoyable and memorable school experience for our scholars is our first priority. Classes are permitted two parties during the school year, to be coordinated through the homeroom teacher, in collaboration with a room parent and/or classroom volunteers. The guideline for class parties include the following: celebration time (1 hour maximum time) with an engaging craft or activity, along with a healthy snack choice, and a maximum of one (1) sweet treat. Food must be brought to school in the original packaged as purchased from the store, displaying the original packaging label, listing all contents and ingredients contained within. Following this guideline will be critical as classroom parties are planned.



CLOSING OF SCHOOL

In the event that weather or other reasons require either closing or delaying the opening of school before buses start on their routes, announcements will be made over a number of radio and TV stations by 6:00 am as well posted on the LCPS website at www.lcps.org. Parents are encouraged to check the LCPS Facebook and Twitter pages for notifications.

● **Delays:** In the event of a delayed opening, please stay tuned in case some change in the weather causes schools to be closed for the day. A 1-hour delay would mean that all morning programs will begin one hour later. A 2-hour delay would mean that school opening would be delayed for two hours with specific alternatives to certain programs.

● **Early Closings:** Early closings of school may occur if weather conditions deteriorate once scholars are in school. If you suspect an early closing, stay the appropriate notification channels: TV, radio station, LCPS website and Twitter and Facebook pages. Please avoid calling the school. Phone lines must be kept open for emergency calls.

It is suggested that parents set up procedures for early closing with their children at the beginning of the school year. If a scholar is to go somewhere other than usual in such emergencies, it is imperative that both the scholar and the school are informed. A form is kept on file at the school with the procedures that the parent has set up for their child. Please be sure this form is current.

COMMUNICATION

Communication between home and school is vital to the education of your child. Each Loudoun County Public School staff member is provided with an email account to use as one communication tool between staff members and parents. In order to utilize email effectively, please consider the following guidelines and remember that our first priority is teaching our scholars.

Teachers check email daily, however, it may or may not be at the same time each day. Therefore, the content of email should not be of a time sensitive nature. Email should not be used in place of the scholar agenda. It is our goal to promote responsibility within our scholars, therefore email should not be used to check daily assignments. Email should not be used for private conferences or discussions about your child's progress. It can be used to schedule these types of conferences. Email should not be used for emergency situations. Please allow one to two business days (24-48 hours) for staff to respond to your emails or phone calls. Please also note in order to protect the instructional period, teachers will receive messages of parent phone calls which they will return during their planning or at the end of the day. Thank you for considering the nature of a teacher's job when using these guidelines.

Every effort is made to keep parents informed of what is happening at school. Each teacher distributes a monthly newsletter and will update their teacher webpages regularly. The school also distributes a monthly newsletter that contains general school information. It is essential that parents take the time each evening to go through your

child's backpack. Most school work will be sent home in the Friday Folder, along with any other school announcements such as picture information, PTO information, etc. Keeping informed will aid both the parent and child in keeping organized and knowledgeable about what is happening in both the classroom and school.

CONFERENCES

Parent-teacher conferences are held at the end of the first nine-week grading period. These conference times are very valuable to the overall education program and the progress of each scholar. We believe that ongoing communication between the school and home is essential for scholar success. It is not necessary to wait for the regular conference time if a parent has a specific concern. Parent conferences are encouraged and can be arranged at any time during the school year by calling the teacher in advance.

CURRICULUM

Cardinal Ridge Elementary offers scholars a full program of elementary studies: reading, mathematics, science, social science, writing, spelling, health and safety, family life, drug and alcohol awareness, music, art, physical education, library skills and technology. Classroom teachers are responsible for the majority of classroom instruction, however, some instruction may be departmentalized within the grade level.

Classroom teachers and specialists are responsible for selecting and defining instructional objectives in each curricular area. Teachers follow the State of Virginia Standards of Learning (SOLs) and county guidelines in implementing the curriculum. Teachers work collaboratively to discuss needs, plan the scope and sequence of instruction, and determine available options in delivering the best possible instruction to scholars. Teachers utilize grouping strategies and differentiation of instructional practices in order to meet scholar needs.

All scholars in grades K-5 receive guidance, art, library, music and physical education from specialists within the school. Loudoun County's art curriculum is developmental in nature and based upon the Virginia Department of Education Standards of Learning Objectives. The music program provides opportunities for scholars to develop music skills and have a better understanding and enjoyment of music. The basic elements of music are presented to scholars through various experiences involving singing, playing instruments, listening, movement, expression and music reading. 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 health. Physical fitness at school and at home is essential in promoting healthy active children and in preventing obesity. We attempt to create an atmosphere for the development of leadership, sportsmanship, and teamwork through the physical education programs. SNEAKERS or RUBBER-SOLED shoes that hold the foot firmly are required for physical education classes and recess.

Programs are available for gifted scholars at all grade levels in all schools in Loudoun County. Differentiated instruction is provided to gifted youngsters in grades K-5. The SEARCH classroom resource program is part of the K-4 standard curriculum, and a county-wide, center-based program called FUTURA serves identified gifted scholars in grades 4 and 5. The SEARCH teacher is trained in meeting the unique needs of the gifted or very bright learner, teaches lessons to scholars in grades K-4, and is a resource for all classroom teachers.

Special education services are available to eligible scholars whose physical, academic, and/or emotional needs cannot be met through regular classroom instruction alone. Parents should direct questions regarding special education programs and procedures to the assistant principal or principal.

DISCIPLINE

Scholars at Cardinal Ridge are expected to be courteous, helpful, and serious about the business of learning. Scholars having problems meeting these expectations are handled individually and with parent-school cooperation. We attempt to be fair in our dealings with scholars. Should corrective action be necessary for scholars who violate rules and regulations, every attempt will be made to obtain the facts and provide an equitable outcome for the scholar(s) involved. Unless School Board policy directs a specific action for an offense, the principal, assistant principal or dean will determine the appropriate measure in each disciplinary case. Examples of disciplinary measures are: reprimand, denial of school privileges, removal from class and/or leave the cafeteria, denial of bus transportation, in-school restriction, and/or out-of-school suspension. The LCPS scholars’ Rights and Responsibilities booklet describes these and other measures in more detail. Each family should review this booklet when it is brought home during the first week of school and return the signature page.

Cardinal Ridge Elementary discipline is based on the Positive Behavioral Interventions & Supports (PBIS) framework, a research and evidenced-based practice for creating a common vision of behavioral expectations through consistent language and practices among staff and scholars. PBIS is a framework of tiered approaches to address the needs of ALL the members of the school community. PBIS offers a proactive and consistent approach to school-wide discipline which will assist in improved scholar achievement. Within the PBIS framework, staff will teach, model and reinforce expectations. Everyone in our school community speaks a common language and understands what is expected. scholars experiencing difficulty are supported through a collaborative team approach. Our goal is to keep all scholars safe and learning in a respectful environment.

PBIS provides the staff with the opportunity to be involved in the decision-making process and reinforces appropriate behaviors. PBIS also supports the use of data to assess needs and make informed decisions. Ultimately, PBIS implementation provides a decrease in addressing challenging behaviors which thereby increases overall instructional time.



	Respect Yourself I will:	Respect Others I will:	Respect Property I will:
Hallway	* keep my hands to myself * use walking feet	* walk quietly * walk in a straight single file line * walk on the right side	* keep my hands to myself * void items hanging on the wall

Stairs	* keep my hand on the rail * use walking feet and each step	* walk quietly * walk in a straight single file line	* keep my hands to myself
Cafeteria	* stay seated * keep my hands to myself * raise my hand to ask for help	* eat only my own food * stay in my seat * use quiet voices * line up quietly	* clean up my trash from the table and the floor
Playground	* play safely * walk into and out of the building Stay within the recess boundaries	* keep my hands and feet to myself * play fair and think of others	* keep rocks and twigs on the ground * use equipment for the right purpose * share the recess equipment * return the recess equipment to its proper place
Bathroom	* wash my hands with soap and water * use paper towels to dry my hands	* enter and leave quietly * give others privacy	* place all trash in the trash can * use only what I need * report bathroom problems to an adult
Arrival	* use a quiet voice * go to my assigned area when arriving	* quietly move through hallways, cafeteria, and stairways	* keep my hands and feet to myself
Dismissal	* use a quiet voice * go to my assigned area after school	* stay in line and listen for the teachers' directions	* go directly to the bus/parent or guardian from the class line
Bus	* stay seated * face forward	* keep my hands to myself * use a quiet voice	* not eat or drink on the bus * keep the bus clean * keep devices in my backpack



DISMISSAL

Scholars will be sent home in the usual manner unless we receive a note from a parent/guardian. Unfortunately, with young children, we cannot accept their verbal requests for changes in their dismissal plans without your written permission. scholar safety is our utmost concern, and we appreciate your understanding and cooperation.

Early Dismissal: Parents are encouraged to arrange appointments, trips or other activities so that children do not miss instructional time. Occasionally, it may be necessary to pick up your child during school hours. Please send a note to the classroom teacher on the morning of the early dismissal. This is most effective method of ensuring that we have timely information about your child's early dismissal request as the classroom teacher and the office staff receive this information and will not miss following up on your request. Please avoid emails to the office staff for early dismissal as they can easily be missed, especially if the request is being made late in the day. If you have a last-minute emergency that requires an early dismissal, please call the school office by 2:00 pm to ensure that our staff is aware of the new development and can follow-up accordingly. Upon arrival at school, please report to the office to sign your child out of the building. Please be prepared to show picture identification before your child is released to you. Unless there is a court order on file at the school specifying restrictions, scholars will be released to either parent or guardian. Upon the arrival of the parent/guardian, scholars will be called to the office from their classrooms.

DRESS CODE

According to Loudoun County School Board Policy 8-33, any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, lewd, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, the midriff, or undergarments, or that is otherwise provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, studded belts, chain belts, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

Parents or guardians of scholars requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Parents will be called for a change of clothes if necessary.

ELECTRONIC DEVICES

Cardinal Ridge Elementary is a participant of the LCPS initiative, Personalized Learning. Through this initiative, we seek to support effective teaching and learning strategies using scholar devices to foster collaboration, communication, critical thinking, and creativity. Technical guidelines are available on the LCPS webpage at www.lcps.org.

Scholars will be responsible for the security of their devices. Teachers will determine when the use of technology is appropriate for instruction in their classrooms. Devices will not be allowed during recess, in the cafeteria, or out of scholar backpacks on the bus. LCPS and/or Cardinal Ridge Elementary will not be responsible for loss, damage, or theft of any electronic device. Scholars demonstrating inappropriate use will have their device confiscated and returned only to a parent or guardian by the principal. There are no exceptions. Scholars may not operate cell phones at school and or on the bus at any time.

EMERGENCY DRILLS

- Fire drills are conducted monthly as required by state law. Building evacuation plans are posted in each classroom and other areas of the school. The school also has specific plans for emergency evacuation and relocation should evacuation of the building for an extended period be necessary.
- School bus emergency exit drills are practiced by all scholars twice each year with the first drill occurring during the first 30 instructional days of school.
- Tornado drills are held twice a year. Lockdown drills are held 4 times a year to practice the procedure in place to protect scholars and staff from intruders or in the event of an attack.

FIELD TRIPS

Field trips serve as a means of enhancing the curriculum in ways that cannot be attained in the classroom. It is a priority that scholars remain safe and under ample supervision during field trips. Generally, a ratio of one adult to every ten scholars is preferable; however, certain trips require a greater or lesser amount of supervision. Teachers decide how they will choose parent chaperones for field trips. They may utilize a lottery system, first come-first-served selection, or handpick chaperones based upon specific needs. For some field trips, parents may follow along behind the school bus in their own cars and meet the class at the field trip site; however, we expect children to ride the school buses. Due to safety and supervision reasons, parents who chaperone a field trip may not bring other children on the trip. Teachers will carry copies of emergency care information, scholar medication that needs to be dispensed, and a first-aid kit. Scholars must submit a parent/guardian signed LCPS permission slip to participate on a field trip.



FUNDRAISING

As per the Loudoun County policy 8-4, elementary schools shall not participate in the collection of funds for charitable or other organizations, or otherwise permit scholars to engage in such activities on school premises or use scholars to solicit funds for school activities.

HEALTH SCREENING

State and federal regulations require that school personnel regularly conduct screenings in the areas of speech, voice, language, vision, hearing, fine and gross motor functioning, and cognitive and social functioning. Each year, local dentists volunteer to conduct dental screenings at school. Parents must provide written permission for these optional dental screenings.

HOMEWORK

Homework is an extension of the learning that takes place in school. We expect scholars to complete homework assignments in the same manner that they are expected to complete classwork: neatly, completely and with pride. Homework can provide practice which 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 their children to work and by seeing that assignments are completed. The amount of homework that a teacher assigns will vary from day to day, however, teachers will follow the LCPS guidelines for the amount of homework that is given each evening. Children in grades 1-3 should spend approximately thirty (30) minutes daily doing homework and children in grades 4 and 5 should spend approximately one hour per day.

Of course, scholars work at different rates, so the time children take to complete homework varies. Please notify the classroom teacher if your child is working at home longer than the suggested guidelines. It is our belief that weekends are made for quality time with family. Homework will not be assigned on weekends.

HOURS

- Office hours are 7:30 – 4:00 pm;
- School hours are 7:50 – 2:35 pm;
- 7:30 am - First bell
- 7:48 am – warning bell
- 7:50 am – school day begins/tardy bell;
- 2:35 pm - Dismissal

ILLEGAL SUBSTANCES

School Board Policies 8-28, 8-35, and 8-36 address the possession, distribution, and use of alcohol, tobacco, and drugs by scholars. School Board Policy 8-32 prohibits the possession of weapons. These policies clearly set forth the responsibilities of scholars and the consequences of violating the policies, and can be found in the LCPS scholar Rights & Responsibilities Handbook.



ILLNESS OR INJURY

In case of illness or injury, a scholar will be cared for temporarily by a member of the school staff. The parent or authorized adult listed on the emergency card will be called to pick up any scholar who is ill. If a serious illness or injury occurs, 911 will be contacted immediately prior to parent notification.

LIBRARY/MEDIA CENTER

The library is open on a regularly scheduled basis and is supervised by the librarian or library assistant. Library classes are held for grades K-5 once each 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 scholars, under the supervision of a classroom teacher, for the purpose of completing related assignments, such as independent study projects. 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.

LOST AND FOUND

All lost and found items will be kept in an identified location within the school building. More valuable items will be kept in the school office. At the end of each quarter, all unclaimed items will be donated to a charitable organization.

MEDICATION

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

- **Prescription Medications:** The parent must provide the office with the medication in its prescription container and written instructions from the physician to include scholar's name; name and purpose of medication; dosage and time of administration; possible side effects and measures to be taken if side effects occur; termination date for administering the medication and physician's signature. Parents are responsible for informing the health clinic specialist of any change in the scholar's condition or any change of medication. The medication should be in the original container, with the prescription label. Medical forms are available from the health office and online at the LCPS website, under the Parent tab, medications at school. This form must be on file for long term medication. Refrigeration is available. Medication will be kept in the clinic, unless specifically stated instructions from the doctor indicate otherwise. scholar medication to be administered will accompany the children on field trips.
- **Non-Prescription medications** must be in the original container and must be clearly identified as to the name and type of medication and dosage instructions. A LCPS medication form signed and dated by the parent giving the child's name, medication name, dosage instruction, specific dosage times, and other necessary instructions must accompany the medication. The health office must be notified about all medication, including cough drops, eye drops, sunscreen, herbal products, probiotics, etc.
- For the health and safety of all scholars, scholars will NOT be allowed to deliver any medicine (prescription or non-prescription) to school or to return the medicine home. Parents or guardians must deliver the medicine to the health office. They must also pick up any remaining medicine from the clinic or office.
- Parents are also responsible for providing a completed and signed "Medication Form" (obtained in the school office or from the LCPS website) which has been signed by the physician or dentist who prescribed the medicine before any medicine can be administered. Other forms which include the physician's orders with the same information, the physician's signature and a parent's signature are also acceptable.
- We will assure that the medicine is promptly locked in a secure location and that it is not left on a desk or counter. We will count and record the number of pills upon receipt. When possible, we will do so while the parent is present.

MINUTE OF SILENCE

The Code of Virginia requires that a "Minute of Silence" be held at the opening of each school day. 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 pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of 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.”

To implement the law, we will begin each day with the announcement, “As we begin another day, let us pause for a minute of silence.” We will follow the minute of silence with the Pledge of Allegiance. We ask that all visitors to the school observe the “Minute of Silence” and the Pledge of Allegiance.



NEWSLETTERS

Regular communication will be provided by the school teachers and specialists. School wide messages will be distributed through Blackboard Connect Ed messaging to the parent email address on file.

OFF-LIMITS AREAS

Our school is maintained and operated for the benefit of our scholars, although safety considerations dictate the designation of a few off-limits areas where scholars are not allowed. These areas include the boiler room, storage areas, teacher’s lounge/work rooms, kitchen maintenance area, adult restrooms, the trash collection area, and the roof. Only school personnel are allowed in these areas.

PARENT VOLUNTEERS

We consider parent volunteers to be an invaluable resource; we want all to feel welcomed at Cardinal Ridge! Parents, grandparents, and community members are encouraged to help in our classrooms, as needed by individual teachers, or to assist the school in a variety of ways. Volunteers work under the direction of school personnel, and are welcomed and appreciated both inside and outside of the classroom. Volunteers also help to enrich the curriculum by sharing their interests and experiences.

Upon arriving at school, volunteers should sign in at the office and wear a volunteer badge. Volunteers should also sign out when they leave the building. Volunteer hours are reported monthly to the School Board Office. You will have the opportunity to sign up to volunteer in various areas of the school, including your child’s classroom throughout the school year. The Volunteer Coordinator from our PTO will help organize our volunteer program. Classroom teachers will also ask for parent volunteers in newsletters and at Back-to-School Night.

PETS

No pets of any kind are allowed at school or on school property for the safety of scholars and staff.

PICTURES

The sale of school pictures is a fundraiser for the school. Individual scholar pictures will be taken in the fall and spring. A group picture of each class will also be taken in the early spring. Information about dates and costs will be sent home with scholars. The purchase of school pictures is optional.

PTO

Our Parent Teacher Organization is a vital part of our school programs. We encourage all parents to become active members of the PTO. General membership meetings will take place each month from September to May.



RECESS

During the June 26, 2018 School Board meeting, Policy §5011 – “Elementary Recess” was passed. Recess Duration:

1. Kindergarten: No less than forty (40) minutes of recess for scholars in Kindergarten. The forty (40) minutes will be divided between two periods with one occurring in the morning and one occurring in the afternoon, whenever possible.
2. Grades 1-5: No less than thirty (30) minutes of recess for scholars in grades 1-5. The thirty (30) minutes will be divided between two periods, whenever possible.
3. Weather Guidelines for Outdoor Recess: Recess shall be scheduled outdoors, whenever possible. When weather conditions are questionable, principals shall refer to Regulation §5011 to determine the appropriateness of outdoor recess.

REPORT CARDS

Report cards are issued to all scholars at the end of each nine-week grading period. The Loudoun County report cards issued in grades K-2 are developmental in nature, providing parents with comprehensive information about important developmental milestones and learning stages for their young children. The report card distributed to scholars in grades 3-5 reflects the academic achievement of scholars and are represented with a letter grade, in addition to a numerical progress indicator. Interim reports will be sent home mid-marking period for all scholars. Access to the scholar report cards will be made available through Parent Vue. Parents in need of a school log-in for Parent Vue, should contact the school office for steps on how to obtain a log-in.

Kindergarten

More information regarding academic, social, and behavioral expectations will be shared at Open House and Back-to-School Night.

Grades 1-2

The progress indicators for scholars in grades 1-2 are identified by the letters E, M, P and B:

- E: Exceeds Standards - In addition to meeting the standard, the scholar makes application beyond grade level expectations;
- M: Meets Standards - scholar consistently meets and demonstrates mastery of current grade level expectations;
- P: Progressing towards Standard - With assistance, scholar demonstrates partial mastery of current grade level expectations;
- B: Below Standard - With assistance, scholar struggles to demonstrate partial mastery of current grade level expectations;

Grades 3-5

The progress indicators for scholars in grades 3-5 are identified numerically and defined below.

4 = Exceeds Standards

3 = Meets Standard

2 = Progressing Towards Standard

1 = Below Standard

SCHOOL COUNSELING

The comprehensive elementary school counseling program delivers developmental classroom lessons to all scholars covering the academic, career, and personal/social domains. The school counselors also provide small group counseling services on specific topics, as well as individual counseling. Scholars may request to meet individually with their counselor, or a teacher or parent may refer a scholar. Parent permission must be obtained if the scholar will be meeting with the counselor regularly in a small group or individual setting. School counselors may also provide resources to parents and consult on individual scholar concerns.

SCHOOL IMPROVEMENT PLAN

Our staff and administration are dedicated to continual school improvement. A formal improvement plan will be developed by staff, parents and community members and will be reviewed on an ongoing basis. A copy of the plan will be available on the school's website.

SCHOOL INTERRUPTIONS

Please try to arrange after-school plans prior to your child's departure from home. Reminders such as attendance at an after-school event or a change in babysitter should be done before your child arrives at school. Careful planning will eliminate unnecessary classroom interruptions. If you need to deliver something to your child during the school day, please bring it to the office and we will see that it is delivered in a timely manner. Please respect the staff's working time and our scholars' learning time.

SCHOLAR PROFILE FORMS

At the beginning of the school year, a scholar profile form is sent home with each scholar that lists phone numbers and persons to contact in case of an emergency. Emergency forms must be kept current. If you move or change your home, work, or cell phone numbers, we ask that you inform us immediately. It is very important that we have correct information at all times. Information can also be updated using the Parent Information Management system on the LCPS homepage (www.lcps.org).

SCHOLAR RECORDS

Scholastic records are kept in the school office for all scholars. These files contain enrollment data, standardized test results, health and physical fitness records, registration information, gifted and special education records, diagnostic testing information, and transfer records. Parents or legal guardians can review their children's files and request copies at any time.

SCHOLAR RIGHTS AND RESPONSIBILITIES HANDBOOK

At the beginning of each school year, every LCPS scholar receives a handbook setting forth division-wide rules and expectations for scholar behavior. It is incumbent upon every parent to read this document carefully and help all scholars understand the rules and expectations our county has set forth.

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are scholar guidelines for achieving good study habits:

- Come to class prepared with pencil, paper, and other necessary materials.
- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule a time for homework
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible and work to finish all assignments neatly, completely and with pride.

SUCCESS AT SCHOOL

It is our hope to establish an environment in which all scholars will experience success through a rigorous course of study. To help your child be at their best for school, please consider the following:

- Start each day right: a calm beginning at home makes the day much better.
- Allow scholars to arrive to school by 7:40 am to avoid hurrying to class which can negatively impact their day.
- Encourage your child to have a good breakfast and lunch. Make certain that your child receives sufficient rest – about 9 1/2 hours each night.
- Praise your child each day for something s/he has done. Have a special place for school items.
- Laugh and talk with your child about school experiences and listen to what is said about you're his/her school day.
- Remember that regular and on-time attendance is important! If your child is ill, home is the best place; otherwise your child needs to be at school every school day.
- Keep the lines of communication open with your child's teacher(s). Inform the teacher of any family situation which could influence your child's behavior. If s/he is reluctant to come school, let the teacher know so that together you can find the reason. A goal of our school team is to collaborate with parents for the good of our scholars.
- Take your child to the library and encourage reading for pleasure.



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 expectation. Scholars are not to use the phone to make personal arrangements (such as requesting permission to go to another scholar's home after school). Please assist us by sending notes in this regard. Scholars must be given permission by their classroom teacher in order to use the phone.

TEXTBOOKS

All textbooks are loaned to scholars free of charge. Please ensure your child helps to care for the books as best as possible. Parents assume the responsibility of paying for lost or damaged books.

TOYS

Toys of any kind are not permitted in school. This also includes trading cards of any kind, and electronic games.

VISITORS

All persons entering Cardinal Ridge Elementary School during school hours will be required to show photo identification. A camera is located outside the main entrance to the school. Please ring the bell and you will be buzzed in after identification has been established. All visitors are required to report to the school office upon entering the building. Visitors must "sign in" and obtain a pass before going to other areas of the building. All LCPS staff members wear photo identification badges throughout the instructional day. Staff members will be required to ask anyone seen without a pass to return to the office to obtain one.

Even parents who regularly volunteer should be sure to sign-in at the beginning of each visit and wear the appropriate identification sticker. These procedures are for the safety of our scholars and staff. Classroom visitations need to be arranged in advance through the classroom teacher and/or the principal. Disruptions to classroom teaching and learning are minimized as a result. 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. In order to support your child to become an independent learner, we ask that you allow them to learn to walk to class independent of a parent. This allows scholars to connect with a classmate or peer and this type of social interaction is encouraged. If you feel that your child will need assistance walking to class, we will assign a "helper" to assist your child. Your cooperation is greatly appreciated as we strive to prepare the most optimal learning environment for our scholars.

WEBSITE

Please take time to visit the school's website @ <http://www.lcps.org/CRE>

