

Loudoun County Public Schools

2017-2018 School Calendar

August 24: First Day of School

September 4: Holiday (Labor Day)

October 9: Holiday (Columbus Day)

November 3: End of the Grading Period

November 6-7: Student Holidays (Planning/Records/Conference Days)

November 22-24: Holiday (Thanksgiving)

December 18-January 1: Winter Break (Classes Resume January 2)

January 15: Holiday (Martin Luther King Jr. Day)

January 26: End of Grading Period

January 29: Moveable Student Holiday* (Planning/Records/Conference Day)

February 19: Holiday (Presidents' Day)

March 26-30: Holiday (Spring Break)

April 2: Student Holiday (County-wide Staff Development)

April 6: End of Grading Period

April 9: Student Holiday (Planning/Records/Conference Day)

May 28: Holiday (Memorial Day)

June 13: Last Day of School/End of Grading Period

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

9 Week Grading Period Ending Dates

November 3, 2017 January 26, 2018 April 6, 2018 June 13, 2018

Please tear off and return to school by September 1st documenting that you have read the Parent/Student Handbook. ☺

Parent Signature

Student Name & Signature

Teacher's Name

NEWTON-LEE ELEMENTARY SCHOOL
43335 GLOUCESTER PARKWAY
ASHBURN, VA 20147
TELEPHONE: 571-252-1535
Web Site: www.lcps.org/newtonlee

SCHOOL ADMINISTRATION

Principal.....Shawn Lyons
Assistant Principal.....Robin Kim

OFFICE STAFF

BookkeeperGrace Vigil
Attendance Secretary.....Angela Ferrer
School Nurse.....Alison Kreitzman, RN

MESSAGE FROM THE PRINCIPAL

Welcome to Newton-Lee Elementary School. We are excited to partner with you in the education of your child. We believe your child’s experiences at Newton-Lee will be both academically stimulating and enjoyable, and we also believe our high academic and behavior standards create an environment for our students to meet the challenges of their elementary school years and beyond. We have the best facilities. The staff is a well rounded blend of experienced and new teachers. They are dedicated and caring and utilize a variety of teaching strategies to meet students’ needs.

It is important for students to set challenging goals and for parents to support their children by making sure they arrive to school on time with completed homework assignments. There is no substitute for high expectations and achievement. Building a strong foundation of skills in communication, reading, writing, math, thinking, physical fitness, technology and the ability to work together are critical for lifelong success. As a parent or guardian, your interest and involvement with your child’s education promotes a positive attitude toward learning and academic achievement. Parents are always welcome to visit and volunteer at school. We do require parents to make arrangements in advance with the teacher if they want to visit a specific classroom or have a conference. Maintaining instructional time and security are priorities. Please remember that for security reasons all visitors must sign in at the front office and obtain a visitor’s badge before going to a classroom.

The information in this handbook will help you throughout this school year. Please refer to it as needed. You will find useful information regarding the daily operations of our school and policies that are necessary for the safety, welfare, and well-being of our students. You are encouraged to review the handbook and share appropriate information with your child.

Welcome to Newton-Lee Elementary. If we all set our goals high, this year will bring new knowledge, skills, friends, and happy memories. Best wishes for a great year!

Shawn Lyons
Principal



Newton-Lee's Mission

The mission of Newton-Lee Elementary School is to promote a climate of success that encourages each child to discover and obtain his or her own maximum potential. Newton-Lee students shall thrive in a safe environment that promotes academic achievement and fosters respect and appreciation for oneself and others. As we explore learning together through an ongoing partnership among staff, students, parents and the community, our children will engage in opportunities to become enthusiastic life-long learners and responsible citizens.

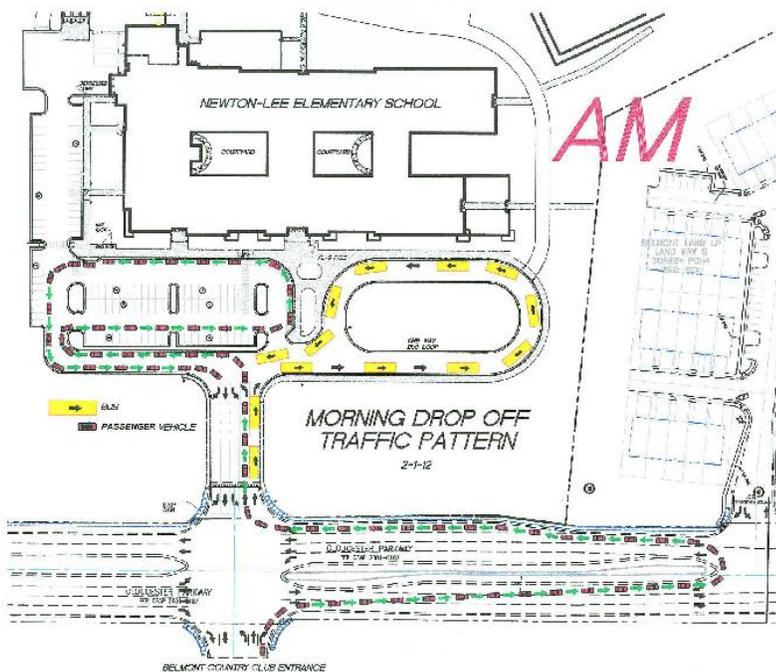
SCHOOL HOURS

- 7:30 a.m. Doors open to students – *Students are not permitted to arrive before 7:30 a.m.* Teachers' contracts specify a beginning time of 7:30 a.m. and supervision of students arriving before that time cannot be assured.
- 7:50 a.m. Tardy Bell – *All students are expected to be in their classrooms, unpacked and ready to begin the day no later than 7:50 a.m.*
- 2:35 p.m. Dismissal

Once they have entered the building, all students are expected to remain "in school" for the duration of the school day unless officially dismissed. "In school" means in appropriate locations within the school building or, if taken outside for instruction or recess, on campus in permitted locations. Student elopement from the building or campus will be grounds for disciplinary action, as appropriate.

TRAFFIC PATTERNS AT NEWTON-LEE

Traffic is always a challenge during Arrival and Dismissal times, but we will maintain safety if we work together to follow the patterns identified below. *Please note that no cars should cross directly to/from NLE and Belmont Country Club during Arrival or Dismissal times.*



ABSENCES AND TARDIES School attendance is mandatory by the Commonwealth of Virginia

Whenever a student is absent from school, documentation is required to verify the reason for their absence. Parents are required to notify the school when and why a student is absent. This may be done through the school's **Absentee Phone-in line at 571-252-1539. This line is available 24hours/7days a week.** Any absence not confirmed by the parent will be considered unexcused. If the parent has not called the school to verify the absence by 9 A.M., the school will make a reasonable effort to call the parent to verify the student'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) for the absence, reason for the absence and signature of the parent or guardian.

Students are excused for personal illness, a death in the family, medical or dental appointments, court appearances, religious holidays, illness in the immediate family, or emergencies that require the student to be absent. Vacations and extended holidays are considered unexcused absences.

ER and HOSPITAL VISITS

If a student is sent to the Emergency Room or has been admitted to the hospital a physician's note stating the student is healthy and can return to school is needed. The physician's note also needs to state if there are any restrictions for PE, recess and/or return to regular activities.

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

EXTENDED ABSENCES

Loudoun County policy states that when a student is absent **15 consecutive school days** he/she will be removed from the roll. When the student returns to school, the parent will have to re-enroll the child and same classroom placement is not guaranteed.

TARDINESS

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 there is no documentation provided by the parent or guardian as to the reason for the tardy, the tardy may be considered unexcused. If a student is tardy more than 10 times, a letter will be sent to the parent as notification of the school's concern for the student's non-attendance, and a physician's note may be required. If the pattern of tardiness does not improve then a referral will be made to the Attendance Officer. **PLEASE NOTE:** *While parents must escort their child into the office to receive a tardy pass, they will not be permitted to escort their child to the classroom as this disrupts instruction time.*

AFTER SCHOOL CARE - CASA

Loudoun County Parks and Recreation Department operates an after school program for students on regular school days. The program does not run on school holidays, snow days or early dismissal days. For information call the Parks and Recreation directly at (703) 777 – 0343.

ALLERGIES, PHYSICALS, DISABILITIES OR ANY HEALTH PROBLEMS

Please make sure that our school nurse, classroom teachers and physical education teachers know about any medical problems that require special consideration. Please email or speak directly to these staff members, as notes don't always make it out of the backpacks. Students who have allergies are expected to participate in PE and recess. A doctor's note is required for students who are unable to participate.

BIRTHDAY PARTIES

A very special part of each student's life is the celebration of his/her birthday. **Only non-food items will be allowed for birthday treats.** The following suggestions are offered as approved ways in which the school can acknowledge this special day.

1. Donate a book to the school's or classroom library in recognition of the birthday. The librarian can be consulted for Birthday Book Club information. Mr. Lyons always loves to read any donated book to the student's class when asked!
2. Chalk, Bubbles, Birthday Pencils, Stickers. The classroom teacher must be asked 24 hours in advance. If items come to school unannounced they may not be distributed based on other activities occurring on that day.
3. Parents may donate a teacher pre-approved board game or outside recess game to the class.
4. NO FOOD.
5. NO BALLOONS.

Children's feelings can be easily hurt. Consequently, all invitations for individual parties must be made outside of school. *Students may only bring invitations to school for distribution if ALL students in the classroom are invited.*

For security and privacy the school (classroom teacher) will only release student names to members of the class. *They will not distribute a master list to all parents with student's addresses, phone numbers, or email.* If parents want this information they may purchase a PTO Student Directory. The directory contains all information individual parents have given PTO permission to release for play dates, birthday parties, etc. Please note this information may not be used for any other purpose or for any type of solicitation.

Book Clubs

As you are aware, it is important for students to read a variety of materials if they are to become successful readers. Surrounding a child with books they enjoy reading not only helps a child develop fluency with reading, but it also helps the child develop a love for reading. In order to help you purchase books at a reasonable cost for your child's personal library, some classes participate in book

clubs such as Scholastic, Lucky, or Troll. These book clubs offer a selection of books at a reasonable cost.

The book clubs select the books to include in each book club. Most of the books offered by the book clubs are written by established authors of children’s literature. From time to time, however, students have purchased books that parents have found objectionable. Therefore it is important that you assist your child in the selection of books. As you make selections, read the description of the book(s) given and the designated age or grade level to which the book is written. ***Your participation in these book clubs is optional. Please make your check payable to the book club—not the school or the teacher.***

BULLYING

Teasing and bullying are not the same thing. A bully is a person who uses strength or power to harm or intimidate those who are weaker. This is typically done to force another student to do what one wants. Bullying can also be an action someone repeatedly does to another student after the student asks him/her to stop. Bullying is an activity of repeated, aggressive behavior intended to hurt another person, physically or mentally. This type of behavior is not tolerated.



BUSES

Transportation is provided for kindergarten through fifth grade students who live in our bus zone **contingent upon proper conduct**. All kindergarten students are provided transportation at midday. It is extremely important that we take the necessary precautions when transporting students safely to and from school. We ask your cooperation in the following:

1. Please review bus safety with your child, including safety at the bus stop.
2. Written requests must be approved by the administration and bus driver if a student is to take a different bus. Students visiting the home of a friend or relative **must** provide us with a written request signed and dated by the parent or guardian **at the beginning of the day**.
3. In the event of an early dismissal, buses will follow their normal route.
4. Students are not permitted to eat any food on the bus.

Buses occasionally get behind schedule because of the weather or other events. Every effort to keep buses on time will be made. However parents should plan to have your child ready for the bus 10 minutes before and after the usual arrival time.

BUS DISCIPLINE

The bus driver has the major responsibility for maintaining discipline on the bus. Bus drivers will attempt to settle any behavior problems first. If a student is a persistent behavior problem, a bus referral

will be filed by the driver and turned into the administration. Every effort will be made to correct misbehavior with mutual cooperation between the parents and the school. *Students are required to maintain proper behavior and appropriate language on the bus. Students can be suspended from riding the bus depending on the severity of the problem and/or the number of referrals.*

CAFETERIA

Newton-Lee Elementary offers a daily breakfast and lunch program.

Breakfast: Student Price \$_____ Adult Price A-la-carte prices only
Lunch: Student Price \$_____ Adult Price \$4.10 All prices are subject to change.

Students may purchase milk or water when bringing a lunch from home. Money can be placed on account. If a parent does not specify that the money is for lunch only, children will be permitted to purchase a la carte items as well. These include bottled water, cookies, ice cream and snacks. Checks for lunch accounts should be made out to the “**County of Loudoun**”.

If a student forgets his lunch and/or money, he or she may “**charge**” **one time**. After this students who do not have money on their lunch account and have a negative balance will receive a cheese sandwich and milk from the cafeteria staff.

Applications for free and/or reduced lunch are sent home the first day of school with all children and are available in the school office. Should your financial situation change, you may apply for free and/or reduced lunch at any time during the year. **A new application must be completed every school year.** Final approval takes approximately one week.

The Food Service Department of Loudoun County Public Schools is pleased to announce that they team with “**My School Bucks**” to provide you with a way to pay for your child’s lunch via the Internet. **You can access the web page at www.myschoolbucks.com.**

Ice cream is served on a specific day for each grade level during the last ten minutes of the lunch period. We expect students to eat a nutritional lunch prior to eating their ice cream.

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

- Not share food
- Leave the table and surrounding area clean and orderly.
- Return trays and utensils to the wash area.
- Put trash in proper containers.

CELL PHONES

Staff Use: We live in a digital age where our electronic devices are interwoven in all aspects of our life. Cell phone use is permitted in so far as it supports our work and doesn’t distract from it.

Volunteers and Visitors: In order to maintain instructional time, cell phones are not permitted to be used in the building during regular school hours. If needed while volunteering or visiting, the phone *should be set on vibrate and should be answered in a location that will not disrupt students or staff.*

Students: Personal electronic devices are now a reality in the classroom. All students are permitted to bring personal electronic devices to school. While devices are permitted in school, each grade level team of teachers will determine how best to engage and regulate their use.

CLASSROOM PARTIES

The delivery of instruction is our first priority. Classrooms are permitted three parties during the school year. Parties should not last longer than one hour. Usually teachers request parent volunteer assistance with these parties. It is at the teacher's discretion as to which three parties take place each year. Generally, one of the parties is before Winter Break and one is at the end of the year. All parties usually begin **no earlier than 1:30 p.m.** except in the case of morning kindergarten or if a party is combined with lunch. 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.

CLASSROOM SNACK

Students in grades 1-5 may bring a small nutritious snack to school depending on their lunch time and at the teacher's discretion. Grades 1- 5 may have a working snack. Examples of a nutritious snack include fruit, vegetables, cheese, crackers, and pretzels. We encourage you to avoid junk food. Please restrict liquids to bottled water only. *Soda will not be permitted.*

COMMUNICATION WITH PARENTS

The Newton-Lee Webpage can be found at www.lcps.org/newtonlee. Our web page is designed and maintained by our technology resource teacher and classroom teachers. Staff members' e-mail addresses appear on our web page. We check our email at least once every 24 hours during regular work days when school is in session.

Every week the "Thursday folder" will be sent home with the student's work. The folder may also contain announcements from the office and/or the PTO. *Parents are asked to check the folder each week, sign and return it to school on Friday.*

In addition, the administration, teachers and PTO provide additional information via newsletters, email, or even text messaging. If you do not receive these please check with our TRT or the classroom teacher to make sure we have your correct email address.

It is essential that parents take the time each evening to go through their child's backpack. Keeping informed will aid both the parent and the child in keeping organized and knowledgeable about what is happening in the classroom and the school.

CLINIC (HEALTH) GUIDELINES

Prescription Medications

School Board Policy requires that prescription medication be accompanied by written instructions from the physician. Loudoun County Medication Forms may be obtained from our health clinic personnel at any time. All prescription medications, including antibiotics, must be in an original pharmacy bottle with the proper label containing the student's name, medication,

dosage, and instructions for administration. The pharmacy will give you an extra bottle with the proper amount of medication for school. *School personnel will not give prescription medication without the proper packaging and paperwork.*

Non-prescription Medications

Non-prescription medication must be in the original packaging with the name of the medication and administration instructions accompanied by a complete Loudoun County Non-Prescription Medication Form – Parent Section (over-the counter medications). Medication includes products such as cough drops, cold medication, ibuprofen, non-prescription eye drops, etc. Our health clinic personnel will give only the amount on the package for your child’s age and weight. If your child needs a larger dose, your physician must complete a medication form. *School personnel will not give non-prescription medication without proper packaging and paperwork.*

REMINDER: PER SCHOOL BOARD POLICY, CHILDREN ARE NOT PERMITTED TO CARRY ANY PRESCRIPTION OR ANY NON PRESCRIPTION MEDICATION TO SCHOOL, WHILE IN SCHOOL, OR WHEN LEAVING SCHOOL. ONLY PARENTS ARE PERMITTED TO DROP OFF AND PICK UP MEDICATION, (PRESCRIPTION AND NON-PRESCRIPTION) AT THE CLINIC.

ER and HOSPITAL VISTS

If a student is sent to the Emergency Room or has been admitted to the hospital a physician’s note stating the student is healthy and can return to school is needed. The physician’s note also needs to state if there are any restrictions for PE, recess and/or return to regular activities.

Food Allergies – We are a NUT FREE and LATEX FREE SCHOOL

If your child has any allergies to food or milk, please discuss these needs with the school’s cafeteria manager, your child’s teacher, and health clinic personnel.

Other Serious Medical Conditions

Newton-Lee has health clinic personnel on duty whenever students are in school. Make an appointment to meet our health clinic personnel to discuss appropriate intervention if your child has a serious medical condition.

Parent Contact

It is important that we are able to contact a parent/guardian during an emergency or child’s illness. We would never want a sick child to remain in the clinic most of the day because parents have not informed the school of phone number changes. Please notify the school of any phone number changes as soon as possible so we may keep our records up to date.

DISCIPLINE

Newton-Lee is a Positive Behavior Intervention System (PBIS) school. As such, we teach students the “3 R’s” – being Ready to learn; Respectful of themselves, other students, and staff; and Responsible for their learning and behavior. Teachers implement classroom management plans that seek to reinforce students’ positive behavior while also addressing students’ inappropriate behavior. Each child is taught the school and classroom rules and expectations. These are reinforced through classroom PBIS lessons, bi-weekly Guidance lessons, Our Bully Free Zone, Assemblies, and our daily Newton-Lee Pledge. All students are expected to be respectful, follow the school rules and use appropriate language. *Disrespect and inappropriate language will not be tolerated.*

DISMISSAL

Early dismissal during the school day for individual students will be governed by the following procedure.

1. Parents desiring a child to be excused from school for educational, medical, or some other legitimate reason *must send a written request stating the date, reason, and time.*
2. Parents picking up their children for an early dismissal must come to the school office. **DO NOT GO DIRECTLY TO THE CLASSROOM.**
Your child will not be dismissed unless you request official dismissal from the school secretary and sign your child out. Students will not be called to the office for dismissal until parents arrive in the office.

Changes to dismissal procedures can be assured if received before 12 noon. *Changes received by phone after 12 noon may not be accommodated. Students will not be dismissed during the last 30 minutes of the day unless arrangements have been made before 12 noon.*

DRESS

All students who attend Loudoun County Public Schools are expected to dress appropriately for a K-12 educational environment. 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. Hats may be worn at the high school level.
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.

EARLY CLOSING/DELAYED OPENING DUE TO WEATHER

Early closings of school may occur if weather conditions deteriorate once the students are in school. If you suspect an early closing stay tuned to your local TV, radio station, or sign up for Loudoun Alert on the Loudoun County Public School home page at **www.lcps.org**. When an incident or emergency occurs, authorized senders will instantly notify you using Loudoun Alert. Loudoun Alert is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information. ***PLEASE AVOID CALLING THE SCHOOL; phone lines must be kept open for emergencies and updated information.***

It is strongly 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 their normal route in such emergencies, it is imperative that both the student and the school are informed. An early dismissal form will be sent home in the first day packet. This form will be kept on file at the school with the procedures that the parent has set up ahead of time for their child. **Please be sure this form is kept up to date** and your child knows what to do.

Delayed Opening:

- **One Hour Delayed Opening**

Students will arrive one hour late and remain until normal dismissal time.

- **Two Hour Delayed Opening**

Students will arrive two hours late and remain until normal dismissal time.

Early Childhood (Pre-School)

AM Session - Will begin two hours late and remain in school for three hours. These students will leave school one hour later than normal.

PM Session- Will begin one hour late and remain in school for three hours dismissing at the regular time.

Early Closing:

- **One Hour Early Closing**

All bus routes operate as usual except starting one hour earlier than the normal time. All after-school activities requiring school bus transportation are cancelled. Other school activities not requiring transportation service are at the discretion of the school principal.

- **Two Hour Early Closing**

All bus routes operate as usual except starting two hours earlier than the normal time. All after-school activities requiring school bus transportation are cancelled. Other school activities not requiring transportation service are at the discretion of the school principal.

Pre-School, Special Education Early Childhood Classes AM Sessions - These students will remain at school until the time other students are dismissed. These students will ride their regular bus with the other special education students.

EMERGENCY CARD

The emergency card is very important and must be kept up-to-date throughout the school year. If you change your work, home or cell numbers, please send a note to the office immediately. Each student is required to have an emergency card at the school office with the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete, up-to-date address and email addresses.
3. Home phone and parents' work phone numbers.
4. Emergency phone number of friend or relative who can pick student up from school in case you cannot be reached..

5. Physician's name and phone number.
6. Medical alert information.

The main purpose of the Emergency Card page is to help us locate a parent in the event of illness or emergency involving your child. **It is very important that we be able to locate you at any time. List phone numbers of neighbors who will know where you are for emergency purposes or who could help us in the event you are more than 30 minutes away.** In special cases, you may wish to call and give the school secretary a number where you can be reached for the day. Please list on the sheet any allergies or serious medical problems of which the school should be aware. Please note the importance of correcting any errors you may find and return it to the school as soon as possible. Proof of residency is required for all address changes. **The school cannot be held responsible for failure to communicate if it is not informed of such changes.**

EMERGENCY PRACTICE DRILLS

Loudoun County Public Schools has several drills all schools complete during the school year. The staff and students are required to participate in the drills to promote an awareness of the steps that must be taken should a real emergency occur. The administration and staff discuss the drills with students prior to practicing them.

- ***Lockdown-*** This drill is implemented in the event that an emergency would occur and it would be necessary to have students and staff locked inside classrooms. During this drill staff and students move away from windows and doorways, shut off lights and stay to the back of the classrooms as much as possible. The classroom doors would be locked.
- ***Tornado Drill-*** This drill is implemented when dangerous weather with damaging wind is in the area. Staff and students proceed to the hallway outside the classrooms and crouch down along the wall with their heads covered.
- ***Fire Drill-*** This drill is implemented in the event a fire would occur in the school building. Staff and students quietly and quickly exit the school according to the route designated by the building map located in each classroom. Once students exit, attendance is taken to ensure accountability for all students.

FIELD TRIPS

Children at Newton-Lee are afforded the opportunity to visit various places of educational interest in the Washington area to enrich their classroom experiences. The trips are usually taken in a school bus under the direct supervision of the classroom teacher and parent chaperones. Parents who chaperone a field trip may not bring other children on the trip. Parental permission is required before any student is taken on a field trip. Parents attending the trip are cautioned to take pictures of their student only. Some parents have not given consent for their student to be photographed and we must honor their requests. Please note: A parent should never post a field trip or classroom picture to face book or other web page of any other student but their own without the other student's parent permission.

GUIDANCE

The elementary guidance program provides classroom lessons to all students. The guidance counselors are also available for small group or individual counseling. Teachers and parents can refer their children to the counselor. Students may also ask to meet with the counselor or student mediator. Parent permission must be granted for a student to meet regularly with the counselor in a small group or in an individual setting. The guidance counselors also provide services to parents pertaining to their children in small groups or on an individual basis.

HEALTHY & SAFE FOOD PARTY POLICY - We are a NUT FREE and LATEX FREE School

Due to the increasing number of students who have severe and in some cases life threatening allergies the county has initiated a more comprehensive and consistent policy regarding food consumption in classroom and at school. What does this mean for students and staff at Newton-Lee? For School parties we will not be serving any treat that has not been *pre-approved at least 24 hours in advance of the party*. All parties will be arranged with the classroom teacher, room moms and with parents of students in the class with documented allergies. *Balloons are not an approved item*.

In some cases this may also include the school health clinic specialist. Even some of what we think may be safe items can potentially be life threatening to students with a severe allergy. We will make every effort to plan safe, nutritious and balanced treats. It is our hope that our commitment to this initiative will help us ensure students safety while also helping students make strides towards a more healthy and happy future.



Ideas for party treats include:

(This list may change depending on specific student allergies)

- | | |
|-------------------------|---------------------|
| Fruit or Veggie Platter | Pretzels |
| Veggie Dip | Frozen Yogurt |
| Mini Cupcakes | Small Cookies |
| Rice Krispie Treats | Frozen Juice Bars |
| Low Fat Popcorn | Cheese and Crackers |

LCPS Valentine's Day Policy

In keeping with current practices designed to protect the health and safety of all children, elementary students in Loudoun County Public Schools are not permitted to distribute candy or other food items to classmates. It is important for parents to understand that candy brought to school by students, including candy attached to Valentine's Day cards, will be returned to the parent.

HOMEWORK

Homework is important. It is an extension of the learning process that takes place in school and communicates the curriculum to parents. Homework also provides practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. *Although homework is primarily the responsibility of the students, there needs to be a homework partnership with parents providing guidance and encouragement.* Parents can help their children by arranging a quiet, comfortable place for their children to work and by seeing that assignments are completed. The amount of homework a teacher assigns will vary from day to day. Homework will be assigned Monday through Thursday, reserving the weekends for family time. Some classes may have long term assignments that may require weekend time.

As a general rule, children in the primary grades should spend approximately (30) minutes daily doing homework. Children in grades 4 and 5 should spend approximately one hour per day. Of course, students work at different rates, so the time children take to complete homework varies. Long-range reports and projects are expected to take more time than the general guidelines suggest. Parents should use discretion when their child has been working longer than the stated guidelines. Please notify the classroom teacher if your child is consistently working at home longer than the suggested guidelines listed above.

HOMEWORK-VACATIONS

Families are strongly encouraged to schedule all vacations during breaks from school so students do not miss important instruction. Sometimes family emergencies dictate student absences from school. Please notify the teacher and the administration in advance, if possible. Students are expected to complete work missed during their absence within a reasonable amount of time after their return. *Teachers do not provide makeup work and/or homework prior to an absence.* Loudoun County policy states that a student who is absent for 15 consecutive days will be removed from the roll. When the student returns to school, the parent will have to re-enroll the child and same classroom placement is not guaranteed.

ILLNESS OR INJURY

In case of illness or injury, a student will be cared for temporarily by the school nurse. If emergency medical treatment is necessary, the parents will be contacted. When deemed necessary, 911 will be called. *The Emergency Card which you complete and return to school each year is extremely important for us to use in times of emergency.* Be sure you have completed this form for each child and return it to the school. *It is very important we have the name and telephone number of someone we can call in case there is an emergency and you are not available at that time.*

A child who shows symptoms of illness, communicable disease, etc., should not be sent to school until the condition has improved. *A child MUST be free from fever without medication, vomiting, and diarrhea for 24 hours before returning to school.*

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 for violating the policies. These may be reviewed in the School Board Policy Manual located in the Administrator's office and library.

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 quarter, unclaimed items are given to charity.*

MAKE-UP WORK

The teacher will provide make-up work for absences due to illness. Students or their parents are responsible for requesting make-up work on the day of the absence or immediately upon the student's return to school. *Assignments are not given in advance.* An appropriate period of time, based on the length of the absence, will be allowed for completion of make-up work

MESSAGES FOR STUDENTS AND TEACHERS

Messages for students and teachers will be taken and delivered by the office staff in order to minimize classroom interruptions. Neither students nor teachers may be called to the telephone during class time except in the case of emergency. Messages for students should be received by noon to ensure delivery. *Messages received after 12 PM may not be accommodated except for emergencies.*

NEWS & UPDATES

School, classroom and PTO newsletters are sent electronically. Our school web page is very informational and provides parents/guardians with up to date school and PTO news. Check often ☺

PARENT CONFERENCES

Parent-teacher conferences are a very important part of your child's educational process. The report card should not be the only source for evaluating your child's progress. Teachers want very much to meet with a child's parent or guardian. To schedule a conference we suggest you send an email to the teacher or call the school at (571) 252-1535 and leave a message. The person you desire a conference with will call you back.

Teachers will not be called from classroom responsibilities to answer the telephone. Teachers are on duty with students at the school from 7:30 a.m. – 2:50 p.m. and therefore cannot and will not conduct impromptu conferences with parents.

At the end of each grading period, your child's progress will be reported to you in the following ways:

- 1st grading period—conference with teacher and explanation of the report card
- 2nd grading period—report card evaluation sent home
- 3rd grading period—report card evaluation sent home
- 4th grading period—report card evaluation mailed to the home at the close of the final teachers' workday.

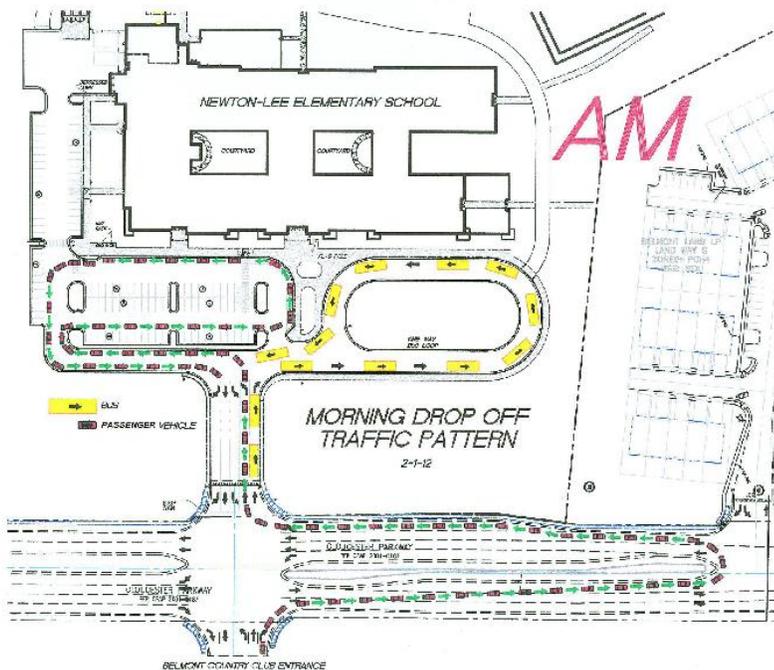




PARENT TRANSPORTATION

The cooperation of parents who drive their children to school is requested in the following ways:

1. During opening and dismissal times, parents are requested to **form a single lane** and follow the traffic pattern we have put in place. You still need to pull up as far as possible in the Kiss and Go lane marked by cones in front of the building. Parents should pull up to the curb and let their child leave the car by the car door next to the curb. Children will be asked to walk, not run, to and from cars regardless of weather.
2. If parents do not use the Kiss and Ride lane, parents will need to park the car in the lot closest to the gym. Parents should then walk their child to the front door. For student safety children should not walk alone.
3. *Children are never allowed to cross traffic to or from a waiting car.* Parents are cautioned not to drop off students at the front drive, in the parking lot, or in the drive through lanes. Students are to only exit or enter cars by the assigned school employee stations unless they are accompanied by an adult. Keeping students safe is our #1 priority.
4. Please **DO NOT PARK**, even for a brief time, directly in front of the school during any time of the day. The front lane has been designated for bus and emergency use only.
5. Please park in the parking lot if you are picking your child up for early dismissal.
6. Do not park in the **Handicapped or Reserved parking spaces** without proper documentation. **Unauthorized vehicles may be towed at the owner's expense.**



PARENT VOLUNTEERS

Volunteers play an important role at Newton-Lee Elementary. Parents, grandparents and guardians 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 the classroom teachers. Volunteers help to enrich the curriculum by sharing their interests and experiences.

Upon arrival at school, *volunteers must sign in at the office using the computer that is on the left side of the counter.* Once you sign in the computer will generate a badge with your name and the name of the teacher for whom you are volunteering. Volunteers also sign out when they leave the building in order to keep track of your volunteer hours. Hours are recorded and sent to the School Board Office on a monthly basis.

All volunteers need to complete a volunteer training before volunteering in the building or in a classroom. If you completed training last year, you do not need to do training again this year. Volunteers are not permitted to visit other classrooms or stop by other rooms for impromptu conferences. If this occurs, the volunteer will be given a reminder. If it occurs again the volunteer will not be invited to volunteer for the balance of the year.

PETS

No pets, of any kind, are allowed at school or on school grounds without permission.

PERSONAL BELONGINGS

Many parents have found it beneficial to have clothing, boots, gloves, purses, lunch boxes, etc., marked with your child's name and phone number. Parents and students should use discretion when sending money in to school. It is not recommended that children have large sums of money or valuables with them. Your child should have a book bag or backpack for carrying art projects and important papers. Your child must be able to easily open and close the book bag without help. **PLEASE PUT YOUR CHILD'S FULL NAME ON THE BAG.**

Students are permitted to bring in electronic devices, as all LCPS schools are Bring Your Own Technology (BYOT) schools. Students must obey the "Acceptable Use Agreement" that is part of the Students' Rights and Responsibilities.

PHOTOGRAPHS

Individual photographs of the children are taken in the fall and spring of each school year. Class pictures are taken in the spring. Parents may purchase these as they wish. Notices will be sent out when photographs are to be taken. School yearbooks are sold and distributed in the spring of each year. Please look for information regarding pictures and yearbooks. We do not want your child to miss his/her chance to participate.

PTO MEETINGS

The Newton-Lee Elementary School PTO meets monthly in the school library. All parents are encouraged to come and participate. Our PTO is a vital participant in creating our amazing NLE community. As members of the PTO your help supports and extends the learning environment. The partnership we share is vital to the success of our students.

PHYSICAL EDUCATION

If your child is unable to participate in P.E. class, you need to send a note to school with your child. If your child needs to be excused longer than three consecutive days or has restricted activity, a note from a doctor is required. See Dress for proper PE attire.

RELEASE OF STUDENTS

School attendance is mandatory by the Commonwealth of Virginia. Parents and/or Guardians are encouraged to arrange appointments, trips, and other activities so their children do not miss instructional time. Occasionally, it may be necessary to pick up your child during school hours. **Please send a note to the classroom teacher on the morning of the early dismissal or call the main office before noon.** Upon arrival at school, please report to the office to sign out your child in the computer located on the front counter. The student will be called to the office by our secretaries otherwise students will not be released by the classroom teacher. **Students are only called after parents have arrived to the office.**

UNLESS THERE IS A COPY OF A COURT ORDER ON FILE AT THE SCHOOL SPECIFYING RESTRICTIONS, STUDENTS WILL BE RELEASED TO EITHER PARENT OR GUARDIAN. PLEASE INDICATE ON THE EMERGENCY CARD IF THERE ARE OTHER ADULTS WHO WILL CARE FOR YOUR CHILD IN THE EVENT OF AN ILLNESS. PLEASE UPDATE THIS IMPORTANT INFORMATION AS NECESSARY. PLEASE DO NOT BE OFFENDED IF WE ASK FOR IDENTIFICATION. WE DO THIS FOR YOUR CHILD'S SAFETY.

SAFETY

We have many procedures in place to ensure the safety and security of our students. All school doors are locked and secured during regular school hours. If a parent, student or visitor requests entry they must buzz in at the main front doors to request entry. There are no other doors open or opened for access during the regular school day. *The visitor must present a valid ID and reason for requesting entrance. If we cannot identify the person on the camera or their reason for entry they are not permitted to enter the building.* After presenting a valid ID and the person is a familiar parent, teacher or volunteer we know well and can easily identify, they are buzzed into the office area. When visitors enter they must all report to the office. In the office they need to sign into our computerized system, stating their name, location visiting, purpose, and time. They are then issued a printed Visitor's Badge. All students and staff are instructed to notify the office immediately if they see anyone without a visible badge. They are also instructed to never let anyone inside through one of the other doors or to prop a door open. When a parent comes to pick up a student during regular hours they must sign in at the office and the student is released to them from the office not the classroom. Full lists of security procedures can be found on the county webpage. As always our goal is to ensure the safety and protection for all of our children. We want to thank you for your patience and cooperation on days when this takes us a bit longer.

STUDENT CONDUCT

The environment of Newton-Lee Elementary School must be one in which learning can take place and the security and dignity of each person is protected. All activities must be conducted in an orderly and productive manner. In order to maintain the proper learning atmosphere, certain behaviors will not be tolerated:

1. Willful or continued disobedience of school rules and regulations.

2. Disruption of the learning atmosphere.
3. Open defiance of the authority of any teacher, principal or other persons having authority in the school.
4. Conduct that endangers or threatens the physical well-being of other students or school personnel.
5. Physical attack on any other person.
6. Taking or attempting to take another person's personal property by means of force, intimidation, threats or any other means.
7. Theft of school property or the willful causing or attempting to cause damage to school property.
8. Verbal abuse of another person.
9. Inappropriate language or descriptions of inappropriate behaviors.
10. Any acts of bullying.

VISITORS

Never go directly to your child's classroom.

1. All visitors to any Loudoun County Public School are required to report to the main office and sign in the computer located on the front counter upon entering the building.
2. In order to protect instructional time, interruptions to the classroom are kept to a minimum. Any items such as forgotten books, homework, lunches, etc., and any messages will be forwarded to the students via the office staff.
3. All visitors are required to wear a "**Visitor's Badge**". When leaving the school, visitors are asked to sign out in the computer located on the front counter in the main office.

VISITING FRIENDS AFTER SCHOOL

If your child will be visiting friends after school, both parents must send in a written note giving permission. The note should include your **child's full name**, the full name of the child whose home your child will be visiting, in addition to the bus number, if applicable. Children will not be permitted to go home with a friend if they do not have notes giving them permission. This requirement is part of our school security plan. Children will not be allowed to use the school telephone to make these arrangements.

WALKERS

Only children in the walking neighborhood will be allowed to walk to school. If your child is walking to school, please take time to go over safety rules - walk on the sidewalk, cross streets carefully and go straight to school or home.