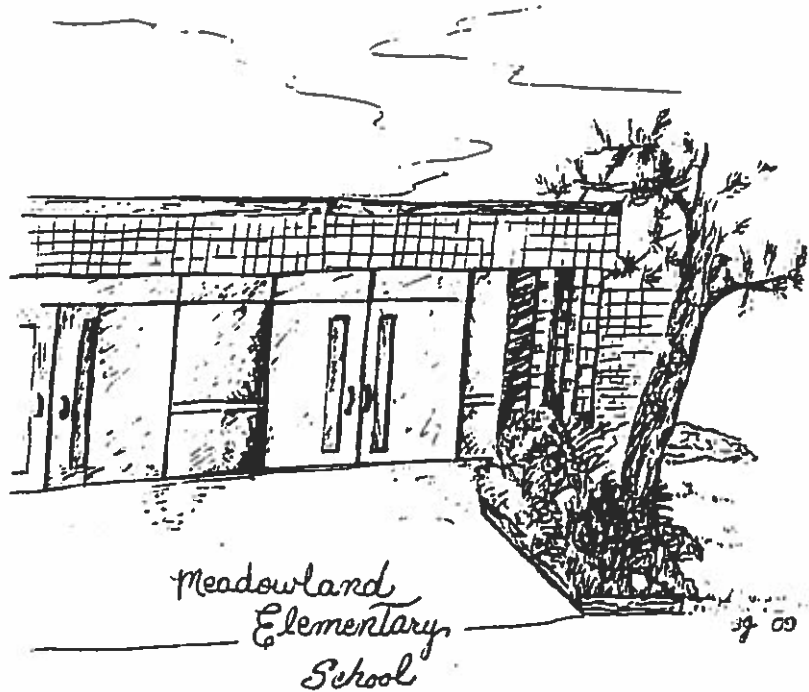


MEADOWLAND ELEMENTARY SCHOOL  
HANDBOOK  
2014 - 2015



729 SUGARLAND RUN DRIVE  
STERLING, VIRGINIA 20164  
571-434-4440

[WWW.LCPS.ORG/SCHOOLS/MEADOWLAND](http://WWW.LCPS.ORG/SCHOOLS/MEADOWLAND)  
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## TABLE OF CONTENTS

	PAGE #
LETTER FROM THE FACULTY AND STAFF	1
SCHOOL CALENDAR	2
MISSION STATEMENT / PHILOSOPHY	3
SCHOOL HOURS	4
ATTENDANCE	5 & 6
ABSENCE / PHONE – IN	6
CURRICULUM	7 & 8
AFTER-SCHOOL ACTIVITIES	8
BICYCLES	8
BIRTHDAYS	9
CELL PHONES	9
CHANGES – ADDRESS OR PHONE	9
CHILD ABUSE AND NEGLECT	10
CLINIC	10
CONFERENCES	10
DRESS CODE	10
EARLY DISMISSAL	11
EARLY CLOSING / DELAYED OPENING	11
FIELD TRIPS	11
GUM / CANDY	12
HOMEWORK	12
LUNCH	12 & 13
MEDICATION	13
NEWSLETTER /WEBPAGE/ MENU	14
PTO	14
PARENT VISITS	14
REPORT CARDS	14
SAFETY DRILLS	15
SELLING	15
STUDENT DISCIPLINE	15
STUDENT RIGHTS AND RESPONSIBILITIES	15
TEXTBOOKS / TOYS	16
TRAFFIC	17
WEAPONS, DRUGS, TOBACCO, AND ALCOHOL	17
TRAFFIC MAP	18

To Our Families:

This handbook is designed to give you some of the information needed to acquaint you with our school. We hope that you will keep it in a safe place for ready reference and will refer to it often.

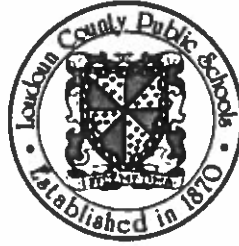
Children are human beings in quest of a happy, successful life – persons in need of:

- guidance and experience – to help them mature
- wisdom – to help them choose well
- discipline – to help them practice self-control and develop a sense of responsibility
- knowledge – to help them understand the world and their fellow man
- humility – to help them develop faith and learn obedience
- kindness – to help them to be kind and tolerant
- truth – to help them learn to be honest and have self-respect
- love – the greatest need of all – to enable them to love.

May we, parents and teachers, strive each day to be wise in our examples and our teaching as we guide our children in seeking their abilities and their talents.

Sincerely,

THE STAFF OF MEADOWLAND ELEMENTARY SCHOOL



## 2014-15 SCHOOL CALENDAR for Students

September 2	FIRST DAY OF SCHOOL FOR STUDENTS
October 13	Holiday (Columbus Day)
October 31	End of First Grading Period
November 3-4	Student Holiday (Planning/Records/Conference Days)
November 26-28	Holiday (Thanksgiving)
December 22-31	WINTER BREAK
January 1	Holiday (New Year's) (Classes Resume January 5)
January 2	WINTER BREAK
January 19	Holiday (Martin Luther King Jr. Day)
January 23	End of Second Grading Period
January 26	<b>MOVEABLE STUDENT HOLIDAY**</b> <b>(Planning/Records/Conference Day)</b>
February 16	Holiday (Presidents' Day)
March 27	End of Third Grading Period
March 30-April 3	SPRING BREAK
April 6	Student Holiday (Planning/Records/Conference Day)
May 25	Holiday (Memorial Day)
June 16	Last Day of School for Students/End of Fourth Grading Period

**\*\*Parents with child-care or other weekday scheduling concerns** – The date of this MOVEABLE Planning/Records/Conference and Staff Development Day between first and second semesters may change, if the school calendar changes due to school closings for inclement weather or other emergencies. Parents with childcare or other scheduling concerns should be prepared.

## **MISSION STATEMENT / PHILOSOPHY**

### Mission Statement/Philosophy

The mission of Meadowland Elementary School is to foster, nurture and instill with each student:

- life-long love of learning
- respect for self and others
- critical and problem-solving skills
- appreciation of our nation's multicultural heritage and diverse society
- abilities to work and socialize with peers and adults

We acknowledge that this task is not ours alone and requires the collaboration of Meadowland's staff with parents and the community. Therefore, it is also our goal to provide a warm and caring environment in which this collaboration can occur to its fullest extent.

## SCHOOL HOURS

Grades 1 – 5	7:50 a.m. – 2:35 p.m.
A.M. Kindergarten / A.M.STEP	7:50 a.m. – 10:50 a.m.
P.M. Kindergarten / P.M. STEP	11:35 a.m. – 2:35 p.m.

It is important that students learn, at an early age, to be “on time”. A child is marked tardy if s/he is not in the classroom by 7:50 a.m. The first bell will ring at 7:40 a.m. for students to enter the classroom and the second bell will ring at 7:50 a.m. to start the school day. **Due to security and safety reasons, students should not arrive at school prior to 7:30 a.m.** There is no adult supervision prior to this time, so it is important that this guideline be followed. After dismissal, students must be picked up by parents/daycare providers before 2:45 p.m. Our secretaries have work to perform and **cannot provide supervision.**

Bus riders	Dismissed 2:35 p.m.
Walkers	Dismissed 2:40 p.m.

The office is open from 7:30 a.m. – 3:30 p.m. every day.

Parents of students who are tardy more than 5 times in a grading period will receive a letter to inform them that their child is not getting to school on time. Please plan to arrive at school prior to 7:50 a.m. as students not in their classrooms when the bell rings will be marked tardy.

## ATTENDANCE

### A. Attendance

All students have a responsibility to attend all scheduled classes and other assigned activities unless excused by the principal. Appropriate disciplinary measures may be taken against students who fail to accept this responsibility.

### B. Absence

Absence from school for any period of time will result in loss of learning; it is important for each student to be present if they are not sick, to take full advantage of the educational opportunities offered by the school. All students who are absent will be required to make up all significant work missed.

#### Excused absences

There are circumstances that may prevent a student's attendance in school. Such absences, when justifiable, are classified as excused absences for which there is no penalty. Principals shall excuse students who are absent for any of the following reasons:

1. personal illness
2. death in the family
3. medical or dental appointments
4. court appearances
5. religious holidays
6. illness in the immediate family
7. emergencies that require the student to be absent.

If a student is absent, whether excused or unexcused, for more than 3 days of membership, 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 5 unexcused 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.

**ABSENCE \*\*\* PHONE-IN \*\*\* (571) 434-4441**

Per Virginia Code, 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 24 hours a day Absentee Phone-in line at 571-434-4441. 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. If an absence cannot be verified, once the student returns 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.

Most school work can be made up after your child returns to school. If you want to request work while your child is absent, you may do so by calling the office, at 571-434-4440. Work will be sent home the following day. Please do not call the Phone-In line with missed school or homework requests.



## CURRICULUM

Meadowland Elementary offers curricula, which include: reading, language arts, social science, Virginia Studies, science, math, health, music, art, foreign language and physical education. In keeping with the mission statement of the Loudoun County Public Schools, we strive to provide a quality education for students which promotes individual growth and initiative, and prepares students to live full and useful lives.

The academic content areas alone are not enough to develop the full potential of every child. We believe that the arts play a vital role. Students attend ART class once each week and MUSIC class twice a week.

PHYSICAL EDUCATION instruction is 90 minutes per week given by the physical education teacher.

A SCHOOL COUNSELOR meets with individuals and small groups, in addition to delivering classroom instruction to provide guidance and counseling to students.

The lessons in the FAMILY LIFE EDUCATION curriculum are presented to students to emphasize the importance of the family as the primary unit of society. It also stresses the need for individuals to make decisions appropriate to values established within their families and to accept responsibility and consequences for their behavior.

In the fifth grade, the students have a semester program taught by the Sheriff's Department called DARE (DRUG ABUSE RESISTANCE EDUCATION). DARE is a state-wide program in Virginia, and it is highly acclaimed nationwide.

The READING SPECIALIST, a specially trained reading teacher, oversees the reading program in the school. This teacher is available for diagnostic testing of students, for providing additional instruction for those students reading below grade level, and for assisting teachers with strategies and materials.

SPELLING instruction in Loudoun County Public Schools is based on years of research on word study. Word study is active – students sort words according to similar features and patterns. Practice in word sorting helps students internalize word features and leads to automatic use of words in written language. An additional component of our spelling program is a continued focus on high frequency words found in reading and writing. Students are responsible for correctly spelling the words assigned to their grade level in **all written work.**

MATH – LCPS offers a blended approach to math instruction. Resources for math include the Investigations math program and a basal textbook.

#### ADDITIONAL PROGRAMS:

The English Language Learner program (ELL) is offered to students in grades K-5 at Meadowland. The purpose of this program is to help limited English proficient students learn English as quickly as possible and to help them be successful in school. This instruction should help students adjust culturally to life in the United States.

Special Education program is offered to K – 5 students and provides specially designed instruction to meet the unique needs of a child with disabilities. Speech and Language services and any other related services fall under this umbrella.

### AFTER-SCHOOL ACTIVITIES

Throughout the year, we have various after-school activities. These will be announced in the newsletter so that you can plan accordingly. It is up to the parents to decide whether the child can stay for an activity. Parents must inform the child how s/he is to get home (walk, or wait to be picked up). Crossing guards are not on duty when these activities end. We **MUST** have a signed permission slip for your child to participate in these events.

### BICYCLES

Students who do ride bicycles to school must follow basic safety rules. These students also must respect the right and safety of all pedestrians. We recommend the wearing of protective headgear at all times when riding. Bike racks are available, however, we can assume no responsibility for bicycles stolen or damaged. We encourage your child to use a bike lock. Students must **WALK** their bikes to the bike rack once they enter school grounds.

## **BIRTHDAYS**

Cake, cupcakes, cookies, other sweets and food items as birthday treat are not allowed at school. This is an effort to keep all children safe and healthy. Loudoun County Public Schools has recently produced guidelines that do not allow any food to be brought in for a child's birthday. Additionally, balloons, floral arrangements, etc. should not be brought to school for a child's birthday. Birthday party invitations are not allowed to be passed out at school.

## **CELL PHONES**

**Cell phones must remain off and in the backpack during the school day. The school is not responsible for lost or damaged cell phones.**

## **CHANGES: ADDRESS OR PHONE**

Any changes to an address requires a parent or guardian to complete a "Change of Address Form" and attach a copy of one of the following: a signed lease, deed, settlement papers, mortgage statement or deed of trust. Any changes to the home phone number, work number or cell phone must be reported to the school promptly in writing or by using the PIM system. This will assist us in case of emergencies.

The Parent Information Management System (PIM) is an online tool that provides a convenient way for the primary parent/guardian of a student to manage changes to the phone and /or email information for the contacts in their child's record. When using the PIM system you can review, at your convenience, the current contact information that exists for your child. If you need to update the current phone/email/emergency contact information, you can easily submit the update request online.

1. Access the PIM link from the LCPS Public Internet site. [www.lcps.org](http://www.lcps.org) . From the LCPS home screen, click on the PIM link on the right-side under "Quick Links".
2. You will be guided through a series of screens where you will be prompted to enter some identifying information, assert your relationship to the student and then enter updated contact information.
3. Once the request has been submitted, your child's school will review the request before accepting.

## **CHILD ABUSE AND NEGLECT**

Pursuant to state law, any person employed in the Loudoun County School system must report suspected cases of child abuse or neglect to the appropriate authorities.

### **CLINIC**

The clinic is attended by a clinic aide and by the office secretaries. It is very important that the information on the emergency card is kept current in case we ever need to call you about your child. As a rule, parents will be contacted to pick a child up if s/he has:

- a fever
- vomiting
- an injury
- repeated visits to the clinic in one day.

Please look under Medication for more information.

### **CONFERENCES**

Teacher conferences are encouraged. We ask that these conferences be scheduled and prearranged. Feel free to call your child's teacher or the office if you would like to arrange a conference.

### **DRESS CODE**

Cleanliness and proper dress are important in setting the atmosphere for school and social conduct. Many studies have shown that neatly dressed children tend to be better behaved and are more attentive to their work. The primary responsibility for pupil dress lies with the parent; however, the school must see that all slogans on T-shirts, etc., convey a non-offensive message. Hats are not to be worn inside the school. Students are not to wear spaghetti straps, halter tops or short-shorts. "Heelys" are not permitted in school. Flip flops are not to be worn to P.E. to ensure your child's safety. The school reserves the right to ask a student to change clothing if necessary. Due to allergies, make up, cologne, perfume or body sprays are not to be worn in the school building.

## EARLY DISMISSAL

Parents need to send a note letting their child's teacher know of an early dismissal. The parent **MUST** check in at the office to sign the child out. Teachers are not allowed to dismiss children from the classroom until the office has requested it.

## EARLY CLOSING / DELAYED OPENING

Emergency early closings are rare and usually caused by bad weather and/or power failure. We ask that you **NOT** call the school when you suspect a possible early closing. Please listen to the TV and radio stations. **The most reliable way to check on the school closing is on the LCPS web page: [www.lcps.org](http://www.lcps.org) (remember to "refresh" the web page for continuing updates.)** The safety of the children is best assured if we can keep our telephone lines open. We encourage you to set up emergency procedures with your child today so that s/he would know where to go if school were closed early. This plan should include several back-up plans to cover all scenarios. In emergency closings, we cannot "baby-sit" children until parents or caregivers arrive.

Major TV stations and the following radio stations carry information about school closings and delays.

WRC TV 4	WUSA TV 9	WINC 92.5 FM
WTTG TV 5	NEWS CHANNEL 8	WTOP 103.5 FM and 103.9 FM
WJLA TV 7	WMAL 630 AM	WTOP 1500 AM

For delays, transportation for Kindergarten/STEP will be adjusted.

### ONE HOUR DELAY – SCHOOL BEGINS AT 8:50 A.M.

A.M. Kindergarten/A.M. STEP will be from 8:50 a.m. – 10:50 a.m.  
P.M. Kindergarten/P.M. STEP will be from 11:35 a.m. – 2:35 p.m.

### TWO HOUR DELAY – SCHOOL BEGINS AT 9:50 A.M.

A.M. Kindergarten/A.M. STEP will be from 9:50 a.m. – 11:50 a.m.  
P.M. Kindergarten/P.M. STEP will be from 12:35 p.m. – 2:35 p.m.



## FIELD TRIPS

If your child is scheduled to go on a field trip, the parent will be notified in advance. The child **MUST** have a properly completed permission slip in order to participate in any field trip. If one cannot be obtained, the child will remain with another class in school.

## GUM / CANDY

Chewing gum or eating candy is not allowed at school or on the school bus.

## HOMEWORK

Children in all grades should read or be read to on a consistent basis. Studies reveal that this one act has a direct correlation to the success of a child in school. Children in grades 1 – 3 may have 30 minutes of homework each night. In grades 4 – 5, they may have 60 minutes. After this time limit, please send a note to the teacher stating that the child has worked the allotted time, but was unable to finish.

A child should be able to do the homework independently; however, we encourage parents to take the time to review the work. If your child is ill and you would like missed schoolwork or homework, we will need 24 hours to fulfill your request.



## LUNCH



Students may bring their own lunch or purchase one at school. We encourage parents to pre-pay on the student's account in 5-day or 20-day lunches. This prevents money from getting lost. Five day milk accounts can also be purchased.

For both nutritional and sanitary reasons, students are not allowed to trade, give, or exchange food. Students may not borrow from or lend money to one another.

Students who do not behave at the lunch table will be seated at a quiet table in the cafeteria.

Elementary School Student Breakfast:	\$2.10
Elementary School Student Lunch:	\$3.10
Adult Lunch:	\$4.10
Al a Carte:	pricing is unavailable until later in summer

**Loudoun County Public Schools Food Services  
Check Acceptance Policy Effective September 1, 2006**

Checks returned due to non-sufficient funds cause a financial burden to the Loudoun County Public Schools Food Service Department. Therefore, LCPS Food Service Department's check policy effective September 1, 2006 is as follows:

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 Check 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 an E-CAP to electronically debit your bank account for the amount owed up to and including any additional fee allowed by law if the check is returned unpaid for any reason.

**CAFETERIA RULES AND BEHAVIOR**

Written by K – 5 students

- Use indoor voices.
- Keep your hands and feet to yourself.
- Be respectful to the cafeteria hostesses.
- Do not share food.
- Walk in the cafeteria.

**MEDICATION**

**ALL MEDICINE SHOULD BE ADMINISTERED AT HOME WHEN POSSIBLE!**  
All medication administered at school must be done according to policy. All medication must be kept in the office. Non-prescription medication may be taken by students only under the supervision of the office staff. Parents must send a note that includes the child's name, dosage, and the time it is to be administered.

If a student is to take prescription medicine at school, it must be in the original prescription bottle. Parents may want to ask the pharmacist for two bottles so that one can be kept at home and the other sent to school. We have an official form called "Loudoun County School's Medication Form" that needs to be completed in order for the school to dispense prescription medication. Parents **must** hand-deliver medication to the clinic. **Medication cannot be transported by a student.**

Please refer to CLINIC for more information.

## **NEWSLETTER / WEBPAGE / MENU**

The school newsletter is our primary means of communication with parents. The monthly newsletter is posted on our website at the end of the month. Additionally, each classroom teacher also posts a monthly newsletter. If you would like to request a paper copy of the school's newsletter, please notify the office in writing. Meadowland's web page also describes our programs and keeps you up to date with the activities of our school. Please visit us at least once a month at [www.lcps.org/schools/meadowland](http://www.lcps.org/schools/meadowland) to see what is new.

For your planning purposes, a lunch menu is sent home monthly and is also posted on the website.

## **PTO**

The PTO is a strong and effective part of our school organization. The PTO manages the volunteer program and serves as the school's chief fund raiser. The PTO works to support the educational program by providing instructional materials to teachers, offering assembly programs and other special purchases. The PTO is an excellent way for a parent to show support and school spirit.

## **PARENT VISITS**

Parents are always welcome to visit our school. You must have an appointment to meet with a teacher during the regular school day. All visitors **MUST** sign in and be given a visitor's badge at the office before proceeding through the building. This is for the safety and security of our students. If a badge is not visible, you will be asked to go to the office to get one. We request written notice 48 hours in advance, if parents desire to visit in the classroom. To protect our instructional program, we request parents stay no longer than 30 minutes in the classroom. Parents wishing to have lunch should let us know by 9:00 a.m. so enough food can be prepared.

## **REPORT CARDS**

Report cards are sent home with students one week after the nine-week grading period is over. They are designed to inform parents of the child's progress. Interim reports may be sent home at any time during the quarter if the teacher feels it is necessary, or if a parent requests it.



## **SAFETY DRILLS**

Fire drills are conducted once a month. Other drills practiced throughout the year include bus evacuation, tornado and lock downs. In the event of an off-site evacuation, parents can obtain further information and instruction by calling 571-252-1000.

## **SELLING**

Students are not to sell, trade or ask other students for money or items in school. This would include items being sold for charitable organizations (scouts, church, soccer, baseball, etc.).

The school will not ask students to solicit funds for school activities.

The school does offer the following items which raise minimal funds for the school:

- individual/class school pictures
- school yearbooks

## **STUDENT DISCIPLINE**

We expect our students to be courteous, helpful, and serious about the business of learning. Students who have a problem meeting these expectations are handled individually and with full parent-school cooperation.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students and parents have a right to know policies and rules concerning student discipline. The *Students Rights and Responsibilities 2014-2015* is available at [www.lcps.org](http://www.lcps.org) under "Quick Links". Parents/ Guardians should access the information and discuss it with their school-aged child(ren). Schools and public libraries can provide internet access if needed. If a printed copy of the information is needed, please contact the school and one will be provided.

## **TEXTBOOKS**

All texts are loaned to students for use during the school day, free of charge. The parent, however, assumes the responsibility of compensating the school for books lost and/or are unreasonably damaged.



## **TOYS**

Toys, Ipods, CD players, Gameboys and Nintendo DS – any hand held electronic games/toys, cards, such as “Pokemon” etc. are not allowed in school. If these items are seen on school grounds, they will be held in the office until a parent/guardian picks them up. We cannot be responsible for the music content or theft of such expensive items.

## **TRAFFIC**

Getting students safely to and from school is the joint responsibility of the parents and school. Although the school cannot provide direct supervision of children until they reach school property, we are concerned about the children's safety from the time they leave home.

In order to help children cross Sugarland Run Drive, there will be crossing guards. If your child must cross this road, parents must insist that their children cross at the designated cross walks with the crossing guards.

Parents who drive their children to school **MUST** use the lower "Kiss & Ride" parking lot. Please stay in line and do not attempt to pass other cars. For safety reasons, your child must be able to get out of the car and step onto the curb. Please ensure that your child has everything needed for school and is ready to exit the car on the passenger side as soon as your car reaches the curb. Patrols are ready to open the passenger door and help your child exit the car. Please **do not** wave off the patrols.  
(See map on page 18.)

**The driveway in front of the school is to be used by buses ONLY.**

If you wish to accompany your child(ren) into the building, park in the front parking lot. You must then walk your child(ren) across to the building using the cross walk. Children **are not** to walk unsupervised in the parking lot.

## **WEAPONS, DRUGS, TOBACCO, AND ALCOHOL**

The possession of any weapons (or look-alikes), illegal drugs, tobacco, or alcoholic beverages is strictly forbidden.

# Meadowland Traffic Flow Plan

