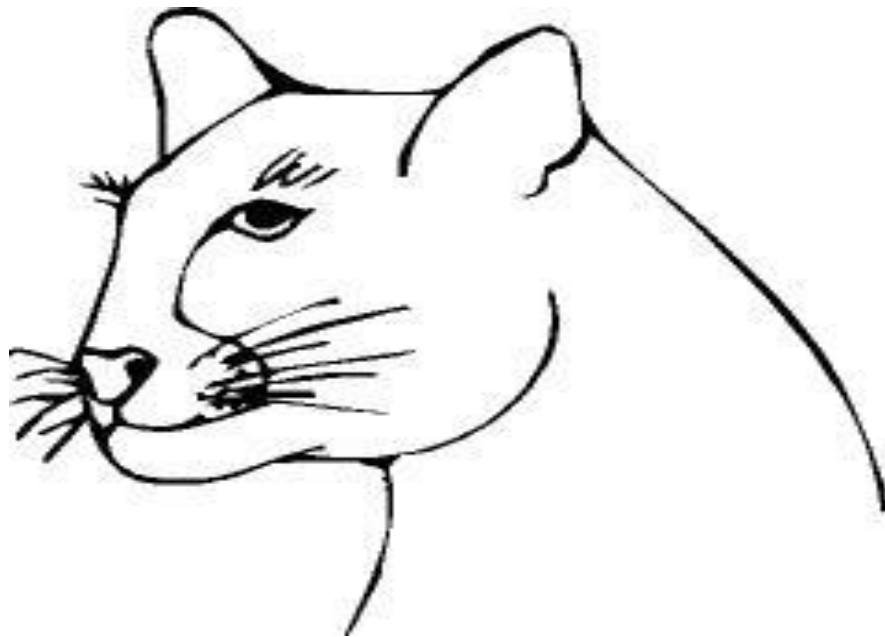


*COUNTRYSIDE ELEMENTARY
SCHOOL*

STUDENT / PARENT HANDBOOK

2018-2019



*CELEBRATING EVERY
STUDENT*

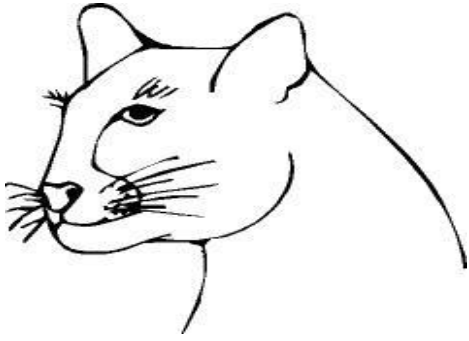
20624 Countryside Elementary

Sterling, Virginia 20165

571-434-3250 Office Phone

703-444-8055 FAX

571-434-3251 Absentee Phone Line



Dear Students and Parents:

Welcome to Countryside Elementary School, the home of the Cougars, where we “Celebrate Every Student.” We are excited to have you and your children as members of our school community. Our very skilled staff is dedicated to provide positive educational experiences in a safe and nurturing environment. We invite you to become involved in school activities. Creating a partnership between parents and staff that will focus on providing successful educational programs for all students is a goal that I am sure we all share. Our staff is committed to working with all of you to make a difference in the life of each student who walks through our doors.

On the following pages, you will find procedures needed to ensure an environment that is safe and conducive to learning. Please read through the Handbook with your child and if you have any questions about the information, do not hesitate to contact the school.

Please feel free to contact me either by phone or through email (richard.rudnick@lcps.org). I will make every attempt to return your call and/or email within 24 hours.

I wish everyone a wonderful and safe school year.

Sincerely,

Richard Rudnick
Principal

PARENT/TEACHER HANDBOOK

Please consider the following suggestions as ways to assist your child at home to ensure a meaningful school experience. In this way students know that school activities are supported at home and that we all are working together for student success.

You can help us in several ways:

1. Be supportive of your child's efforts.
2. Call your child's teacher with questions first, rather than the parents of other students. Be a positive part of the Countryside team!
3. Find a place in your home for your child to keep school materials, along with a quiet place in which to work and study.
4. Write your child's name on his/her backpack, lunch box, clothing, and other belongings.
5. Teach your child to accept responsibility for his/her actions and to respect the rights and belongings of others.
6. Be supportive of the school's programs and of the efforts of the Parent Teacher Association.

Additionally, be certain your child knows the following vital pieces of information:

1. His/her full name
2. Address
3. Home telephone number
4. Full name of parents/guardians
5. How to get to school
6. How to get home from school
7. Full name and phone number of child care provider
8. Emergency plan for early dismissal or closing of school

PHILOSOPHY AND MISSION STATEMENT

Countryside Elementary School is a safe and nurturing learning community. By celebrating all students, we will help each student build the necessary foundation to achieve social, emotional, and academic growth. Our children will become successful and responsible contributors to our diverse and changing world.

To accomplish our goal we will provide a positive and challenging environment in which students will:

- Learn, reflect, question, and work to make the world a better place
 - Become lifelong learners by participating in a positive and challenging environment that encompasses authentic and collaborative learning
 - Achieve maximum potential by experiencing success every day
 - Respect each other through cooperation, compassion, tolerance, and integrity
 - Thrive in a partnership among students, staff, parents and community
 - Have their individuality, diversity, and unique learning styles be considered at all times
 - Use critical thinking, creativity, decision making and risk taking techniques on a daily basis
- This philosophy will create a learning community that respects individuality and celebrates each student's unique contribution to our global society.

SCHOOL HOURS

7:30 a.m. First Bell
7:50 a.m. Tardy Bell
2:35 p.m. Dismissal

A.M. Arrival - Students are dropped off in the Kiss and Go area. Please pull all the way up to the crosswalk and have your child ready to get out of the car when you arrive to help keep the flow of traffic moving. **For safety reasons, do not go around a car in the Kiss and Go line. The traffic flow is a single file line. Students should only get out of their vehicle on the passenger side.**

ADMINISTRATION

Countryside Elementary has three administrators for the 2018-2019 school year. There will be the Principal, Assistant Principal, and a Dean. To reach any of the administration please contact us by email or phone at 571-434-3250.

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, 571-434-3251 or email CTYabsentee@lcps.org. Please do not email your child's teacher of their absence since they are instructing and may not be able to check email. 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, and religious holidays.

If a student is absent for more than 5 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.

When a student accumulates 10 unexcused absences, a referral will be made to the Attendance Officer.

ABSENCES

A written excuse for all absences is required. The written excuse should include:

1. Dates of absence
2. Reason for absence
3. Parent/Guardian signature

The written excuse is presented to the classroom teacher who will keep it with other student records. Excuses are kept on file for the school year. Parents will be called about absenteeism that has not been explained. After five unexcused absences, the school will conduct a review.

Reasonable make-up work is required of students who are absent. Arrangements for making up work are made with the classroom teacher.

ABSENTEE CALL-IN PROGRAM

A telephone check for all children reported absent each morning will be made from the school office. This telephone check is required by state law to help ensure the safety of children on their way to school.

Parents/Guardians are asked to call the absentee call-in number, 571-434-3251, by 8:30 a.m. each day that a child is absent. A school secretary will call the parent/guardian of any child whose absence has not been accounted for.

Please do not email your child's teacher of their absence since they are instructing and may not be able to check email.

AFTER SCHOOL ACTIVITIES

No teacher is authorized to keep any student after school hours unless parent/guardians have been notified beforehand. Thus, students are required to have a permission slip from a parent/guardian when engaged in after-school activities. Parents/Guardians will have to provide transportation.

AFTER-SCHOOL CARE

Loudoun County Parks and Recreation Department runs an after-school program for students in grades 1-5 on regular school days. The program is not held on school holidays, snow days or early dismissal days. For information call Parks and Recreation at (703) 777-0343.

ARRIVAL OF STUDENTS

Students are not to arrive before 7:30 a.m. Teacher contracts specify a beginning time of 7:30 a.m., and supervision of students arriving before that time cannot be assured. The front doors will remain locked for safety until 7:30 a.m. when staff are on duty.

Walking your child to the classroom every morning will not be necessary. If you feel that your child will need assistance, we will assign a "helper" to assist your child.

ARTICLES BROUGHT TO SCHOOL

Students may bring articles for sharing that are of interest and related to the curriculum. **Extremely valuable articles and those items creating a danger to others should not be brought to school.** Parents should make themselves aware of the School Board Policy regarding weapons in school. Toys, including any type of trading cards and toy weapons, should not be brought to school. Live animals may be brought only with the permission of the principal.

Students are prohibited from operating cell phones or other personal communication devices during the school day unless specified by their teacher.

BIRTHDAYS

In an effort to keep all children safe and healthy, Loudoun County Public Schools has produced guidelines that do not allow any food to be brought in for a child's birthday. Additionally, non-food gifts of any kind, to include pencils, stickers, balloons, floral arrangements, etc. should not be brought to school for a child's birthday. Each child will continue to have his/her name announced on the Morning News Show, and will receive a birthday pencil from the library as well as a book that has been purchased by our PTA. Please realize that it is for the safety of all students. Your cooperation in following the LCPS guidelines is appreciated.

In order to avoid lost instructional time and hurt feelings, we ask your help in seeing that invitations for birthday parties, etc., not be brought to school for distribution. Please make arrangements for these events outside of school.

BOOK CLUBS

Some classes participate in commercial book clubs. These clubs offer you the opportunity to purchase books for your child at a discounted cost. Your participation in these clubs is optional.

Established authors of children's literature write the books selected by the commercial book clubs. From time to time, however, students have purchased books that have contained language that parents found objectionable. Therefore, it is important for you to assist your child in the selection of books if you choose to participate. As you assist your child in the selection of books, please pay careful attention to the description of the books in the designated age or grade level.

BUS

Bus routes and stops are planned and established by the LCPS Department of Transportation. Students 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.** All students receive appropriate instruction in bus safety rules during the first week of school. In order for a child to ride a different bus home, **the office must receive written permission signed by the parent.** The office will then issue a bus pass. Students should be at their bus stop at least 5, but not more than 10, minutes before their designated time.

No wild animals, pets, or other living creatures can be carried on the school bus. Balloons, glass bottles or jars, sticks, weapons, balls, bats, or large projects constitute safety hazards and are not permitted on the bus.

BYOT

BYOT stands for Bring Your Own Technology, and means that students are able to use technology that their family owns while at school. Although any device will be helpful, devices which allow the student to create content (Netbooks, Chromebooks, laptops, tablets) and which have a keyboard are best suited, and often less expensive than devices designed for consumption (cell phones), but both types of devices are acceptable.

Your child's teacher will give the exact date when her class will begin. Students who have submitted their signed [Acceptable Use Policy](#), may, at the discretion of their classroom teachers, begin to use their own technology for academic purposes in the classroom. Students will connect their devices to Countryside's wireless network, and use them for academic purposes only. In the near future, BYOT will be common in all LCPS schools.

Participating in BYOT is optional and should be a decision made by individual families. Students who do not bring devices will be provided with a device to use in the classroom, which ensures that all students will be able to participate.

Students must have a Loudoun County Public Schools Acceptable Use Policy Agreement form (AUP) signed by both the student and parent/guardian in order to participate in BYOT.

By signing the form, students agree to follow the policy, including the following items, when using their personal device at school

- device must be connected to the school's wireless when online (not use a family's cellular connection / no 3G or 4G use)
- use the device exclusively for academic purposes
- camera use only when directed by a teacher, with permission of those being filmed
- texting and use of phone is not permitted
- devices may not be plugged in to any LCPS computer
- LCPS / Countryside Elementary assumes no responsibility for theft, loss, or damage of any device
- Students may not share personal identifying information online (student number, full name, address, phone number)

School Policies - Use of the device is always at the discretion of the classroom teacher, or supervising adult

- Each device and accessory should be clearly labeled with student name
- Headphones must always be used with audio, and sound must be inaudible to others
- Devices may not be used in hallways and locker areas during class changes or during dismissal
- Earbuds must be out of both ears during class changes
- Classroom use is permitted at the discretion of the teacher, and in certified classrooms only
- Devices may not be used in locker areas and bathrooms, or anywhere there is an expectation of privacy
- Charging is the responsibility of the student, devices should be fully charged upon arrival

CAFETERIA

Students may purchase breakfast for \$2.10 and/or lunch with a choice of entrees for \$3.05. If you qualify for reduced breakfast and lunch, you will pay \$0 for breakfast and \$ 0 for lunch. Students who eat breakfast in school will need to arrive by 7:45 a.m. Our buses will arrive by that time. If your child is tardy, he/she will not have time to purchase breakfast in school, and therefore will need to eat breakfast at home. Students may purchase milk, ice cream, frozen juice pops, cookies, and chips. Please check the LCPS website for prices of these items

Lunches can be purchased daily, weekly, or monthly in the cafeteria before the beginning of each school day. Money can be placed on account for lunch only, milk, ala carte items or a combination of each. Checks for lunch should be made out to The County of Loudoun. The Food Service Department of Loudoun County Public Schools is pleased to announce that we team “My School Bucks” to provide this service for you via the Internet. You can access the web page at <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home> Ice cream products are served during the last ten minutes of the lunch period.

If your child’s lunch fund has insufficient funds, your child may charge his/her lunch. Any child that has a charge amount exceeding \$9.15 may be sent a letter, receive a CONNECT-ED call, or email. If payment is not received, or arrangements made with the cafeteria manager, the student may receive an alternative lunch. **No lunch charges will be permitted during the month of June.**

Neither soft drinks nor glass bottles are permitted in the cafeteria.

Students are expected to conduct themselves appropriately in the cafeteria. Behaviors expected include: using indoor voices, remaining seated, using proper table manners, and remembering that lunchtime is intended to be enjoyable but should not be misconstrued as “playtime.” The trading, giving, and selling of food between students is not permitted for sanitary and other reasons.

COMMUNICATION

Every effort is made to keep parents/guardians informed of what is happening at school. Classroom teachers send home monthly newsletters as well as other notes as appropriate. When parents call teachers, they will return the calls at the end of the school day, if they do not have time during the day. In addition, teachers will answer emails from parents within 24 hours of receiving them. The Cougar Courier (our school newsletter) can be read online. The Courier will contain general school information and the monthly calendar. We ask that parents/guardians take the time to read these important documents and go through their child’s backpack to help locate other pertinent notices.

CONFERENCES

Parent-teacher conferences are held at the end of the first nine-week grading period and at other times considered necessary by parents and teachers. Conferences are very valuable to the overall educational program and to the progress of each student. We believe that ongoing communication between the school and home is essential for student success. It is not necessary to wait for the regular conference time if a parent has special concerns. Parent conferences are encouraged and can be arranged by calling the teacher in advance. Teachers do not have the time to conference with parents/guardians at the start of the day when students are entering the room.

CURRICULUM

The plan of studies is based on Loudoun County Public School's (L.C.P.S.) curriculum. Loudoun County's curriculum is compiled from the Virginia Standards of Learning (S.O.Ls) This information may be found on the main webpage at www.lcps.org

DISCIPLINE

Students are expected to be respectful, courteous, helpful, and serious about the business of learning. Students having problems meeting these expectations are handled individually with full parent-school cooperation. We are fair in our dealings with students. Should corrective actions be necessary for students who violate rules and regulations, every attempt will be made to get the facts and to provide a fair hearing for the student(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 counseling, reprimand, denial of school privileges, removal from class, eating lunch in the office, denial of bus transportation, in-school restriction, and out-of-school suspension.

DRESS CODE

All students who attend Loudoun County Public Schools are expected to dress appropriately for a K-12 educational environment. A student's attire should facilitate the participation in learning as well as the health and safety of students. This policy is intended to provide guidance for students, staff and parents.

A. Appropriate Student Attire

Students must wear clothing that is appropriate to a K- 12 educational environment and that does not or is not likely to cause a substantial disruption that includes the following attire:

1. Clothing must cover the midriff.
2. Tops with straps greater than one inch wide.
3. Clothing that covers private areas should be opaque and appropriate undergarments must be worn.
4. Clothing that does not reveal undergarments and/or private areas.
5. Clothing should be suitable for all scheduled classroom activities where unique hazards exist.
6. Clothing that is required in specialized courses, such as sports uniforms or safety gear.
7. Clothing that includes head covering if worn for religious purposes, as a matter of safety, medical condition, or in connection with a school-sponsored program, activity, or event.
8. Faces should be clearly visible by other students and staff, as a reasonable measure of safety and security.
9. Clothing free from language that is profane or images that depict, advertise or advocate illegal, violent or lewd conduct, the unlawful possession or use of weapons, drugs, drug paraphernalia, alcohol, tobacco, marijuana or other controlled substances or are discriminatory.
10. Clothing and/or head coverings free from gang related or associated symbols, such as words or drawings that could pose a reasonable threat to the health or safety of any other student or staff.

POLICY: 8270

B. Responsibilities

1. Student Responsibility. Students are responsible for complying with the division dress code during school hours and school sponsored activities.
2. Staff Responsibility. Staff are responsible for communicating and equitably enforcing the division dress code during school hours and school-sponsored activities.
3. Parent Responsibility. Parents or guardians are responsible for ensuring student compliance with the division dress code. Parents or guardians of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal or principal's designee.

C. Enforcement

1. Enforcement of this policy is the responsibility of the school administration.
2. Enforcement must be reasonably discreet, equitable, and gender neutral in implementation.
3. Enforcement should include options for reasonable remediation of the infraction that demonstrates respect and where possible, minimizes loss of instructional time.
4. Enforcement may include disciplinary actions that are consistent with other discipline policies and sufficiently escalatory to encourage compliance.

D. Appeals

In accordance with policy §8-26 parents or guardians may appeal a disciplinary action by notifying the office of the appropriate person to whom the appeal is made.

DRILLS

Fire drills and lockdown drills are conducted weekly during the first month of school, and monthly thereafter. Building evacuation plans are posted in each classroom and in 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 of time be necessary. In addition, we have a Shelter in Place Plan to seal off the building from the outside environment for a limited time if there is a chemical threat.

Tornado drills are held twice a year.

EARLY DISMISSAL

Parents/guardians are encouraged to arrange appointments, trips, and other activities so their children do not miss instructional time. Occasionally it may be necessary for you 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, please report to the office to sign out your child. The student will be called to the office. For safety reasons, all students are released from the front office, not the classroom. Do not go to the classroom to get your child. Unless there is a court order on file at the school specifying restrictions, students will be released to either parent or a guardian. Please indicate on the emergency card if there are other adults who will care for your child in the event of an illness. **If parents come to pick their children up between 2:15 and 2:35 we will dismiss students with our bus riders at 2:35. It is disruptive to the classroom routine to have children dismissed a few minutes early.**

ALL changes in your child's regular routine will need to be called into the office by 2:00 p.m.

EMERGENCY CARDS

It is important that every student maintains an up-to-date address and telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year so that we can reach you (parent or guardian) in case of an emergency. Please remember to keep us up to date regarding your work number.

FIELD TRIPS

Field trips serve as a means of enhancing the curriculum in ways that cannot be attained in the classroom. The foremost concern of Countryside Elementary School is that the students remain supervised and safe during field trips. Generally speaking, a ratio of one adult to every four or five students 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 often use a lottery system, first-come-first-served selection, or handpick the chaperones based upon specific needs. In the interest of the safety of our students, we ask that only parents and/or legal guardians chaperone field trips. We expect children to ride the school buses. Parents who chaperone a field trip may not bring other children on the trip. Teachers will carry copies of emergency care cards, student medication that needs to be dispensed, and a first-aid kit. Students must submit a parent/guardian signed LCPS permission slip in order to participate on a field trip.

FOOD IN SCHOOLS

Loudoun County Public School (LCPS) students have the right to a quality education in a supportive, safe, and healthy environment. As stated in the LCPS guidelines presented in August 2013, Supporting Students with Food Allergies, healthy eating habits and proper nutrition are important for all students.

- The Individual Health Care Plans of students in the classroom must be followed. Parents/guardians will be notified so they can determine in advance whether a particular food item is safe for a child with life-threatening allergies.
- All students are encouraged to eat healthy snacks. Foods containing allergens should not be consumed in the classrooms of students with food allergies.
- Sharing or trading food in the classroom or cafeteria is not permissible and is a safety practice that has been in place in LCPS for several years.
- When student birthdays are recognized at school, only non-food treats are allowed.
- Non-food items will be used when classroom rewards are considered. Inclusion of all students in classroom rewards is essential.
- Foods containing allergens specific to a student are not to be used for class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, or other purposes.
- Students are encouraged to assume increasing responsibility for healthy and safe food choices as they progress from elementary to middle and high school.

Supporting Students with Food Allergies is available on the LCPS website under Administration—Pupil Services—Keeping All Students Safe

FUND RAISING

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

HEALTH OFFICE

Please make sure that our staff, especially our health clinic assistant, is aware of any medical problems that require special consideration. In case of illness or injury, a student will be cared for temporarily by a member of the school staff, preferably the school nurse. The parents or authorized adults listed on the emergency card will be called to come and pick up any student who is ill. If a serious illness or injury occurs, 911 will be contacted immediately prior to parent notification.

HOMEWORK

Homework is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents/guardians 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. The LCPS guidelines for the amount of homework that is given each evening are as follows: children in grades one, two and three should not spend more than thirty minutes daily doing homework; children in grades four and five should be given no more than sixty minutes of homework a night. Most teachers do not give homework on Friday nights. Of course, students work at different rates, so the time children take to complete homework varies. Students may also bring incomplete classwork home.. Long-range reports and projects are expected to take more time than the general guidelines suggest. Parents should use their own discretion when their child has been working longer than the homework guidelines mentioned above. Please notify the classroom teacher if your child is working at home longer than the suggested guidelines listed above.

Children are often asked to read nightly, practice their spelling words and/or study math facts for their homework assignment. This type of homework is just as important as a written assignment and should be completed just as carefully as any other work assigned.

Students will not be permitted to call home if they forget their technology or homework.

ILLEGAL SUBSTANCES

School Board Policy 8240-REG, address the possession, distribution, and use of alcohol, tobacco, and drugs by students. School Board Policy 8-32 prohibits the possession of weapons. These policies clearly set forth the responsibilities of students, and the consequences of violating the policies. These may be reviewed online at <http://www.lcps.org/page/76>

LIBRARY

The library is open on a regularly scheduled basis and is supervised by the librarian and 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 students, 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 are kept in a designated area until claims have been made. More valuable items are kept in the school office. At the end of each school year, unclaimed items are washed and given to charity.

MEDICATION

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

PRESCRIPTION MEDICATIONS:

1. The parent/guardian must provide the office with the medication and written instructions from the physician to include:
 - a) student's name
 - b) name and purpose of medication
 - c) dosage and time of administration
 - d) possible side effects and measures to be taken if side effects occur
 - e) termination date for administering the medication
 - f) physician's signature
2. The parent/guardian is responsible for informing the health clinic assistant of any change in the student's condition or any change of medication.
3. The medication must be in the original container, with the prescription label.
4. Medical forms are available from the health clinic assistant in the clinic or from the school office. This form must be on file for long-term medication.
5. No more than one week of medication may be sent at one time unless a medical form is on file.
6. Refrigeration is available and medication will be stored there when required by a doctor.
7. Prescribed student medications will accompany the children on field trips.

NON-PRESCRIPTION MEDICATIONS (such as cough drops, lozenges, etc.):

1. Must be in the original container.
2. Must be clearly identified with name and type of medication, and dosage instructions.
3. A note signed and dated by the parent/guardian giving the child's name, medication name, dosage instruction, specific dosage times, and other necessary instructions must accompany the medication.

The school must be notified about all medication, including cough drops.

Students may not transport any medicines:

For the health and safety of students, no student will be allowed to transport any medicine (prescription or non-prescription) to school or to return the medicine to home. Parents or

guardians must deliver the medicine to the school clinic or office. They must also pick up any remaining medicine from the clinic or office. Parents/guardians are also responsible for providing a completed and signed Medication Form (available in clinic) which has been signed by the physician or dentist who had 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/guardian's signatures are also acceptable. We will ensure that the medicine is promptly locked in a secure location. We will count and record the number of pills upon receipt. When possible, we will do so while the parent is present.

NEWSLETTERS

In the interest of being sensitive to our environment, save paper and technology (such as cell phones and computers), all newsletters will be posted on our school website at the beginning of each month.

PARENT VOLUNTEERS

Volunteers play an important role at Countryside Elementary. Parents, grandparents and community members are encouraged to help in the classrooms as needed by individual teachers, and to assist the school in other areas. They assist teachers with a wide variety of activities. Volunteers are appreciated both in and outside of the classroom. They work under the direction of school personnel. Volunteers help to enrich the curriculum by sharing their interests and experiences. Upon arriving at school, volunteers sign in at the office and wear a volunteer badge. Volunteers also sign out when they leave the building. Volunteer hours are reported 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 PTA will help organize our volunteer program. Classroom teachers will also ask for parent volunteers in newsletters and at Back to School Night.

PARTIES

The delivery of instruction is our first priority. Classrooms are permitted three parties during the school year. Usually, teachers request parent volunteer assistance with these parties. Prior to a party, all materials and food should be left in the main office so that instructional time is left undisturbed. Surprise parties for staff members are not encouraged or recommended.

PARENT TEACHER ASSOCIATION (PTA)

Our PTA, with elected officers, plays an integral role in the daily working of Countryside Elementary. The PTA provides support for the regular curriculum as well as enrichment programs and materials for students. Please consider volunteering to help the PTA provide your students with many programs.

REPORT CARDS

Report cards are issued to all students 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 intermediate report card given to students in grades 3 - 5 reflects the academic

achievement of students through the A, B, C, D, and F traditional grading process. Interim reports are sent home mid-marking period for students whose achievement has dropped two letter grades, and/or whose achievement is poor (D) or failing (F) at that time. Some teachers choose to send interim reports to either all or part of their class to inform parents of their child's progress.

All report cards are located in ParentVUE and will not be printed or sent home. If you have never activated your account, please contact the main office at 571-434-3250. If you forgot your password please click on the blue link titled "forgot your password, click here". A new password will be sent to the email on file.

SCHOOL CLOSING/DELAYED OPENING

In the event of bad weather or other hazards, school may be delayed or canceled. Announcements are made over the following television channels: 4, 5, 7, and 9

It is strongly suggested that you sign up through our school or Loudoun County Public Schools website to receive instant messages concerning school closings, delayed openings, or early dismissals. Messages can be sent to your cell phone and/or you can receive an email when these changes to our school day occur. In addition, you will receive an automated phone call from Loudoun County Public Schools for the delay or closing.

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

A one hour delay would mean that all programs would operate as usual except that they would start one hour late.

A two hour delay would mean that school opening would be delayed for two hours with specific alternatives to certain programs.

1. FUTURA will operate as usual except that it will start two hours late.

Early closings of school may occur if weather conditions deteriorate once students are in school. If you suspect an early closing, stay tuned to your local TV or radio station and avoid calling the school. Phone lines must be kept open for emergency calls.

One hour early closing: All bus routes operate as usual except for starting one hour earlier than the normal time. All school activities, activity runs, and athletic trips are canceled.

Two hour early closing: All bus routes operate two hours early.

It is suggested that parents set up procedures for early closing with their children at the beginning of the school year. If a student is to go somewhere other than usual in such emergencies, it is imperative that both the student 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 kept up to date.

SCHOOL INSURANCE

Students will bring home forms for medical and dental insurance. These completed forms are mailed directly to the companies. Participation is optional.

STUDENT CONDUCT

Students at Countryside Elementary School are expected to maintain the highest standard of conduct at all times. Students who have difficulty handling this responsibility will be dealt with individually. The behavior expected from students at school is a combination of common courtesy and safety considerations. The following types of conduct are never permissible:

- 1) Fighting
- 2) Defiance of school staff
- 3) The use of profanity
- 4) Refusal to prepare assignments or to participate in class
- 5) Vandalism
- 6) Bullying
- 7) Threatening
- 8) Intimidating

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a problem, the teacher may confer with the student; confer with the parent or guardian; use classroom disciplinary procedures; or refer the situation directly to the school principal. The possession, use and/or threat of use of any weapon, as defined in School Board Policy 8-32, is a very serious matter and will result in disciplinary action. Also considered very serious is the use of alcohol, tobacco, and/or illegal drugs by Loudoun County students while on school property. A School Board policy manual is available for parent perusal in the school library for further clarification.

TARDINESS

Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause a loss of instructional time. Any student who arrives at his/her classroom after 7:50 a.m. is considered tardy, and must get a tardy slip from the office before going to class. Repeated late arrivals will result in a home contact by the school principal. If an excessive number of unexcused tardies occur, a referral may be made to the County Attendance Office.

TEXTBOOKS

All textbooks are loaned to students free of charge. Parents/Guardians are asked to review the condition of all books carefully before signing the Book Loan Form at the beginning of the school year. Parents/Guardians assume the responsibility of paying for lost or damaged books.

VACATION

Families are strongly encouraged to schedule all vacations during breaks from school, so students do not miss important instruction. Sometimes family schedules or family emergencies dictate student absences from school. Please notify the teacher and the principal in advance, if possible.

All vacations must be approved by the administration to be considered for an excused absence. Students are expected to complete work missed during their absence. If you are planning a vacation, please check testing schedules in advance.

VISITORS

All visitors are required to report to the school office upon entering the building. Visitors must show a government issued identification (Drivers License or Passport) before being permitted to enter the building. Visitors must get a pass before going to other areas of the building. Parents/Guardians bringing items to their children should come to the office to avoid disrupting classroom instruction. Even parents/guardians who regularly volunteer must sign in at the beginning of each visit and wear the appropriate identification badge. Visitor badges should be visible to staff and students. These procedures are for the safety of our students and staff. To keep disruptions to classroom teaching and learning to a minimum, visitations need to be arranged in advance through the classroom teacher and/or the principal.

Good School Citizenship

Countryside students treat others as they wish to be treated, with respect.

Countryside students are considerate; they take turns talking and listening.

Countryside students are kind, honest and always try to do their best.

Countryside students take care of school property.

Countryside students respect the authority of adults in the school.

Countryside students use good table manners and quiet voices at lunch.

Countryside students obey and practice bus safety rules.

Countryside students walk in school.

Countryside students use appropriate language.

Countryside students review and know the rules of Loudoun County Students' Rights and Responsibilities.

COUNTRYSIDE ELEMENTARY SCHOOL IS A POSITIVE
BEHAVIOR SUPPORT SCHOOL.

WE START EACH SCHOOL DAY WITH OUR PLEDGE:

*TODAY I WILL BE RESPECTFUL,
RESPONSIBLE AND READY TO LEARN
I WILL TREAT OTHERS THE WAY I WANT TO
BE TREATED*

2018-19 SCHOOL CALENDAR for Students

August 23 FIRST DAY OF SCHOOL FOR STUDENTS

September 3 Holiday (Labor Day)

October 8 Holiday (Columbus Day)

October 22 Student Holiday (County-wide Staff Development)

November 2 End of First Grading Period

November 5-6 Student Holidays (Planning/Records/Conference Days)

November 21-23 Holiday (Thanksgiving)

December 21-January 1 WINTER BREAK (Classes Resume January 2)

January 17 End of Second Grading Period

January 18 MOVEABLE STUDENT HOLIDAY** (Planning/Records/Conference Day)

January 21 Holiday (Martin Luther King Jr. Day)

February 18 Holiday (Presidents' Day)

March 28 End of Third Grading Period

March 29 Student Holiday (Planning/Records/Conference Day)

April 1 Student Holiday (County-wide Staff Development)

April 15-19 SPRING BREAK

May 27 Holiday (Memorial Day)

June 7 Last Day of School for Students/End of Fourth Grading Period

**Parents with childcare or other weekday scheduling concerns – The date of this 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. Parents with childcare or other scheduling concerns should be prepared.

9 Week Grading Period Ending Dates

November 2, 2018

January 17, 2019

March 28, 2019

June 7, 2019

Schedule subject to change based on possible school closing due to inclement weather.

Countryside Parent or Guardian and Student Signature Sheet

Parent/guardian and student signatures are required on this form. This form is in addition to the Loudoun County Public Schools Rights and Responsibilities signature page. By signing this form, the student and his or her family indicate that they are aware of Countryside Elementary expectations for students and possible consequences of school rule violations. Please read the discipline section of the Countryside Elementary School Handbook carefully.

We have read and understand the enclosed rules of conduct for Countryside Elementary School.

Student Name

Student signature/date

Parent signature/date

Please return this form which is found in your first day packet to Countryside Elementary School by Friday, September 7, 2018.