



EMERICK ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
2023 – 2024

Emerick Elementary School
440 South Nursery Avenue
Purcellville, VA 20132

Telephone: 540-751-2440
Absentee Line: 540-751-2440, Option 1
Fax: 540-338-6876

<http://www.lcps.org/emerrick>

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state and/or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in this handbook; however, students are expected to follow reasonable rules and not violate the rights of others nor disrupt the educational process.

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440 South Nursery Avenue
Purcellville, VA 20132
540-751-2440

August 2023

Dear Parents and Students,

The staff and I are delighted to welcome you as a member of the Emerick Elementary School “Family”. We are committed to providing a high, quality education for your children, where we believe Today’s Learners are Tomorrow’s Leaders. We hope that you are looking forward to the coming year as much as we are!

Our Emerick Elementary Parent/Student Handbook was designed to give both parents and students important information about Emerick Elementary. It also tells what is expected of each student. Each student is expected to do their best. Please read through the Handbook with your child. If you have any questions about the information, please do not hesitate to contact the school.

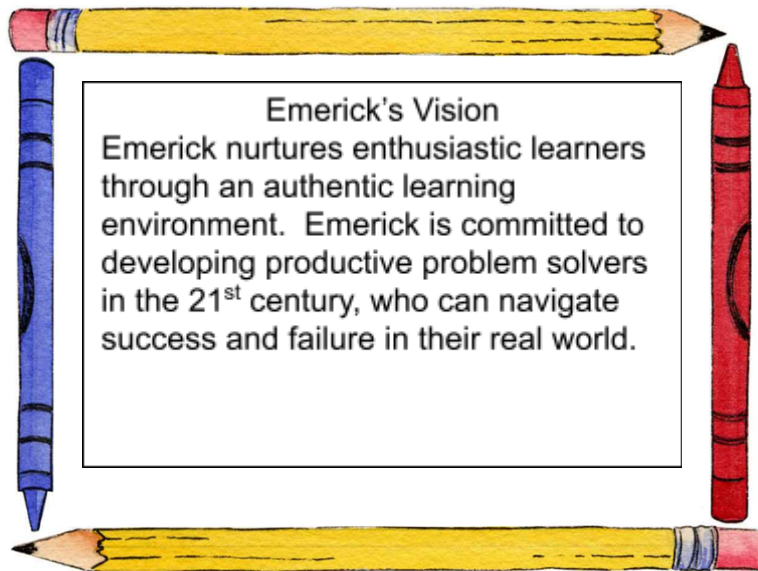
As Sitting Bull once said, “Let us put our heads together to see what life we will make for our children.” It is when we combine the efforts of home and school that we create a caring school community for our children. If at any time you have any questions, concerns, suggestions and even compliments, please feel free to call the school or send us an email. Open and honest communication is imperative to your child’s success!

As we begin the school year, I am truly looking forward to working with both parents and students! I invite you to join us in the excitement we feel as we celebrate another year of school.

Sincerely,

Dawn Haddock
Emerick Principal
Educating Today’s Learners . . . Tomorrow’s Leaders

Emerick Elementary School Vision Statement



Mission Statement

This We Believe...

Emerick Elementary provides a nurturing environment committed to achieving excellence. All students are challenged to reach their maximum potential by learning at their functional level to provide a solid foundation of skills, knowledge and values. This foundation enables each student to become a well-educated, productive adult able to cope with an ever changing world.

We believe that all learners must become:

Effective Communicators who will use verbal, written, artistic and technological forms of communication to give, send, and receive information.

Inspired Learners who are accountable for demonstrating, assessing, and directing their present and life-long intellectual growth.

Productive Workers that perform collaboratively and independently to create quality products and services reflecting personal pride and responsibility.

Responsible Citizens who have a global and multi-cultural perspective, and who take the initiative for improving the quality of life for self and others.

Resourceful Thinkers who independently and creatively strive to solve complex problems through reflection, risk taking, and critical evaluation.

EMERICK ELEMENTARY SCHOOL

DAILY SCHEDULE

- 7:40 a.m. Teachers on duty in classrooms
(Students may not arrive before this time)
- 8:00 a.m. School Begins (Students need to be in
classroom seat at this time or will be marked
tardy)
- 2:45 p.m. Dismissal – Students are dismissed in
the following order:
- Kindergarten dismisses at 2:43
 - All others dismiss at 2:45

We have three dismissals- Bus, car riders, daycare bus, walkers - No car pickups on Nursery Avenue for safety reasons.

Emerick Elementary School Staff 2023 - 2024

Principal.....	Dawn Haddock
Assistant Principal.....	Dave Cramer
Counselors.....	Amy Nole/Jennifer Moore
Kindergarten.....	Annie Bailey Meghan Cline Laura Lynch
First Grade.....	Carrie Bauer Krista McCracken Kara Parker
Second Grade.....	Tara Ballenger Heather Cullinane Amy Heflebower Samantha Perkins
Third Grade.....	Kelly Larivey Karin Lewis Todd Lewis
Fourth Grade.....	Katie Christiansen Jason Hester Karen Meck
Fifth Grade.....	Kim Bowyer Joy Kirk Brian Torre
Resource.....	Rheannon Akers Krystal Avey Joanna D'Amelio Jillian Welsh
Speech.....	Amy Cote
Technology (IFT).....	Kevin Heenan
Digital Experience Specialist.....	Forrest Christiansen
Library.....	Erica Allder
Library Assistant.....	Marilyn Hawk
Music.....	Haven Clippinger
Occupational Therapist.....	Alison Snell
Physical Education.....	John Frye Kelly Clark
Physical Therapist.....	Danielle Young
Reading Resource.....	Susan Lyons
Art.....	Suellen Merlo
SEARCH/FUTURA.....	Jennifer Harrop
ELL.....	Jeannine Raymond
Registrar/Attendance.....	Heather Jenkins
Financial Technician.....	Janelle Daniels
Health Clinic Specialist.....	Jeni Stuart
Instructional Assistants.....	Barbara Lucas Roxann Ayers Sarah Amman Cara Gloeckner Kirsten Shields Mary Tunder Rachel Kennedy Nicole Gaynor
Pals Tutors.....	Alex James Anna Simms
Parent Liaison.....	Tiffany Mussmom
Cafeteria.....	Deborah Mahzoun Mary-Ellen Giannini
Cafeteria Hostess.....	Amanda Rottman Jennifer Deverse
Custodians.....	Joey Ashbaugh Aylin Gonzalez Loretta Wright

**EMERICK ELEMENTARY
PTO BOARD
2023 – 2024**

President	Nichole Barker
Vice President of Communications	Laura Hill
Vice President of Events	Stacey Kress
Vice President of Fundraising	Katie Baboval/ Maria Swineford
Vice President of Volunteers	Katie Copeland
Treasurer	Jamie Fife
Secretary	Mandy Rottman
Teacher Liaison	Annie Bailey
Ex-Officio Past Board Member	Cassie Arnburg

LEAP Representatives - Kathy Summers

M.S.A.A.C. Representative - Sara Freeman

SEAC Representative - Carolyn Anderson

ALCOHOL

Alcohol is not permitted on school property. Staff is not permitted to accept alcohol as gifts.

ALLERGIES / INSECT STINGS

Be sure to notify the school Health Clinic Specialist, Jeni Stuart, if your child suffers from severe allergies or is allergic to insect stings.

ALLERGIES / FOOD

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. We are no longer able to accept cakes, cupcakes, cookies or any other type of food to be distributed as birthday treats. Please understand that this is for the safety of all students. Your cooperation is requested and will be appreciated. Non-food items such as pencils, stickers, recess equipment or board games for the class to share are items that may be donated in celebration and recognition of your child's birthday.

ATTENDANCE

Attendance at school on a regular basis is vital in maintaining satisfactory school progress. We ask that you have your child attend school each day that they are healthy. It is disruptive to your child's educational program when you remove them from school for trips or family outings. Starting this year, school accreditation will count on a yearly basis. It is imperative that we keep good attendance so the school does not lose its state accreditation.

Our school day begins promptly at 8:00 a.m. Students are expected to be in their classroom by that time, ready to begin their day. Students who are not in their classroom when the 8:00 a.m. bell rings are considered tardy. Students arriving late to school must be **accompanied into the office by a parent/guardian to be signed in and obtain a late pass before proceeding into their classroom.** Students arriving late due to a doctor/dentist appointment will need a note from the doctor/dentist office.

If your child will be absent/tardy due to illness/appointment or other circumstances, please call our absentee call in line at 540-751-2440 and press 1 to leave a message, visit our Emerick website at www.lcps.org/emerrick and complete the "Sick As A Dog" online absence form or report via ParentVue. Should you need to speak to someone in the school office, please call 540-751-2440 between the hours of 7:15 a.m. and 3:30 p.m. If you are out more than three days, a doctor's excuse is required. This note should be given to your child's teacher.

Students who are absent or leave school early due to a fever, must be fever free for 24 hours without the use of fever reducing medication, before returning to school.

Due to new state attendance requirements, vacations will no longer be excused as they have been in the past. They will be marked un-excused.

If you have not notified the school either through the absentee line, "Sick as a Dog" or ParentVue of your child's absence, school personnel will make reasonable effort to contact you concerning the absence of your child. **Unconfirmed absences are marked unexcused.**

Please note that an excessive amount of excused absences and or tardies may require a doctor's note to continue being marked as excused.

Students with 5 unexcused absences will receive a letter from the Principal, the 6th unexcused absence will require a meeting with the School Counselor to develop an attendance plan, the 7th unexcused absence will require a meeting with the Principal and the 8th unexcused absence will require a meeting with the LCPS truancy office.

AFTER SCHOOL ACTIVITIES

After school activities are a privilege. Should it be necessary for a student to remain after school for specific activities, parents will need to send in written permission. Students will be dismissed from after school programs if they are picked up late twice or if their behavior is unacceptable.

ARRIVAL OF STUDENTS

Students may not arrive before 7:40 a.m. Teachers' contracts specify a beginning time of 7:40 a.m. and supervision of students before that time cannot be assured. Once the 7:40 a.m. bell rings, students are allowed to go directly to their classroom to get ready for a great day of school. **Parents dropping off students by car need to use the back entrance next to the gym.** Parents dropping off students after the 8:00 a.m. bell rings need to park their car and enter through the main entrance doors to sign their child in at the main office. Students will receive a tardy slip and may then proceed to their classroom.

ASSEMBLIES

Assemblies are scheduled periodically throughout the year.

BICYCLES / SKATEBOARDS / ROLLERBLADES

Skateboards and rollerblades are not allowed on school grounds. Students may ride their bikes or scooters to school, however, they may not ride their bike on school property. Students may walk with their bike on school property. Bike racks are located in front of the school, by the gymnasium, and by the playground side door.

BIRTHDAY PARTIES

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

1. Consider donating a book to the school library or a piece of equipment for recess i.e. playground ball. Please consult the librarian or the office for a list before purchasing.
2. Children's feelings are easily hurt. Consequently, all invitations for individual parties must be made outside of school, unless all students in the class are invited.
3. Balloons and/or flowers are not permitted.
4. We are no longer able to accept cakes, cupcakes, cookies or any other type of food to be distributed as birthday treats.

BREAKFAST

Breakfast is served daily from 7:40 a.m-8:00 a. m. Students need to check in with their teacher before going to breakfast. **The cost of breakfast is \$2.10.**

BUSES

Riding a school bus is a privilege and this can be taken away at any time. It is extremely important that we take the necessary safety precautions in transporting students to and from school. We ask your cooperation in the following:



1. Please review bus safety with your child including safety at the stops.
2. Students cannot be dismissed from a bus; all students must be signed out in the office and a staff member will get your child from their bus.
3. In the event of an early dismissal, buses will follow their normal routes.
4. Anyone receiving kindergarten students at the bus stop **MUST** have a matching tag. All kindergarten students will be brought back to school if someone is not there with proper identification.

KINDERGARTEN

As a reminder, for the safe loading and unloading of our kindergarten students, The Division of Transportation has provided each elementary school with Pink tags to aid in identifying kindergarten students. Every kindergartener, including bus riders, walkers, and kiss and ride students will have this tag affixed to their backpack. As an added safety measure, the current school year tag should be the only tag affixed to each child's backpack. Parent or designee/guardian must meet the kindergarten student at the bottom of the bus steps and provide identification and the tag. Kindergarten students will not be left unescorted at a bus stop, they will be returned to the school office.

BUS PASSES

As we optimize school bus use and improve service levels, the practice of providing yearlong bus passes which occupy student space on separate buses, can no longer be allowed. Students who occupy more than one space for transportation reduces school bus capacity. Bus passes will be evaluated on an individual basis. Exceptions will only be authorized when the no-cost provision of LCPS policy 6210 apply. If the exception would require a change in route, additional stops or an overcrowding condition at any point along the route, the exception cannot be allowed.

EQUIPMENT ON BUSES

Musical instruments, athletic equipment, and other small objects are permitted on the school bus as long as the student can carry the instrument or object on and off the bus by themselves. Such items must be placed in the student's lap or stored between the student's legs and the barrier in front of the student. Instruments or large objects cannot block the aisle. Large instruments such as drum kits, cellos, basses, athletic mats, large coolers and any other large equipment cannot be transported on school buses safely. In an accident, these items can easily become a projectile and cause injury.

CAFETERIA

Emerick offers a daily lunch and breakfast program. A copy of the menu can be obtained at <http://lcpshhealthycafe.org>. You can sign up for a copy of the menu to be sent electronically to you each month. Breakfast will cost \$2.10 and lunch will cost \$3.05 this year. Additional meals and a la carte items can be purchased for an additional fee. If a student brings lunch from home, they may purchase milk and a la carte items from the cafeteria. Soda is not permitted.

We welcome families to join their child for lunch. Please check in at the main office and have proper identification and get a visitors badge.

Lunch and breakfast may be paid in the following ways; via personal check made payable to the County of Loudoun, or by accessing the LINQ Connect website at <http://lcpshhealthcafe.org>. If possible, do not send cash to school with your child.

Ice cream/juice bars will be offered to purchase by different grade level days.

Monday - Kindergarten

Tuesday - 1st grade

Wednesday - 2nd grade

Thursday - 3rd and 4th

Friday - 5th grade

Children are expected to eat a good lunch prior to getting ice cream/juice bars.

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

- Leave the table and surrounding area clean and orderly
- Place trash in proper containers



Application for free lunch/breakfast is available online by clicking on “Free/Reduced Lunch” located on the top menu of the Emerick web site under Resources / Parent Resources. If this applies, please apply online or contact the family liaison at Emerick to help you fill out the form. Please note that if you were on Free/Reduced lunch last year, you will still need to do this again this year. If your situation changes during the school year, these applications are available any time online or in the main office. A new application must be completed every school year. Here is a link to the application [Free & Reduced Meal Application](#).

CELL PHONES/SMART WATCHES

Cell phones are allowed at school only for emergency reasons. Students are asked to turn them off and they need to stay in their backpacks. If a phone is out of their backpack it will be sent to the office for parents to pick up. If your child has a smart watch, they are not allowed to use this during the school day, and we ask parents not to text their child during the school day.

CHANGE OF ADDRESS / TELEPHONE / EMAILS

Please notify the school office of any changes to your home address. Phone number, email address, and emergency contact changes can be made through your ParentVue account. It is important that we have on file the correct information for your child in the event of an emergency.

CLASSROOM PARTIES

Classrooms are permitted three (3) parties during the school year. Teachers will request parent volunteers to help with these parties. It is the teacher’s decision as to which three (3) parties take place in their classroom.

Surprise parties for staff are not encouraged or recommended. Please see the Principal before planning such a party.

CLINIC

In case of illness or injury, a student will be cared for temporarily by our Health Clinic Specialist. School personnel will render first aid treatment only. If emergency medical treatment is necessary, parents will be contacted. It is extremely important that the school has on file current and up-to-date phone numbers as well as the name of a friend or relative that could be contacted in the event we cannot reach a parent/guardian. All emergency contacts should be updated in ParentVue.



If your child has a fever, they must be fever free for 24 hours without the use of fever reducing medication before returning to school.

If your child is hospitalized, please notify the school. A “Return to School” note indicating restrictions is required upon return to school.

Head lice should be reported to the Health Clinic Specialist. Letters are sent out to the classroom when two or more cases of head lice have been reported in the same class. After treatment and upon returning to school, students need to be checked by the Health Clinic Specialist.

As of the 2018/2019 school year, acetaminophen (Tylenol) will no longer be stocked for student use in our school health offices. According to Virginia State Medication Guidelines, ***all medication must come from home***. Based on these guidelines, LCPS staff will discontinue the practice of providing acetaminophen, or any other unauthorized medication to students. Instead of acetaminophen, students may be given water, rest and ice for headaches, and will be evaluated for other symptoms of illness or injury. Parents or guardians who prefer to have acetaminophen available at school for their child can complete the Authorization for Medication Administration form and bring the completed form along with a small bottle of acetaminophen to the health office. School Nurses and

Health Clinic Specialists should contact parents or guardians prior to the administration of the child's own acetaminophen. Please contact Jeni Stuart, clinic assistant at Emerick Jeni.stuart@lcps.org , or call Emerick at 540-751-2440 and select option 2.

COMMUNICATING WITH PARENTS



Every effort is made to keep parents informed of what is happening at school. Each teacher sends home a monthly newsletter. The school will be sending out ConnectEd messages weekly on Sunday evenings for what will be happening in the upcoming week. A quarterly school newsletter will be sent electronically.

It is essential that parents take the time each evening to go through your child's backpack. Most schoolwork will be sent home in the Thursday Folder along with any other school announcements such as picture information, PTO information, etc.

Keeping informed will aid both the parent and child in keeping organized and knowledgeable about what is happening in both the classroom and school. Be sure to check the Emerick web page at <http://www.lcps.org/emerrick> often.

CONFERENCES

All parents will be scheduled for a conference during the first grading period. Parents or teachers may request additional conferences as the need arises. Parents can email the teacher, Assistant Principal, or Principal with their request. For safety reasons, we do not allow parents to drop by the classroom without an appointment.

CONNECTED

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

CURRICULUM

Emerick offers students a full program of elementary studies: reading, English, science, social studies, mathematics, writing, spelling, health and safety, family life, drug and alcohol awareness, music, art, physical education, and technology. Classrooms are responsible for the majority of instruction; however some instruction may be departmentalized within grade level.

DISCIPLINE

Majority of discipline is handled in the classroom. On occasion when behavior warrants, students may be sent to the office. Parents will always be notified when their child is seen by an administrator which can also include the guidance counselor. Students seen by an administrator may encounter a consequence such as but not limited to lunch in the office, time in the "Opportunity Center", loss of a field trip or field day, suspension, or in some cases expulsion. Multiple infractions will require a conference with parents. If it is necessary for your child to stay after school to make-up missed assignments, parents will be contacted for permission. Please have the conversation with your child about keeping their hands to themselves and always reporting if they are touched inappropriately. It is policy that when a student is touched in a private area, a Title IX report is filed with the LCPS Title IX office. Racial slurs and hate speech will not be tolerated at all.

DRESS CODE

In accordance with policy §8270, students must follow the Dress code set up by the school board.

[LCPS Dress Code](#)

EARLY DISMISSAL

Early dismissal during the school day is governed by the following procedures:

1. Parents desiring a child to be excused from school for educational or medical reasons must send a written request to the office and teacher.
2. Parents picking up a child for an early dismissal must come to the office and sign their child out. Office staff will call your child from the classroom upon your arrival. Parents are not permitted to go directly to the classroom to get their child.
3. Please be prepared to show picture identification before your child is released to you.

For safety reasons, any changes to your child's dismissal must be made by 2:00 p.m.

EARLY SCHOOL CLOSING

Early dismissal by Loudoun County Schools during the day may take place due to inclement weather, failure of heating/water systems, or natural disaster. Please have a plan in place for your child in the event of an early dismissal. ***Children should particularly be instructed as to the procedure to follow if no one is home during the school day. Unfortunately the school cannot commit to calling home for each of our students. Phone lines must be kept open for communication with central office personnel.***

Information about an early closing could be sent via a connect-ed, Loudoun alert, or via the LCPS mobile app available for the Iphone and android phones.

ENTERING EMERICK

All persons entering Emerick are required to show picture identification at the camera located outside the main entrance doors of the school. Prior to entering you will be asked your name and the reason for your visit. Upon entering the building, you will enter another locked safety area. When you enter this, the school secretaries will open a door to the office.

EMERGENCY DRILLS

Fire drills are held four times during the first month of school and once a month thereafter as mandated by state law. Specific plans for evacuation are posted in each classroom and other areas of the school. Emerick has specific plans for evacuation and relocation should evacuation of the building for an extended period of time be necessary.

Bus evacuation drills are practiced twice during the school year.

An earthquake drill is practiced in October.

A tornado drill is practiced in March.

Lock-down drills are practiced twice during the first 20 days of school, the start of second semester, and two during the second semester of school.

Procedures are in place to protect students and staff from unwelcome intruders.

EXPENSIVE VALUABLES

We discourage children from bringing large amounts of money to school. Students are not to bring jewelry, cameras, video games, toys, etc. to school. The school accepts no responsibility for the protection of these possessions. Such items can also become a distraction during instruction.

FIELD TRIPS

Emerick Elementary students are afforded the opportunity to visit various places of educational interest in the surrounding areas to enrich their classroom experiences. The trips are usually taken in a school bus under the supervision of the classroom teacher with at least two other adults present. Parental permission is required before any student is taken on a field trip.



Budget cuts to transportation make it necessary for students and chaperones to cover a portion of the transportation cost. Please contact your child's teacher or the Principal if the cost of a field trip presents a financial hardship.

Parents wanting to follow the field trip bus to the field trip must request approval by the Principal.

Field trips are a privilege for all students and may be taken away if behavior is not appropriate in school.

GUIDANCE

The elementary guidance program provides classroom lessons to all students. The guidance counselor is also available for small group or individual counseling. Teachers and parents may refer their child to the counselor. Parent permission must be obtained for a student to meet **regularly** with the counselor in a small group or in an individual setting.

GUM

Gum is not permitted in the school building, except during days that have been designated by administration, because of possible damage to books, furniture, or school building.

HOMEWORK

Homework is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed. The LCPS guidelines for the amount of homework given each evening are as follows: students in grades kindergarten may have 10-15 minutes, 1st grade, 20 minutes, 2nd, around 30 minutes, 3rd grade around 40 minutes, 4th grade around 50 minutes and 5th grade around one hour. If for some reason, your child is exceeding the amount given, please contact your child's teacher. Students are often asked to read nightly and study math facts for their homework assignment. This type of assignment is just as important as a written assignment and should be completed just as carefully as any other written work assigned.

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

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

IDENTIFICATION

All persons entering Emerick Elementary School will be required to show picture identification and share the purpose of their visit. A camera is located outside the main entrance to the school. Please ring the bell, show a picture ID and someone will assist you.

ILLEGAL SUBSTANCES

School Board Policies 18-35, 18-36, and 19-37 address the possession, distribution, and use of alcohol, tobacco, and drugs by students. School Board Policy prohibits the possession of weapons. These policies clearly set forth the responsibilities of students and the consequences of violating the policies. These may be reviewed at the LCPS website.

INSURANCE

Student accident insurance is available. Application forms are distributed to all students at the beginning of the school year. Each student has a choice of 24-hour coverage or basic school time coverage.

LCPS MOBILE APP

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 their 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. For example, the app includes access to school menus, the lunch account software system, the student information management system, the online learning platform, 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 to the phones of subscribers without incurring charges associated with texting.

LIBRARY

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



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.

The library supports the Accelerated Reading Program. Students in grades 2-5 participate in this program. The Accelerated Reader program has students reading books and taking quizzes. Points are earned based on the correct answers to the quiz. Students are required to earn a specific amount of points based on their grade level. Students who meet a set goal for the year are invited to an A/R Carnival. Throughout the year we emphasize the importance of “no cheating” on the quizzes. Students who are caught cheating on these quizzes will be sent to the office and will need to start over in earning points towards the end of the year carnival.

MEDICATION

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

1. Prescription Medications:

The parent must provide the clinic with the medication and written instruction 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
 - g. Parent/guardian signature
2. The parent is responsible for informing the Principal and Health Clinic Specialist of any change in a student's condition or any change in a student's medication.
 3. The medication must be in the original container with the prescription label.
 4. Forms are required for all medications-prescription and non prescription.
 5. Refrigeration is available. Medication will be kept in the clinic unless a doctor prescribes otherwise.
 6. Prescribed student medications will accompany the student on field trips.

NO MEDICATION INCLUDING COUGH DROPS, MAY BE TRANSPORTED WITH THE CHILD. ALL MEDICATION MUST BE BROUGHT TO THE SCHOOL AND PICKED-UP FROM THE SCHOOL BY THE PARENT/GUARDIAN.

MESSAGES FOR STUDENTS AND TEACHERS

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

NOTES TO SCHOOL

You are provided a packet which you can send notes in if needed. We cannot change how your child is going home after the 2:00 time, this is for safety reasons. If it is an emergency, we will work with you.

PARENT VOLUNTEERS

Emerick encourages volunteers. A Parent/Volunteer form must be completed if you volunteer at school. Your ID will also be scanned into Raptor, which will run a background check. Parents, grandparents, and community members are encouraged to help in the classroom as needed by individual teachers.

Upon arrival at school, volunteers need to present their driver's license at the office and wear a volunteer badge. Volunteers will need to sign-out when leaving the school and return their badge.

Parent volunteers are a very valuable resource for the students and staff at Emerick. Parents and other significant adults are encouraged to volunteer to help in classrooms, programs, and PTO activities. Please contact your child's teacher or the PTO if you have time you can donate to enhance the education of our students. The schedule for classroom volunteers will be created by the teacher. **Please note: For safety/supervision reasons, parent volunteers are not to bring younger siblings to the school while volunteering.**

For safety reasons and when deemed necessary by Emerick school administration, the number of spectators at an event can and may be limited.

PETS

No pets of any kind are allowed at school without prior permission. The Principal may give special permission for pets to be brought to school as part of a special activity.

PHYSICAL EDUCATION

The staff at Emerick believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. P.E. classes with the physical education teacher are provided two times a week for students in grade K-5. **Children must wear tennis shoes for all physical education classes.** A doctor's note is required if your child cannot participate in PE for an extended period of time.



PICTURES

Pictures of students can only be taken if the event you are photographing is open to the entire school, i.e. our yearly musical production. Pictures of classroom events that are not open to the entire school are **not** permitted, i.e. classroom parties, classroom events.

Pictures are taken twice a year by a professional photographer. They are taken in the fall and this is the picture that is used for our school yearbook. Retakes are available. Pictures are taken again in the spring. There are no retakes of spring pictures. Class pictures are also taken in the spring. The school also has a yearbook which must be pre-ordered and prepaid.

RAPTOR

Visitors/volunteers to Loudoun County Public Schools (LCPS) facilities will go through Raptor for securely entering these facilities. LCPS requires all visitors to show a picture ID and state a purpose for their visit in order to have an exterior door unlocked for them. Once inside, visitors must check in at the office prior to heading to their destination. School personnel will swipe your ID in the Raptor Visitor Management System. This new system has been installed in all district schools. The Raptor software will compare the visitor's name, date of birth and photo against a national database of registered sex offenders. Additional information from the driver's license or other form of government-issued identification is not gathered. The system is not connected to any other database, including that of the Department of Motor Vehicles. Once the driver's license or other form of identification has been scanned, the system will generate a badge that states the visitor's name, date and purpose of visit.

REPORT CARDS

The purpose of the report card is to inform parents of their child's academic and social progress. Children in K-2 will use specific coding to help parents understand the progress their child is making in the primary skills as well as personal development. In grades 3-5, grades are recorded in the major subject areas. All students are assessed in social and work habits. Report cards are issued four times a year and are available for viewing through ParentVue approximately two weeks after the end of each nine-week grading period. A student who shows a marked drop in achievement, or who is doing poorly in any subject, will receive an interim report midway through the grading period to inform the parents of any problems. Paper copy report cards will no longer be sent home or mailed. Report cards and progress reports will be available for viewing through ParentVue. A parent conference can be set up at any time. Please reach out to the teacher.

SELLING / SOLICITATION

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

SCHOOL ALERT

Loudoun County provides a "closing and school alert system". This system will allow you to be notified on your cell phone, e-mail (either work or home), or smart phone about an early closing as well as any other emergency information in Loudoun County. Log on to the Loudoun County Public Schools website at www.lcps.org and click on the closing and alert system.

SCHOOL TELEPHONE

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



SMOKING

Smoking or other use of tobacco is prohibited in all Loudoun County Public School buildings and/or on school grounds by all persons.

SPECIAL PERMISSION

Students attending Emerick on Special Permission do so with the understanding that parent/guardian will provide transportation to and from school; students must arrive at school on time and attend on a regular basis; observe school rules and regulations. Students who accumulate 5 unexcused tardies, late pickups, and or absences will need to meet with the Principal. Students who accumulate 7 unexcused absences, late pickups, or tardies will be asked to return to their home school.

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK

At the beginning of each school year, LCPS posts on the website a student handbook setting forth system rules and expectations for student behavior. It is incumbent upon every parent to read this document carefully and help all students understand the rules and expectations our county has set forth. Acknowledgement of the handbook is done through ParentVue and is required of all students.

TELEPHONE

Parents can reach the Emerick school office by calling 540-751-2440. (Absentee Line: Option 1, Fax: 540-338-6876.)

The office telephone is available to students only in the event of an emergency. Students will not be allowed to call home to make personal arrangements (such as obtaining permission to go home with another child).

TEXTBOOKS

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

TOYS

Toys of any kind are not permitted in school. This also includes trading cards of any kind including Pokeman, Yugioh, and sports cards or any other type of trading cards. Toys also include any type of electronic game i.e. PSP, Nintendo, etc.

TRAFFIC REGULATIONS

Please follow all directional signs upon entering and exiting the school parking areas.

Please use the designated crosswalk when crossing from the school to the parking lot or vice versa.



For safety reasons, please do not drop your child off on Nursery Ave; likewise please do not park your car on Nursery Ave and wait for your child to be dismissed. Please use the car “pick-up/drop off” location near our gym.

Do not cross over the double yellow line when entering the school. You will need to wait in the line.

Car traffic is prohibited in the bus loop between 7:15 and 8:00a.m. and between 2:00 and 3:10 p.m.

TRANSPORTATION

Parents delivering or picking up students by car should use the back entrance next to the gym. Students should enter/exit the building using that entrance. The front circle drive is reserved for bus traffic only.

Students walking or being transported by parents should not arrive at school before 7:40 a.m. and should be picked up from school no later than 2:50 p.m.

All exterior doors are locked at all times. Students arriving after 8:00 am will need to be accompanied by a parent into the building to sign them in at the main office and obtain a tardy slip before proceeding to class. Please note that for safety reasons we do not allow parents to walk their child to their classroom.

TWITTER

Follow Emerick on Twitter at DawnHaddock@lcps-eme or Emerickelem1967

VACATIONS

Vacations that are taken during the school year are not excused. Notify the attendance secretary of the absence.

VISITORS

All visitors to any Loudoun County Public School are requested to report to the main office and present their driver’s license to be scanned into the Raptor System. All visitors must enter through the main doors located in the front of the building. All visitors are required to wear a visitor’s badge while in the building to identify them and their destination. All visitors can only go to the assigned area on their badge. You are NOT permitted to go to other areas of the building if it is not on your badge.

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

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 5th grade student to help with this.

