

BALL'S BLUFF ELEMENTARY SCHOOL



PARENT - STUDENT HANDBOOK

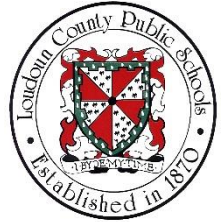
2019 - 2020

821 Battlefield Parkway, NE
Leesburg, VA 20176

Phone: 571 - 252 - 2880

Absentee Line: 571 - 252 - 2881

FAX: 703 - 779 - 8804



Dear Parents and Students,

I am delighted to welcome you to the 25th year that Ball's Bluff Elementary has been serving the children of the community. Ball's Bluff Elementary opened its doors for the first time in September 1995. We are looking forward to another exciting and successful school year as we provide an educational climate in which students can develop to their fullest potential in the academic, emotional, and social areas.

The educational program at Ball's Bluff Elementary is flexible and responsive to the needs of each of our students. It is our mission to foster a positive school climate as part of a nurturing community that respects and values diversity, maintains high expectations, and promotes excellence for all. We strive to create an environment that empowers all students to achieve and employ their unique talents.

Instruction is provided in grades kindergarten through fifth and we offer a multi-tiered system of support (MTSS) with our many specialty programs to meet the social, academic, emotional and behavioral needs of each student. These programs include English Language Learners (EL), reading resource, Pathways Reading Units of Study, Writing and Phonics Units of Study, Math Workshop, SEARCH lessons, speech therapy, special education programs including FUTURA for our gifted and talented learners, a school counseling program, exceptional art, library, music, and physical education programs. We also offer our students a Positive Behavior Intervention Support System (PBIS).

The administration and staff are child-centered and focused on our students receiving an outstanding education that promotes intellectual growth, individual initiative, mutual respect, and personal responsibility to become productive citizens. We encourage our students to become independent learners by assisting them in becoming self-confident and believing they have the abilities to succeed. We also help them become reflective about their thinking and the learning process.

The staff and I believe that the education of our children is the shared responsibility of the school and the home. For twenty-five years, Ball's Bluff Elementary has had a dedicated staff, great students and parents, and a supportive community. Working and planning together, we will continue to make learning at Ball's Bluff Elementary a meaningful experience for each student.

Sincerely,

Melinda D. Carper, Ed. D.
Principal

**VERY IMPORTANT INFORMATION!
(ALL YOUR QUESTIONS ANSWERED)**

My child is sick what do I do?

- Call 571-252-2881(put this in your cell phone now) and leave a message.
- Or email balattendance@lcps.org

What do I do for an early dismissal/temporary change of dismissal?

- Either send note or email teacher to let them know
- Any early dismissals need to be before 2:45 p.m.
- Temporary change of dismissal, go online to our website and fill out form and email teacher

What is the easiest way to pay for things (i.e., yearbooks/pictures, field trips)?

- On our website is the online payment portal and a link to Lifetouch pictures
- To pay for lunch there is a lunch online payment on our website

Where can I see my child's grades and make changes to their contact information?

- PARENT VUE!
- Download the PARENT VUE app to your phone. This will let you see their report cards, attendance, make contact changes, email the teacher and an event calendar.
- Check it often and use it a lot.

What time does my child have lunch?

- The lunch schedule is posted on our website.



BALL'S BLUFF ELEMENTARY SCHOOL PARENT-STUDENT HANDBOOK 2019-2020

ABSENTEE PHONE-IN LINE

The school's absentee phone-in line can be accessed 24 hours a day by calling **571-252-2881**. Parents should call to notify the school of student absences or late arrivals before 8:30 a.m. on the date of the absence or late arrival.

ALLERGIES

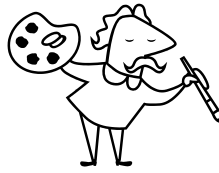
Parents of students with severe allergies or other medical conditions should have a Physician's Order form completed by a medical doctor and submitted to the Health Clinic Assistant. Parents should write a note to the teacher if a student cannot eat certain foods or has activity restrictions due to allergies.

ARRIVAL AND DISMISSAL

Parents delivering or picking up students at school should use the lane along the front of the building. Students should enter the building through the main entrance by the office. **The areas immediately in front of and beside the building are fire lanes. Please do not leave vehicles unattended in these areas.** Parents wishing to meet students at the end of the day should plan to do so outside the front lobby doors for car riders and outside the music room entrance doors for walkers. If you need to go to a classroom for a scheduled conference, you must sign in and receive a visitor's pass in the main office before proceeding to any other part of the building. **THE SIDE ENTRANCE IS RESERVED FOR BUSES ONLY.**

Students should not arrive at school before 7:55 a.m. and should leave for home promptly at 3:00 p.m. by bus or if walking and at 3:05 p.m. if being picked up by private vehicle. Students walking or riding by automobile to school will enter at the front doors. The walkers will be dismissed at 3:00 p.m. and exit by the music room to alleviate congestion at the front doors for parent pick-up.

PLEASE BE CONSIDERATE AND REMEMBER TO PULL AS FAR DOWN THE DROP-OFF/PICK-UP LANE AS YOU CAN SO WE MAY ACCOMMODATE MORE CHILDREN AT ONE TIME. PLEASE REMEMBER SAFETY IS OUR PRIORITY.



ART

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



ASSEMBLIES

P.T.A. sponsored assemblies are planned periodically as special events on the school calendar. There is often significant investment of time and money in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students.

ASSESSMENT AND GRADING

Assessment of student learning is an essential component of the teaching and learning process. LCPS is committed to quality assessment and grading practices whereby all teachers can design assessments that align with standards and provide feedback to improve student learning.

Quality Assessment and Grading Practices:

1. Quality assessment involves timely feedback embedded in the learning experience.
2. A variety of formative assessments are included in each lesson in order to adjust instruction and move students to learning targets/standards.
3. Summative assessments are linked to standards within content areas.
4. Quality assessment ensures that students are involved in and parents are informed of the process.
5. Common assessment and grading practices requires collaborative effort among teachers.
6. Grades reflect student mastery, multiple efforts, and student growth within a grade level or subject area.
7. Learning progressions are available for use as scaffolds for learning and instruction.

ATTENDANCE

Whenever a student is absent from school, documentation is required to verify the reason for the absence. Parents/Guardians 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/guardian will be considered unexcused. If the parent/guardian has not called the school to verify the absence, the school will make a reasonable effort to call the parent/guardian 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, whether excused or unexcused, 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/guardians 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. A copy of the attendance letter sent to the parents/guardians will be placed in the student's cumulative folder.

At the point at which a student 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 student arrives tardy, parents must escort their child to the office and assist him/her in obtaining a tardy pass to class. This is required to ensure the safety and well-being of the student. In addition, the school may require the parent or guardian to provide justification to determine the reason for the student's tardiness. If this does not occur and documentation is not provided by the parent, as to the reason for the tardy, the tardy may be considered unexcused. If a student is tardy more than 10 times, a letter will be sent to the parent as notification of the school's concern for the student's non-attendance, and a physician's note may be required. If the pattern of tardiness does not improve, a referral will be made to the Attendance Officer.



AWARDS

Students receive special recognition at school through a variety of awards programs as an incentive toward special effort and achievement. These awards are intended to promote and recognize academic and athletic achievement, various aspects of good citizenship, and school spirit.



BICYCLES

Ball's Bluff Elementary has two bike racks, one at each side of the building. Your child may ride his/her bike to school. This is a parent decision. Because our campus is very full of moving cars and buses in the morning and afternoon, there are a few rules your child must follow to continue riding his/her bike to school. Please see below.

1. In the morning when reaching the crosswalk where the crossing guards are or the crosswalk at the end of the bus loop, your child must walk his/her bike on our campus to the nearest bike rack. Children may not push their bikes on the sidewalk at the Kiss and Ride or ride on the campus.
2. When leaving in the afternoon, your child must walk his/her bike to the crosswalk on either side of the driveway before getting on his/her bike.
3. No student is to ride on Battlefield Parkway for any reason!
4. Your child must wear a helmet when riding
5. Please remind your child to be very careful when riding on the neighborhood sidewalks or streets to and from school.
6. Other students may not ride your child's bike. This is one time we will ask children not to share. The child riding the bike to school must be the child riding it home.
7. Only one child may ride on the bike. No child is permitted to ride handlebars or stand on wheel pegs.
8. Kindergarten students may only ride their bikes if they are accompanied by an adult, older sibling or friend to and from school. We will not dismiss a kindergartner on a bike alone.
9. If a child becomes sick during the day and needs to be sent home, the parent will be called to come for the child and the bike.

10. Locks will not be provided for bikes. If the parent wants their child's bike locked during the day, the parent will provide the lock.
11. If the child loses the key to their bike lock or forgets the combination, we will not cut the lock. The parent will be called and make the decision on what to do about the bike.

The Ball's Bluff Elementary administration and staff are not responsible for any damage to bikes or helmets. We are also not responsible for any stolen bikes.

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



BIRTHDAYS

The school is unable to accommodate birthday parties. Recommended suggestions for your child's birthday are fun pencils, stickers, school supplies, recess equipment, a board game or card game for the class to share.

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



BLACKBOARD PARENTLINK BASIC

The LCPS App is available for a free download from both the Apple App Store and the Google Play App Store. The app will be helpful for anyone wishing to engage with information about LCPS, including parents, staff, students and members of the general public.

Once the app is downloaded, users can customize their access according to the specific schools they wish to follow. A parent with students in multiple schools, for instance, could customize his or her view to include all of the schools attended by their children. The app is an aggregator that pulls together the district's most frequently used web tools in one location.

- The app includes access to supply lists, school phone numbers, address, school webpage items, school menus, the lunch account software system, the student information management system, the online learning platform, payment portal, sports information, calendars and social media feeds

- All users automatically have access to districtwide messaging.
- Another feature of the app is push notifications. This will allow LCPS to send emergency messages, school closings, etc., to the phones of subscribers without incurring charges associated with texting.

Information about the app is available on the LCPS website at <http://www.lcps.org/Page/173808>.



BREAKFAST

A rotating menu will be used to provide a nutritious breakfast to students each day. The cost of breakfast is \$2.10/day or \$10.50/5days or \$42.00/20 days and will be served from 8:00 a.m. 8:15 a.m. The cost of an adult breakfast is a-la-carte prices.



BRING YOUR OWN TECHNOLOGY (BYOT)

Students may bring their own devices to school to use with teacher permission. Students will receive education from the **Common Sense Digital Citizenship** curriculum, a guide that helps students navigate successfully though a connected world. Additionally, our staff will present and remind students about the guidelines for student use of technology in BYOT environments.

Families who choose to participate in the BYOT program are responsible for providing devices that will connect and access the school's wireless network. Technical guidelines are available on the LCPS BYOT webpage at www.lcps.org/BYOT.

Students are to provide their own headphones or earbuds and have their devices charged each day. Students will be responsible for the security of their personal devices. LCPS and/or Ball's Bluff Elementary will not be responsible for loss, damage, or theft of any personal electronic device. Teachers will determine when the use of technology is appropriate for instruction in their classrooms.



BUS INFORMATION

Bus routes and stops are planned and established by the transportation department. Safety, economy, efficiency, and allocation of resources are considered. Transportation is provided for all elementary students living more than **one (1.0)** mile walking distance from their assigned school. Each student who is eligible for bus transportation is provided with a schedule to include bus stops, time for the pick-up/drop-off, the bus number, and the bus driver's name.

Any student who plans to go home with a friend needs to bring written permission to school. The receiving parent also writes a note. When both notes are received in the office, a bus pass will be issued to the student if the change involves riding a bus. Bus drivers must receive a pass signed by one of the office staff in order to allow a student to ride a different bus and/or exit at a different stop. **The school phone will not be available for students to make/confirm such arrangements.**



BUS SAFETY

All students receive instruction in bus safety rules and evacuation procedures twice a year - once shortly after the school year begins and again during the second semester. For the safety of your child, the following bus rules are enforced. Students choosing to disregard bus safety rules may be denied the privilege of riding the bus.

1. Students must cooperate with and follow requests and directions given by the driver.
2. Students will not crowd, push, hit, hold, or otherwise interfere with other students while entering, leaving, or riding the bus.
3. Students must remain seated while the bus is moving. A student who is leaving the bus must stay seated until the bus stops.
4. Students may not bring pets or other animals, glass containers, water pistols, sticks, knives, balls, bats, balloons, or any large object on the bus.
5. Unnecessarily loud talking or laughter is to be avoided.
6. Except in an emergency, students should not talk to the driver while the bus is in motion.
7. Students may not use obscene or objectionable language or gestures on the bus.
8. Students must not put any object or any part of their body out of the windows of the bus.

9. Fighting, horseplay, and throwing objects within the bus are prohibited.
10. Students are not to tamper with doors or other bus equipment or deface seats or other parts of the bus. Students and their parents must pay for willful or careless damage to the bus.
11. Eating and drinking are prohibited on the bus.
12. Students should not throw paper or other litter on the floor of the bus.

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

Skateboards and scooters may not be transported on elementary school buses. These items are a safety hazard on the bus and, as described above, there is no appropriate place to store them during transport. Rolling or roll-on book bags are discouraged. Book bags may not be stored in the aisle of the bus. The student must carry the bag on and off the bus and will carry the bag on their lap during transport with the handle in the down position.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is very important, for emergency and administrative reasons that an up-to-date student record be kept on file in the office. Notify the school **immediately** if you have a change of address, telephone number or daycare provider during the school year.

CLASS PARTIES

The delivery of instruction is our first priority. Each classroom teacher may schedule a maximum of three parties during the school year. Prior to the party, the **teacher** will send home a list of all food items that will be served during the party so all parents are informed of the food that will be in the classroom. The parents must be informed **10 days** in advance of the party and will sign the menu indicating their child is not allergic to any of the foods on the list and return the menu to the teacher. If one child has an allergy to anything on the list, then that food item will be removed and will not be served to any child in that classroom. Any food that is brought into the classroom that is not on the advanced list will be taken out of the classroom and returned. Children **may not** bring in candy and distribute it to their classmates and this includes any cards that have candy attached. Surprise parties or celebrations for staff members during instructional times are prohibited.



CLINIC

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

DISCIPLINE (PBIS: Positive Behavior Intervention Support)

The faculty, staff, and administration at Ball's Bluff Elementary School seek to provide a school environment in which students feel safe, secure and happy. Our goal is to teach children to be responsible for their education and behavior. We stress the necessity for order and self-discipline within the school in order to provide an atmosphere that promotes learning.

In order to maintain this high standard of conduct, Ball's Bluff Elementary School implements Positive Behavior Intervention Support, a school-wide approach to managing student behavior. Positive Behavior Intervention Support is an approach for teaching children appropriate behavior and providing supports necessary to sustain that behavior. This process will include stating expectations, defining expectations, teaching expectations and recognizing compliance. Each teacher at Ball's Bluff Elementary will tie in their classroom rules and expectations to the **ROAR** matrix Respect, On task, Always Responsible.

Student Expectations

SCHOOL-WIDE

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

PLAYGROUND

1. Keep within designated areas.
2. Receive permission from teacher before reentering the building.
3. Obey grade level rules for the playground.
4. Avoid playing contact sports.

ASSEMBLIES

1. Enter the multipurpose room with your teacher.
2. Sit and remain seated in the area designated by the teacher.
3. Remain seated until dismissed by a teacher.

4. Maintain proper behavior for all events.

CAFETERIA

1. Walk, don't run.
2. Follow directions given by monitors and serving personnel.
3. Speak in a soft voice.
4. Dispose of trash in a proper manner.
5. Request permission to leave seats.
6. Maintain proper etiquette.

HALLWAYS/DISMISSAL

1. Walk, do not run, on the right side of the hall.
2. Walk quietly without disturbing other classes.
3. Avoid stopping at fountains and restrooms during dismissal.
4. Go directly to your bus unless otherwise instructed.

RESTROOMS

1. Use the restroom and leave promptly.
2. Use equipment properly.
3. Talk softly.
4. Dispose of trash in a proper manner.

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

REWARDS: Good News Phone Call Special Activities Tiger Paws

OPPORTUNITIES FOR IMPROVEMENT:

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

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

DISMISSAL CHANGES (TEMPORARY):

EARLY DISMISSAL, GOING HOME ON BUS INSTEAD OF WALKING, WALKING INSTEAD OF RIDING THE BUS...

If a change in the way your child goes home is needed from time to time, there is a link on the Ball's Bluff website where you can notify us about the change. Changes are to be made before 2:30 p.m. in order for your child to be notified before dismissal. Any changes after that time, may not be seen and your child will go home as usual.

DOOR-TO-DOOR SOLICITATION

Fund-raising activities which involve elementary students in door-to-door solicitation are prohibited according to the Standards for Accrediting Public Schools in Virginia as adopted by the State Board of Education, June, 1987. Also, elementary schools shall not participate in the collection of funds for charitable or other organizations, or otherwise permit students to engage in such activities on school premises.

DRESS CODE

The primary responsibility for the proper dress and grooming of students rests with the parent or guardian of each student. The school has the responsibility, however, to see that cleanliness, dress and grooming of students does not present a danger to the health or safety of themselves or their fellow students, does not prevent them from performing regular required school activities, does not cause a disruption of the orderly functioning of the school, or does not cause excessive wear or damage to school property. The wearing of any article of clothing that has inappropriate or suggestive language, a picture of or printed matter that advertises drugs or any alcohol product is prohibited. Hats are not worn in the building except on special days. Pants are expected to fit at the waist so as not to expose underwear; shirts and blouses should cover the mid-section; tank tops should only be worn under a shirt or blouse. Tops with straps less than one inch wide or without straps are not appropriate for school. Due to safety concerns, flip flops are also not appropriate for school. It is essential that appropriate shoes and clothing are worn for daily physical activity. Even though precautions are taken to insure against the damage of clothing, parents are encouraged not to dress students in expensive clothing which could be damaged by paint, markers, or other school activities.

EARLY DISMISSAL

Parents are encouraged to arrange appointments, trips or other activities so children do not miss instructional time. Occasionally, it may be necessary to pick up your child during school hours. Please send a note to the classroom teacher on the morning of the early dismissal. Upon arrival at school, report to the office to sign out your child.

The student will be called to the office once the parent has arrived. Unless there is a court order on file at the school specifying restrictions, students will be released to either parent or guardian. Please indicate on the emergency card if there are other adults who will care for your child in the event of an illness. A photo ID will be requested from the adult picking up the child.

EMERGENCY CARD

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

EMERGENCY CLOSING/DELAYED OPENING

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

WRC (TV Channel 4)	Washington, D.C.
FOX (TV Channel 5)	Washington, D.C.
WJLA (TV Channel 7)	Washington, D.C.
WUSA (TV Channel 9)	Washington, D.C.
News Channel 8	Washington, D.C.
WINC (92.5 FM)	Winchester, VA
WMRE (1550 AM)	Charles Town, WV
WTOP (1500 AM and 103.5 FM)	Washington, D.C.
WMAL (630 AM)	Washington, D.C.

In the event of a delayed opening, weather changes may cause schools to be closed for the day so please stay tuned for additional announcements.

A **one-hour delay** would mean that all morning programs, Early Childhood Special Education (ECSE) would operate as usual except that they would start one hour later, 9:15 a.m.

A **two-hour delay** would mean that school opening would be delayed for two hours and open at 10:15 a.m.

- **Buses:** Please be aware that bus schedules will be altered accordingly.
- **Breakfast:** Breakfast will not be served.

EARLY CLOSING:

In the event that circumstances necessitate the early closing of school after school is in session, announcements will be made through a Connect-ED call and/or broadcast over the same radio/TV stations listed previously. When an early closing is necessary, it will probably be announced that school will close either one or two hours earlier than usual.

One-Hour Early Closing:

All bus routes operate as usual except for starting one hour earlier than the normal time, 2:00 p.m.

Two-Hour Early Closing:

1. All bus routes operate two hours early, 1:00 p.m., with the following exception:
Second sessions for afternoon Early Childhood Special Education (ECSE) are canceled.

Each family should have a plan for emergency school closings. A form has been provided for you to indicate your family's emergency plan. If, for any reason, school is closed early, we will be able to remind your child what he/she is to do. These plans will be kept in the classrooms. **Having the school call you in case of a closing should not be a part of your plan.** We also ask that you not call the school for information concerning early dismissals. The staff will be busy notifying drivers, preparing for dismissal, etc. and phone lines need to remain open to receive instructions from school officials.

CLUSTER CLOSING/DELAYED OPENING:

On occasion it is necessary to delay or close a certain section of the school system while other schools are open. This is usually referred to as a cluster closing. Clusters are designated by the high school the students attend or will attend. Thus, Ball's Bluff Elementary School is in the Heritage High School cluster. The following guidelines will be used if your child attends a school in a cluster different from his/her home cluster:

- If the **home cluster is closed and the assigned school cluster is open**, transportation services will not be provided.
- If the **home cluster is delayed and the assigned school is on a regular schedule**, transportation services will be provided on the delayed schedule of the home school.
- If the **home cluster is open and the assigned school cluster is on a delayed schedule**, transportation services would be provided on the assigned school cluster delayed schedule.

ENGLISH LEARNER (EL)

The English Learner (EL) program serves limited and non-English speaking students at Ball's Bluff. If a language other than English is spoken in the home, students may be screened to see if they qualify for EL services. The goal of the EL program is the academic and social integration of limited and non-English speaking students into the American educational system and, into American culture.

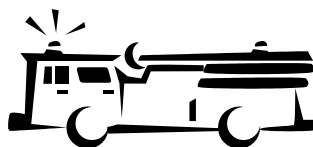
EQUIPMENT USE

Our school contains a variety of educational, safety, and maintenance equipment. Students should not use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, parents are held financially responsible. School equipment will not be available for loan to the public.



FIELD TRIPS

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



FIRE DRILLS/EMERGENCY EVACUATIONS

Fire drills are held monthly. Students are expected to walk quietly to the designated exit. Each classroom has a map of the school posted by the door which indicates the usual and alternate evacuation route.

GIFTED PROGRAMS

Two gifted programs serve students at the elementary level. All students in grades K-3 participate in SEARCH and select students in grades 4 and 5 participate in FUTURA. More information about these programs and the identification process may be obtained from the principal, assistant principal, SEARCH or FUTURA teacher.

SEARCH

- is located at each elementary school
- offers response lessons for **all** students in grades K-4
- assists teachers in differentiating curriculum offerings
- emphasizes instruction within the classroom

FUTURA

- is located at different sites throughout the county
- provides interaction among identified gifted students from different schools and/or classes
- extends the regular curriculum with an interdisciplinary approach

GUIDANCE

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

- To help students recognize their abilities, interests, and feelings
- To understand, appreciate, and get along with others
- To develop effective decision-making skills

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

GUM

Because of the potential damage to clothing and property, gum chewing is not allowed at school or on the bus.

HOMEBOUND INSTRUCTION

Instruction in the home is provided by Loudoun County Schools for students who must be absent from school for an extended period of time due to illness. A certified teacher provides this instruction at no cost to the parent. Parents should contact the Assistant Principal for information regarding this service.



HOMWORK

Homework for elementary students includes any activities that are a natural extension of the school day. These activities will be used as a tool for student assessment but not graded. The individual interests, differences, and needs of students determine the amount and kind of homework that is assigned. The amount of homework that a teacher assigns will vary from day to day. As a general rule, *primary* (K-3) children should be required to spend no more than **thirty (30) minutes** each day doing homework. Students in *grades four and five* should spend no more than **one hour** each day doing homework. The time to complete an assignment will vary depending on the student. Make-up work, because of absences, may require that the student spend more time nightly. Parents can help their children by arranging a quiet, comfortable place for students to work and by seeing that assignments are completed.

Parents should be aware of the distinction between homework and classwork. Classwork is to be completed in class and is what a student of that grade level would normally be expected to do in a given period of time. Occasionally, classwork may be sent home for completion due to circumstances.



HOURS

Office:	7:30 a.m.	-	4:00 p.m.
School:	8:15 a.m.	-	3:00 p.m.

INJURY AND ILLNESS

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

INSURANCE

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



INTERIM REPORTS

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



KINDERGARTEN

Loudoun County provides a developmental kindergarten program where children learn to live and participate as members of a group. The children are helped to explore their expanding worlds on their own levels and at their own rates. Our program is child-centered, individualized, and designed to provide for the social, intellectual, emotional, and physical development of each child. Challenging learning experiences are provided to motivate and interest the young child's inquisitive mind. Since most of the learning experiences are hands-on activities, the kindergarten child will rarely complete workbooks or worksheets. Many manipulative materials are incorporated into the program with a variety of activities, methods, and materials to further our "learn by doing" approach to the teaching of objectives.

At the end of the first grading period a parent/teacher conference will be scheduled. At this conference you will discuss the report card and any other specific information regarding your child's progress in kindergarten.

If a child is not making satisfactory progress by the end of the second quarter, the teacher must indicate to the parents that a second year in kindergarten may be necessary. A meeting will be scheduled with the parents, teacher and principal to discuss the child's readiness for first grade. The final decision regarding a child spending a second year in kindergarten is made at the end of the school year by the principal.



LIBRARY

The Ball's Bluff Resource Center operates as an open library media center. At no time during the school day are children excluded from the Resource Center. All teachers are encouraged to send students to the Resource Center as often as needed. Flexible scheduling is used to provide students with expanded opportunities to utilize library resources and technologies to accomplish specific instructional objectives designed by the classroom teacher and the library media specialist. These expanded opportunities allow students to utilize the Resource Center as individuals, in cooperative groups or in whole-group situations.

Non-print materials and equipment are not available for circulation to parents. Generally, the quantity of materials that a student may check out fluctuates due to grade placement and projects that a classroom teacher may assign.

In general, daily circulation limits are:

Kindergarten	1
Grade One	2
Grades Two - Five	3

In grades 1-5, students keep one library book in their desks for independent reading. The above limits may be exceeded with the approval of the library media specialist. The limits do not include materials checked out for research projects which remain in the school building. Students are expected to return materials in a timely fashion. Check out period is one week, but materials may be renewed if presented at the library.

In the event that a library book is lost or damaged, the student will be expected to pay the cost of replacing the books before being allowed to take other materials from the school. If the book is found, the money may be refunded, *if a replacement item has not already been purchased.*

If materials have been contaminated with bodily fluids, do not return with your child. Call the library for instructions.

LOST AND FOUND

Each year, students lose hats, gloves, sweaters, etc. These items are displayed in the hallway by the music room where it is convenient for all students to check for lost items. Parents may check for lost belongings when in the building. Unclaimed items are donated to a charitable organization in Loudoun County at the end of the school year. Students' names should be written inside clothing and on personal items.



LUNCH

BREAKFAST AND LUNCH PRICES

Student Breakfast	\$2.10
Student Lunch	\$3.05
Milk	.50
Ice Cream	.60
Adult Breakfast	A-la-carte prices only
Adult Lunch	\$4.10

The lunches served in Loudoun County Schools are planned using the Food Guide Pyramid. Every lunch contains the following: 1 serving of meat, 3 servings of fruits and vegetables, 1 serving of milk and at least 1 serving of bread or grain. Other items may be added to enhance the color or interest of the lunches. Lunch and breakfast menus are on our website at the beginning of each month.

It is important for your child to select and eat a complete school lunch. Encourage your child to select all the foods necessary to build a healthy lunch and a healthy body! Meals served in Loudoun County Public Schools meet the requirements established by USDA. If a child has been determined by a doctor to have a disability that prevents the child from eating the meals at school, the school can make substitutions prescribed by the doctor at no extra charge. If your child needs such a substitution, please get in touch with the cafeteria manager.

Loudoun County Public Schools administers its meal program without consideration of race, ethnic background, gender, or religious affiliation. In participation with the federal school meal program, children from households that meet Federal Income Guidelines are eligible for either reduced price or free meals.

Parents may pre-pay for multiple student lunches in the cafeteria each morning before school. You may pay with cash or check made payable to "County of Loudoun". The cost of a single lunch or entrée is **\$3.00** and if not pre-paid, should be paid as the student goes through the line. Every student is assigned a personal identification number. After making meal selections on the serving line, students type their ID numbers on a numeric keypad placed on the serving line near the cashier. When the student arrives at the cashier's station, the student's account is displayed on the computer screen. The student account includes a picture of the student and other information, such as food allergies. With the strike of a few keys, the student's lunch is deducted from the balance of pre-paid meals or the screen indicates that cash payment is needed. Ice cream is available the last ten minutes of the lunch period. The cost of ice cream and milk will be posted on the website. It is recommended that

students not bring soft drinks to school. No food item or drink should be in a glass container.

If a check that you have written to the school cafeteria as payment for your child's meals is returned for any reason, the face amount of the check will be resubmitted electronically by E-Cap, Electronic Alliance Processing Company, along with a state allowed fee. When you pay for your child's meals by check, you authorize LCPS Food Service Department and E-Cap to electronically debit your account for the amount owed up to and including any additional fees allowed by law if the check is returned for any reason. No starter checks will be accepted and all checks must contain a printed address.

Meal Charges:

The following procedures will be implemented to manage those instances when children arrive at school without money to pay for lunch or without a packed lunch:

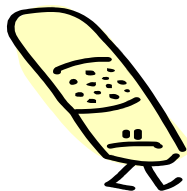
1. Student charges are allowed, however, when a lunch is charged, the account goes into a negative balance and will remain negative until a check or money is received.
2. When an account accrues three (3) consecutive charges, the principal's office will send a letter to the parent urging prompt payment and notifying them of the school's willingness to work with them to alleviate the debt.
3. Parents of students who habitually arrive at school without a packed lunch or money will be asked to consider completing an application for free/reduced priced meals.
4. Alternative meals will not be served.

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



MASCOT AND COLORS

The Ball's Bluff Elementary School mascot is a tiger and the school colors are black and orange. We encourage our students to identify with these symbols as a representation of their school pride and spirit! We celebrate our school spirit each Friday by wearing our school colors.



MEDICAL CONCERNS

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

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

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

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

The health clinic assistant has a special "Medication Form" which should be used. Copies of the form are also available on the LCPS website.

All prescription medicine must be in the original pharmacy bottle with the proper label containing the student's name, medication, dosage, and instructions for administration. If you ask, the pharmacy will give you an extra bottle with the proper amount of medicine for school.

If the health clinic assistant needs to give non-prescription medicine,

- it must be in an original package with the name of the medicine and instructions
- must have a signed and dated note or an "over the counter medication" form (available from the clinic) completed by the parent regarding when and how much medicine to administer
- Only the amount listed on the package for your child's age and weight will be given unless there is a doctor's order on a medication form to direct differently
- cannot administer medicine that is not in its original container

Children who have fevers should be kept at home. They must be fever-free for **24 hours without the aid of medication** before returning to school.

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

Hearing/Vision Screenings - All third grade students and students new to Loudoun County Public Schools will be screened for hearing and vision during the first two months of school. Kindergarten students who did not have distance vision screening or hearing tests with audiometers will also be screened.



MULTI-TIERED SYSTEMS OF SUPPORT-RESPONSE TO INTERVENTIONS (MTSS-RtI)

RtI 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. We follow the three-tier model of response to intervention process which includes systematic, research-based instruction and interventions for our students. Instruction and interventions are matched to student needs with continuous monitoring of progress. RtI is an early intervention that uses data to inform decision-making to prevent long-term academic failure.



MUSIC

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



NEWSLETTERS

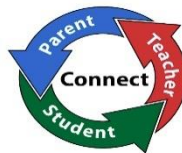
Each classroom teacher will send home a class newsletter at the beginning of each grading period to keep parents informed about class activities. The teacher often includes suggestions for home activities to reinforce school learning and the dates of important events. Each week, a Connect Ed call will be made by the Principal with an update for the upcoming week's activities. The monthly calendar, menu, and other information will be posted on our website each month.

ParentVUE

ParentVUE provides access to student schedules, assignments, grades and more. The Grade Book section of Phoenix ParentVUE helps parents track how their children are progressing on the standards that are being taught in class. A standard is a specific description of knowledge or skills that students should be able to demonstrate at each grade level.

When teachers create an assignment in their grade book, they identify which standards are being assessed on that assignment. When entering scores for a specific assignment, the teacher will enter a score for each standard that was assessed. The grade book will calculate a score for each standard based on all the scores the student has received for a standard during the marking period. This score represents an estimate of the student's current level of proficiency on that standard.

Through the Grade Book section of ParentVUE, parents can see the assignments a teacher has entered, the standards linked to those assignments, and the scores the student received on the standards assessed by that assignment. In addition, you can see the current scores for each standard assessed during the marking period and a list of the assignments linked to that standard.



PARENT/TEACHER CONFERENCES

Children respond more readily to school expectations when parents and teachers work together. If you would like a conference with your child's teacher, please call the school, send a note, or email the teacher to arrange a mutually agreeable time. The

teacher or parent may initiate a conference at any time. Teachers are on duty from 8:00 a.m. - 3:15 p.m. and are not available for conferences unless they are scheduled in advance. The students require their full attention during the school day.



PERSONALISED LEARNING

We provide our students with personalized learning environments for math instruction in grades K-5 by enabling our students to learn significant content by small group instruction with the teacher and adaptive digital content that personalizes the instruction to meet individual students' needs. It also provides opportunities for our students to engage in work presented as authentic, challenging problems that foster the growth and development of students as knowledgeable critical thinkers, communicators, collaborators, creators, and contributors to the world.



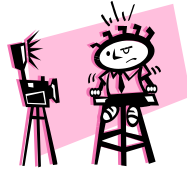
PETS

Pets may not be brought to school. However, service dogs are permitted on school property and in the building.



PHYSICAL EDUCATION

Students in grades K-5 are instructed by the physical education teacher for thirty minutes three times per week. 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 explaining the reason the child is not to participate. If a child is unable to participate for more than a week, a doctor's excuse is requested. Students should wear comfortable clothes and shoes with rubber soles in order to fully benefit from the program. Sandals, flip flops, and plastic shoes are highly discouraged.



PICTURES

Individual student pictures will be taken in the fall and spring. Purchase of the pictures is optional with various package choices and corresponding prices. Group pictures will also be offered in the spring.

P.T.A.

The P.T.A. sponsors several fundraisers in order to support activities or purchase items to enhance the instructional program. The P.T.A. meets monthly and notice of special programs or activities are sent home.

2019-2020 P.T.A. Officers

President- Mrs. Edona Stanley

Vice President, Ways and Means - Mrs. Lisa Karg

Vice President, Programs - Mrs. Danisa Burke

Secretary - Mrs. Amy Virostek

Treasurer - Mrs. Tiffany Castleman

Communications Director - Mrs. Katie Heddleston

PLEASE JOIN AND SUPPORT OUR PTA!



RECESS

Recess Duration:

1. Kindergarten: No less than forty (40) minutes of recess for students 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 students in grades 1-5. The thirty (30) minutes will be divided between two periods, whenever possible.
3. The chart below is an example of how a week of recess may look for your child:

	M	T	W	TH	F
AM	PE	15 min recess	PE	15 min recess	PE
PM	30 min recess	15 min recess	30 min recess	15 min recess	30 min recess

Please note that the P.E. class does not decrease the total amount of recess time required per day, but it does meet the goal of ensuring that students have mental and physical breaks spread out across the school day.

Full Day Kindergarten teachers will schedule a 10- or 15-minute indoor recess and a 30- or 25-minute outdoor recess on days when they have P.E. On non-P.E. days, they must split the 40 minutes of recess between two outdoor sessions scheduled in the morning and the afternoon (as stated in Policy S5011).

Weather Guidelines for Outdoor Recess:

1. ***Classes will go outside every day if weather is clear unless directed by the Principal to stay inside due to extreme temperatures.***
2. If a student is unable to go outside for recess and has a note from his/her parent, the teacher should ask another teacher to supervise that student or the student will be sent to the office.
3. Students excused from P.E. will not participate in "active" recess activities but will be provided a break with his/her class.
4. The teacher will set guidelines for expected behavior and the correct use of equipment.
5. Students will not engage in rough play or contact sports.
6. The teacher shall stop any activity which, in the judgment of the teacher, can lead to an accident.



REPORT CARDS

The report card summarizes the child's performance over the nine-week reporting period, thus representing a pattern of performance and provides parents with concise information concerning the developmental levels of the student. Communication with the parent will be consistent throughout each quarter with the use of the Parent Portal, interims and weekly folders with graded work sent home. Paper copies of the report card will not be sent home unless requested. Report cards will be entered in ParentVUE.



SAFETY

All doors are locked at 8:15 a.m. until 2:55 p.m. Only the main entrance is accessible for visitors. Visitors are to ring the bell and be prepared to give identification and the reason for the visit. **All visitors are required to report to the office upon arrival.** Parents wishing to meet students at the end of the day should plan to do so at the music room lobby doors. Kindergarten parents may meet their children at the main entrance of the school. Otherwise, a visitor's pass must be obtained from the office before proceeding to any part of the building before 3:10 p.m. Each school has developed an Emergency Response Plan to cover the evacuation of the building.

Fire and Rescue personnel as well as the sheriff or police office and the school board office have been involved in developing the plan.



SCHOOL HOURS

The school day begins at 8:15 a.m. and ends at 3:00 p.m. Students are allowed to enter the building at 7:55 a.m. Students should not be dropped off early as they will be unsupervised.



STUDENT CLASS ASSIGNMENT

Parents are welcome to give written input concerning the best learning environment for their child on the form provided at the end of each academic year. **Please do not make requests for students to be placed with a specific teacher or student.** Requests for a child not to be placed with another student, for whatever reason, should be noted on the form provided. Parents should be aware that other considerations may prevent the honoring of such requests. The final decision on all placements will be made by the Principal after due consideration of staff recommendations and parent input.



STUDENT CONDUCT

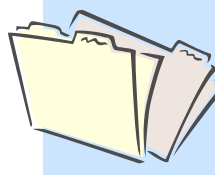
The School Board expects students to conduct themselves as responsible citizens while in school or on any school property. Specifically, the School Board requires that students:

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

STUDENT INCENTIVE PROGRAM

Ball's Bluff Elementary strives to recognize students for positive behavior and academic achievement. Students are recognized for academic excellence and improvement, attendance, citizenship, physical education, art, and music. Students are also recognized for reading books, displaying appropriate behavior and for

participating in extracurricular activities. We feel that **all** students can excel in some area.



STUDENT RECORDS

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



STUDY SKILLS

A parent can help his/her child be aware of skills and techniques which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.



SUBSTITUTE TEACHERS

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



TEACHER GIFTS

Many parents like to thank our teachers and staff with gifts throughout the year. It is very kind and generous of them to do so, but please know that there is no expectation that they will. A sincere, heartfelt note of thanks means a lot to teachers. If a parent does decide to give a teacher or staff member a gift, please remember that it is illegal to possess alcohol or drugs on a public school campus in Virginia, so we respectfully ask that parents do not make such gifts.



TECHNOLOGY

Students experience and receive instruction from a variety of education technologies: computers, calculators, audio and video, telecommunications, interactive multi-media, and integrated technologies. The use of technology in the classroom is both a means of delivery of instruction and a way for students to access, process, manage and communicate information. Technology also enhances critical thinking and problem solving and provides students the freedom to explore and experience new concepts and ideas. We strive to de-emphasize a learning environment that relies on limited techniques for information retrieval and dissemination and promote an environment where students have access to technology for learning.



TELEPHONE

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



TESTING PROGRAM

The Virginia State Department of Education requires that certain standardized tests be administered to students. Other tests are locally selected to be administered. Test results assist in planning instructional programs at the county and local level. Standardized test scores are placed in the students' scholastic folders and copies are sent to parents. Parents will be notified of test dates and are welcome to discuss results with teachers and/or administrators.



TEXTBOOKS

Textbooks are property of the Loudoun County School Board and are provided free of charge to all students. Students are responsible for the care of the books and will be assessed specified charges for lost or damaged books. Please review the condition of each book and the designation in the front cover of the book. If you do not agree with the condition of the book as given in the front, please inform the teacher immediately. Unless we receive communication from you, we will assume that you agree with the assessment of the book. Sign and return the Book Loan form to your child's teacher.



TRANSPORTATION

§6-21 Student Transportation states, "Transportation services shall be provided to all students to and from their regular schools of assignment, except those who reside within a designated school "walk zone." **Appropriate in distance** is defined as "Up to one (1.0) mile walking distance to the entrance to the school grounds to an elementary school. Additionally, elementary students residing up to a tenth of a mile beyond a designated walk-zone may also be incorporated into that walk zone, if doing so is considered particularly cost effective and/or efficient for the school division (such as extending the walk-zone to the end of a street or eliminating a relatively isolated bus stop) and would not require a school reassignment. The school division may make special accommodations in the distance of a walk-zone for the access point of a school property located an unusually long distance from the entrance to the school facility."

Each year, the Transportation Department conducts a review of every school for a potential walk-zone and for revision to an existing walk-zone.

UNAUTHORIZED ARTICLES

Personal possessions should not be brought to school. Too often items are lost or damaged. Toys are not to be brought to school unless they are intended for a specific purpose in the classroom and have been approved by the teacher.



VALUABLES

The school staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home.



District URL for mobile app: <https://portal.lcps.org>

VIRTUAL FIRST DAY FOLDERS

The Virtual First-Day Folder includes enhancements to ParentVUE that allow parents and guardians to complete opt-in and opt-out options and acknowledgements and to update important information.

If you have misplaced your user name, please contact the school of your youngest student to retrieve it. If you need to reset your password, please use the reset password function at portal.lcps.org.

There are required and optional forms in the Virtual First-Day Folder. Electronic acknowledgement of the 2018-19 Student Rights and Responsibilities Handbook is required for every student. (To electronically acknowledge the Student Rights and Responsibilities Handbook, a pdf must be downloaded.)

The following forms are a part of the Student Rights and Responsibilities Handbook:

- *Acknowledgment of the Acceptable/Responsible Use Policy.* LCPS has rewritten this for students in friendly terms that model appropriate technology uses.
- *Military Recruiting Opt Out.* The Every Student Succeeds Act (ESSA) requires LCPS to release student names, addresses and telephone numbers to

military recruiters. The law also requires LCPS to notify students and parents of their right to opt out of having this information released.

- *Photo Release Opt Out.* Parents/guardians may elect to not have their child photographed or videotaped for use in public-accessible media and may further request that no individual pictures be used in the school yearbook and that the child not be a part of classroom photographs.
- *Release of Student Contact information to Non-School Officials.* This is in response to a state law that allows the release of directory information to elected officials and other non-school entities who may use this information to distribute congratulatory letters.

This information can be updated in ParentVUE:

- Emergency contacts.
- Health concerns/conditions.
- Family Life Education Opt Out.
- Weather Opt Out. LCPS utilizes the Blackboard Connect Phone Messaging System to personally communicate with parents about emergency situations, school events and important issues affecting your child. If you choose to opt-out of this system, you grant permission for your child to be removed from the "Weather-related" Closing and Delay messages only. You will still be entered into the system for emergency and outreach messages.
- Military Connected Status (this information is used by the Virginia Department of Education and U.S. Department of Education).
- Alternate transportation requests for LCPS transportation.
- PM dismissal needs (daycare/walker/etc.).

The Virtual First-Day Folder will be housed under the Our District tab on the LCPS website, www.lcps.org



VISITORS

All visitors are asked to begin their visit in the office. Visitors will sign in and receive a visitor pass which will be worn at all times while in the building. **Prior to departure, visitors are asked to return to the office and sign out.** Our goal is to keep the school secure for students and staff members. Classroom visitations are to be arranged in advance through the Principal. Disruptions to classroom teaching and learning are minimized as a result.



VOLUNTEERS

Volunteers supplement the school programs in many ways. For security reasons, volunteers must check-in and out and wear a name tag while volunteering at school. The "Check-in, Check-out" system is on the counter in the main office and the directions are on the computer. Volunteers working at home should call the office to inform us of the hours worked. This will help us in our effort to recognize volunteers for their many hours of service to the students, school and community.



WATCHDOG DADS PROGRAM

Our PTA provides us with a Watchdog Dads program each academic year. Watchdog Dads are male role models for our students who demonstrate the importance of education. They also provide us with an extra set of eyes and ears to increase school security. Watchdogs can be fathers, grandfathers, uncles and other father-figures who volunteer for at least one day each year at our school. Our Watchdog Dads **must** register with the chair of the program for the days they plan on attending school so our teachers have time to prepare for them. We will be unable to accommodate any Watchdog Dad who is not registered for a specific day.

WEAPONS

It is important that students and parents understand the seriousness of weapons violations and the threat of injury or harm to the physical well-being of another person. School Board Policy §8-32 states, "Possession or use of a weapon, loaded or unloaded, operable or inoperable, by a student while under the control or supervision of school system personnel, at a school-sponsored activity, or on school property is prohibited. This policy is applicable to students at all grade levels. The term "weapon" is intended to be construed broadly and includes any instrument or device which, by its design or use, is capable of causing injury, harm, or threat of injury or harm to the physical well-being of another person, as largely defined within both federal and state law. For the purposes of determining appropriate penalties for violations of this policy, "weapons" are classified as either Category A or Category B, except under specified circumstances." You may find the policy manual on the LCPS website.

**PLEASE REFERENCE THIS HANDBOOK
DURING THE SCHOOL YEAR**

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2019 - 2020 STAFF ROSTER

Lori Borden.....	Full Day Kindergarten
Laura Calvitti	Kindergarten Assistant
Mark Davis.....	Full Day Kindergarten
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Monique King	Full Day Kindergarten
Linda Cranfield	Kindergarten Assistant
Jennifer Piercy	Full Day Kindergarten
Dena Breeden.....	Kindergarten Assistant
Katherine Heffner	Grade1
Alexies Morris.....	Grade 1
Lisa Rolland.....	Grade 1
Kathryn Turner	Grade 1
Karin Ellison.....	Grade 2
Nancy Foster	Grade 2
Pamela Palmer	Grade 2
Faye Sterling	Grade 2
Kelley Yockey.....	Grade 2
Welcome Batson	Grade 3
Sharon Evick	Grade 3
Janet Finn.....	Grade 3
Amy Williams	Grade 3
Ian Beichler.....	Grade 4
Jessica McCracken	Grade 4
Katherine Rindfleisch	Grade 4
Jessica Webb	Grade 4
Jennifer Catalano.....	Grade 5
Alexandra DeHaven	Grade 5
Shannon Donegan.....	Grade 5
Maryjean Gillis	Grade 5
Christopher Toft.....	Grade 5
Kathryn Alder.....	ECSE Teacher
Lona Hall	ECSE Assistant
Meri Fuller.....	ECSE Teacher
Elizabeth Fox	ECSE Assistant

Jason Unger	Resource Teacher
Flora Barbara.....	Behavioral Assistant
Keith Austin	Behavioral Assistant
Zachary Collins	Behavioral Assistant
Deborah Smith	Behavioral Assistant
Michael Kovacs	Resource Teacher
Naela Bargawi	Resource Teacher
Ashley Lutz.....	Resource Teacher
Stephanie Russotto	Resource Teacher
Cory Stallings	Resource Teacher
Lynda Claar	Resource Assistant
Barbara Grosch	Resource Assistant
Lisa Karg.....	Resource Assistant
Lauren Whiteaker	Resource Assistant
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Rafhat Wazeer.....	EL Teacher
Ron Wycuff	EL Teacher
Jody French.....	Reading Resource
Sara Mills.....	.5 Reading Resource
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Semaj Pennix.....	Music
Kiersten Dickenson	Music
Michael Myers	Physical Education
William Harris	Physical Education
Sara Crouch.....	Media Specialist
Marlene Johnson.....	Media Clerk
Casey Smith	Guidance Counselor
Melissa Kron.....	(.6) Guidance Counselor
Bonnie Styles	SEARCH Teacher
Julie Kuzma	Technology Resource Teacher
Darren Quante	Digital Experience Specialist
Jennifer Selman (4 th Grade @Seldens Landing Elementary)	FUTURA Teacher
Arielle Fitzsimmons (5 th Grade @Seldens Landing Elementary)	FUTURA Teacher
Trinity Costic.....	Speech Therapists
Ashley Robinson.....	Occupational Therapist
Gina Laura	Physical Therapist
Carrie Taylor.....	Educational Diagnostician
Margaret Ausberry.....	PBIS External Coach
Shoko Brown	Psychologist
Taylor Lewis	Social Worker
Ellen McGraw/Alison Lyons.....	Special Education Supervisors

Sara Peck Cafeteria Manager
Carmela Cornwell Cafeteria
Shakiba Habibzai Cafeteria
Emily Germano Cafeteria Monitor
Delicia Hernandez Cafeteria Monitor
Sharon Matlack Cafeteria Monitor

Delmar Seal Head Custodian
Marie Aguilar Evening Custodian
Luis Gallo Day Custodian
Emilia Navarette Evening Custodian

Tish Bowles Attendance Secretary
Lisa Deeben Bookkeeper
Margot Doucette Health Clinic Assistant
Violeta Mellott Parent Liaison

Mrs. Anabel Ramos Assistant Principal
Dr. Melinda Carper Principal

