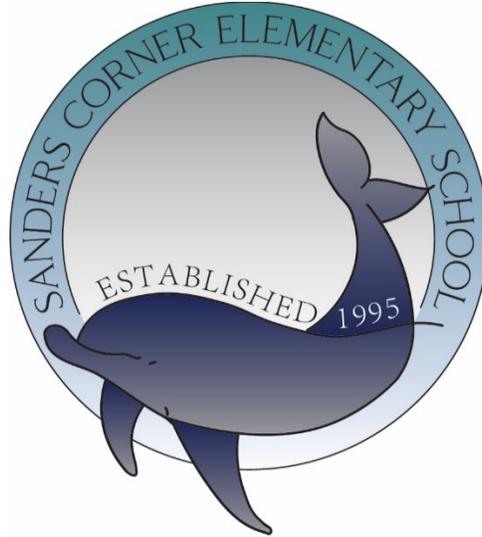


**SANDERS CORNER ELEMENTARY SCHOOL
PARENT - STUDENT HANDBOOK
2019-2020**



CELEBRATING 25 YEARS
MAKING A DIFFERENCE FOR OUR SCHOOL,
OUR COMMUNITY, AND OUR WORLD

Making a difference for our school, our community, and our world

**Sanders Corner Elementary School
43100 Ashburn Farm Parkway
Ashburn, VA 20147**

571 / 252-2250

(School Office)

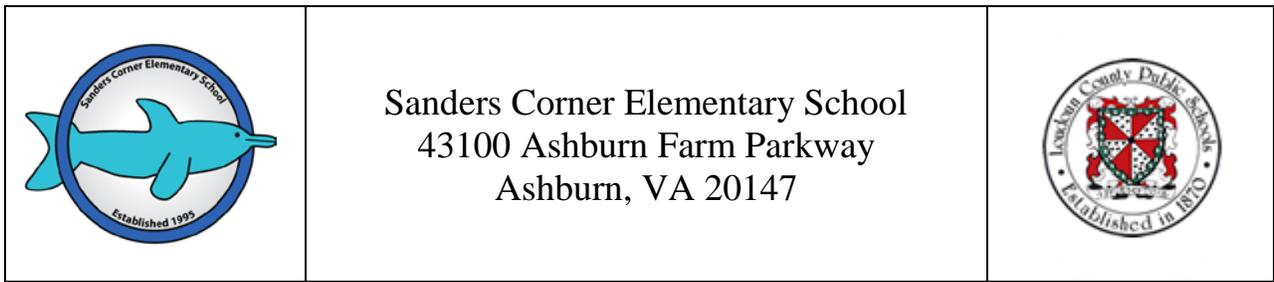
571 / 252-2252

(Absentee Call-In)

Absentee Email:

SandersAbsentee@lcps.org

Loudoun County Public Schools
Loudoun County, Virginia



Dear Parents:

Welcome to Sanders Corner Elementary! The staff at Sanders Corner is anxiously looking forward to a wonderful year. We anticipate working closely with each of you to provide the very best educational experience for your children.

Our school includes classes from kindergarten through the fifth grade. We also offer special programs such as special education resource, reading resource, speech-language therapy, school counseling services, library and media services, music, art, physical education, technology, and gifted education.

Successful schools always have the same common variables: strong instructional programs, professional staff members dedicated to meeting the academic and emotional needs of children, and involved, informed parents. We invite you to meet with your child's teacher, to visit the school as often as you wish, to have lunch with your child, and to become active in the PTA. We look forward to seeing you as often as possible in the school and encourage you to communicate any questions or concerns you might have. Our [website](#) includes important information about your child's class, teacher and upcoming events. Each staff member's [email address](#) is also available for you to access in order to enhance your ability to communicate between home and school. The [PTA](#) offers a variety of links and information for you to become familiar with related activities. The School Improvement Plan is always available on the website or you may request a paper copy at any time. We welcome your input, interest and feedback.

Along with providing a strong instructional program for the students, it is also our responsibility to provide a safe and orderly learning environment. Please assist me in this endeavor. It is LCPS policy that anyone wishing to enter the building must have a photo ID or you will not be allowed to enter. Photo identification must be provided at all times and by all entrants. Once you enter the building, we will ask that you proceed directly to the main office to sign in, and that you wear a visitor's badge. Please also respect the fact that teachers will not dismiss students from the classroom. Students must be signed out of the office if they are to leave before the regular dismissal time. We protect instructional time at Sanders Corner, so please prearrange any visits to the classroom so as to not interrupt teaching time.

We LOVE to have you here – visit the classroom, eat with your child, volunteer in the building!! We wouldn't be the success we are if it weren't for YOU!!

Sincerely,

Michael J. Jacques
Principal

Sanders Corner Vision and Mission

Adopted by the Sanders Corner Staff

Sanders Corner Elementary School is Making A Difference:

- **For our school** - We provide a safe, caring, and nurturing environment where our students feel empowered to take academic risks to become creators, critical thinkers, and effective communicators.
- **For our community** - We work collaboratively to implement a rigorous academic program that allows for students to take part in authentic learning experiences and make meaningful contributions to their community.
- **For our world** - We provide our students with individual and social tools to become contributing members in our diverse and ever-changing world.

SANDERS CORNER NEEDS YOU!!

This handbook is for YOU!

If there is any way that we can improve this handbook to better serve you- please let us know.

Thank you for allowing us to teach your child! We take very seriously our role as educators and we strive to create a learning environment that encourages students to do their best. We also work hard to prepare students for the opportunities and challenges that lie ahead in their educational careers.

You can help us in several ways:

1. Be supportive of your child's efforts.
2. Speak about the school and education in a positive manner.
3. Find a place in your home for your child to keep school materials, along with a quiet place in which to work and study.
4. Write your child's name on his/her coat, book-bag, and other belongings.
5. Teach your child to accept responsibility for his/her actions and to respect the rights and belongings of others.
6. Be supportive of the school's programs and of the efforts of the PTA.

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

1. His/her first and last name
2. Address
3. Home telephone number
4. Full name of mother and father
5. How to get to school
6. How to get home from school
7. Full name and phone number of child care provider (if applicable)
8. Emergency plan for early dismissal or closing of school

General Information

Absences/Attendance/Tardy

Whenever a student is absent from school, documentation is required to verify the reason for the absence. Parents are required to notify the school as to the reason for the absence. This may be done through the school's Absentee Phone-in line (571-252-2252) or by email at SandersAbsentee@lcps.org

Any absence not confirmed by the parent will be considered unexcused. If the parent has not called or emailed the school to verify the absence, the school will make a reasonable effort to call the parent to verify the day's absence. Upon the student's return to school, a written explanation from a parent or guardian is required for each absence. The note should include: date(s) of the absence, reason for the absence, and signature of the parent/guardian.

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

If a student is absent for more than **10%** of the total number of membership days, the school may send a letter to the parents possibly **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 may 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 the child to the office** and assist him/her in obtaining a tardy pass to class. This is required to ensure the safety and well-being of the student. In addition, the school may require the parent or guardian to provide justification to determine the reason for the student's tardiness. If this does not occur and documentation is not provided by the parent, as to the reason for the tardy, the tardy may be considered unexcused. If a student is tardy more than **10%** of the total number of membership days, a letter may 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 may be made to the Attendance Officer.**

After School Activities

After school activities provide our students with opportunities to enrich their learning through a variety of hands-on experiences. These activities include after school enrichment clubs, musical performances, PTA sponsored events, and other school sponsored activities that take place on school grounds after school hours. Attendance by students during the instructional day is required in order to participate in after school activities. Any student absent from school or receiving an early dismissal for medical, dental, or court appointment must bring a note from that particular office upon return in order to participate in any after school activities. Students receiving a clinic dismissal for illness during the school day will not be permitted to participate in after school activities. This protocol does not apply for events that take place on weekends or holidays when school is not in session.

Allergies

Please inform the teacher and Health Clinic Specialist if your child has severe reactions or allergies to bee stings, foods, and the like. Once this information has been recorded, it will also be communicated to the appropriate staff, including teachers, cafeteria staff, and kitchen staff.

Arrival of Students

School begins at 7:50 a.m. Students may begin arriving at 7:30 a.m. Please do not drop your child off at school earlier than this time. **We cannot assure supervision of students who arrive earlier than 7:30 a.m.** Students wishing to eat breakfast will **proceed directly to the cafeteria** to eat breakfast BEFORE reporting to class. The cafeteria will stop serving breakfast at 7:50 a.m.

Students who walk to school should not walk across Ashburn Farm Parkway. We have a tunnel so children may walk safely under the roadway. Students are allowed to ride a bicycle to school. Please refer to that section for guidelines.

Automobiles and Traffic Patterns

For the safety of our students, the bus loop in front of the school is **restricted to school buses and daycare vans**. The drop-off/pick-up car loop on the west side of the building should be used for cars dropping off (7:30-7:50 a.m.) and picking up (at 2:40 p.m. only) students.

Upon entering the school grounds, drivers should turn left and proceed to the side of the building unless otherwise directed by a staff member directing traffic. You may either park in the lot and escort your child to the building or proceed to the car loop. Please be sure to pull as far up as you can so that the greatest number of cars can discharge students in a timely manner. After discharging your student, please proceed through the loop and exit the grounds. Please **DO NOT** pass other cars in the loop. It may take a minute to discharge some of our youngsters but passing other cars can only lead to an accident. Vehicles are not permitted to pass a school bus while the red lights are flashing or the stop sign is deployed from the left hand side of the bus.

NO CARS ARE ALLOWED IN THE BUS LOOP DURING ARRIVAL AND DISMISSAL WITHOUT PERMISSION FROM A STAFF MEMBER DIRECTING TRAFFIC. Please give pedestrians the right of way at all times.

Automobiles and Traffic Patterns: Right Turn Only at Exit

To minimize traffic congestion at our exit onto Ashburn Farm Parkway, **during school hours** we ask that drivers turn right only. We have had MANY near accidents as people continue to try to turn left across the traffic.

Bicycles

Students are permitted to ride a [bicycle](#) to school. There are bike racks available for locking up the bicycles during the day. LCPS is not responsible for loss or damage to the bicycles. The [guidelines](#) are as follows:

- All bikers must wear a helmet (to be kept in their backpack or attached to the back pack during the day).
- All bikes must be locked to a bike rack on campus. LCPS and Sanders Corner will not be held responsible for lost or damaged property
- Bike riders will be released with the walkers and car riders.
- When crossing Ashburn Farm Parkway or Claiborne Parkway, the tunnels must be used.
- Bike riders in grades K-3 must be accompanied by an adult. 4th & 5th graders are encouraged to use the 'buddy system'.
- No playing or climbing on the bike racks.
- Once on school property, the bike rider must **walk** the bike.
- Be courteous when passing other students that are walking to school.



Birthdays

Birthdays are an important and memorable part of a child's life. Children may celebrate birthdays by bringing a **non-food treat** to share with classmates. **According to the Loudoun County Public Schools food guidelines, food treats will no longer be allowed in celebration of student birthdays.** Please consider pencils, stickers, and the like if you want to bring in a treat for the class. An additional resource for birthday recognition is our Library Birthday Book Program.

Please note that students are not permitted to distribute invitations at school unless there is an invitation for EVERY student in the class. For reasons of confidentiality, we do not make class lists/addresses available to the public.

Book Clubs



In order for you to purchase books at a reasonable cost for your child's personal library, some classes participate in commercial book clubs. The book clubs offer a selection of books at a reasonable cost. Student participation in these clubs is optional.

The books selected by the commercial book clubs are written by established authors of children's literature. It is important for you to assist your child in the selection of books if you choose to participate, paying careful attention to the description of the books and the designated age or grade level given in the description.

Bus Information

The school system provides transportation on a school bus as a convenience to students. With only limited exceptions, ***it is not a right.*** This convenience may be denied for just cause. **Bus rules and regulations are listed in the [Student Rights and Responsibilities booklet](#).**

At the beginning of the school year or upon enrollment, we provide parents with [bus information](#) listing bus stops and approximate times for pick-up or drop off, bus drivers, bus numbers, and the route.

Students receive instruction on **bus safety rules** and participate in **bus evacuation drills** at least twice each school year.

Students may not bring animals, pets, or other living creatures on the school bus. Balloons, glass bottles or jars, sticks, weapons, balls, bats, or large projects constitute safety hazards and are **not permitted on the bus.**



BYOT (Bring Your Own Technology)

BYOT is an initiative for students to bring their own internet-enabled devices to school. Devices that allow the student to create content (e.g. laptops and tablets) and that have a keyboard are best suited for our students. Phones or other devices that connect to 3G or 4G networks are not recommended as they can connect to open (unfiltered) networks. All devices should use WiFi to connect to filtered school networks as necessary.

Sanders Corner has joined the LCPS' Bring Your Own Technology program, which helps to support the One to the World initiative. Currently, this initiative extends to our students in grades 3-5. Students participating in this program agreed to an "Acceptable Use" contract regarding technology.

Students who do not bring their own devices will have access to school issued devices. Examples of these include school issued laptops, iPads and Chromebooks. Additional guidelines for BYOT are below:

- Students will use the device for academic purposes only.
- Camera use is allowed only when directed by a teacher, with permission of those being filmed.
- Texting is not permitted.
- LCPS and Sanders Corner Elementary assume no responsibility for theft, loss, or damage of any device.
- Students should not share personally identifying information online.
- Each device and accessory should be clearly labeled with the student's name.
- Headphones or earbuds should be used with audio, and sound must be inaudible to others.
- Devices may not be used in bathrooms or anywhere else that there is an expectation of privacy.
- Chargers should be left at home. Charging of devices before the school day is the responsibility of the student -- devices should be fully charged upon arrival to school.
- Teachers and staff will not be responsible for trouble shooting devices.

Cafeteria

Sanders Corner Elementary offers students a breakfast and lunch program. We post menus each month on the website. **You may pay for lunches and access your child's account online by clicking [here](#).**

1. Children may either bring cash or may debit their meal through the computerized system.
2. Children may occasionally charge a meal in emergencies. Desserts and snacks may not be charged.
3. We do not allow students to carry a negative balance – notes will be sent home or phone calls made to notify parents of negative balances and they can also be checked online.

For safety reasons, we do not permit glass bottles in the cafeteria.

Cafeteria Behavior

We expect students to use good table manners and inside voices while eating in the lunchroom. We try to provide a pleasant lunch atmosphere through supervision by the administrators and the monitors. For health and safety reasons, we do not permit trading, giving, or buying food between students. Students who run, throw food, or otherwise disrupt the cafeteria environment will be counseled and may receive disciplinary action.

Cell Phones/Electronic Readers

Students may carry cell phones to school but they must be turned off and stowed in the backpack during school hours. If there is a concern about a phone being on or disrupting class, it will be held in the office until a parent can come and retrieve it. **Students may bring E-readers** for their independent reading time however the school cannot be responsible for loss or breakage. Like anything else, if the student is not using the equipment in the proper manner it will be held until a parent can retrieve it. Sanders Corner has adopted the Bring Your Own Technology (BYOT) model. Please see this section in the handbook for more information.

Clinic

Sanders Corner has a [health clinic specialist](#) on staff. The HCS, office staff members, and the classroom teacher administer basic first aid when necessary. The HCS and office staff members also take temperatures, and monitor the basic health of students. We contact the parent if a child has a fever, appears to have an infectious condition, or has any other condition requiring parental attention.



Children may not carry medicine. Parents must transport medication to and from school. This includes cough drops, vitamins, essential oils, and other over-the-counter health supplements. Medications must be in the original container, accompanied by the required parental and physician permission forms, and kept in the school office. Medication not claimed at the end of the year will be discarded.

Communication between Home and School

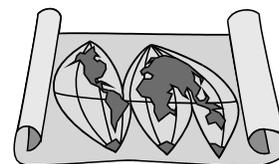


Effective communication is essential to the smooth operations at Sanders and helps ensure that each child gets the best we have to offer. We will utilize email as our easiest forum for initial communication. To protect student confidentiality, teachers are advised not to send emails with specific, personal information. In addition, teachers are not available to answer emails during the school day. Teachers and staff will respond to emails within 24 to 48 hours. Any communication requiring immediate action, including changes in dismissal, will be handled through the front office via phone call at 571-252-2250.

We utilize the **Connect Ed** system. The principal will send a weekly email on Sunday evenings to provide information about upcoming events. The Connect Ed system is attached to our student database and therefore calls the phone number and the email that you have listed under the primary- contact parent. If you are **not getting either phone calls OR emails** please contact us and we will update the information on file.

Confidentiality

Being respectful of everyone's confidentiality, please check with the two office associates (Mrs. Belcher or Mrs. Hannam) before you proceed down the hall toward the administrative offices. Often times there are conferences going on involving students that should not be overheard by others. If Mrs. Hannam and Mrs. Belcher are otherwise occupied on the phone or with other community members, they will help you in a timely manner and will be able to direct you as soon as time and circumstances permit. Thank you for understanding.



Curriculum

Sanders Corner Elementary School continues to be fully accredited by the Commonwealth of Virginia and currently meets all of the Every Student Succeeds Act (ESSA) benchmarks. To be fully accredited, Sanders Corner School exceeds all Standards of Accreditation, including passing all [Standards of Learning \(SOL\) Tests](#). We offer an academically rigorous program based on the [Virginia Standards of Learning](#). The course of study in every [grade \(kindergarten through fifth grade\)](#) includes reading, [English](#), [science](#), [social science](#) and [history](#), [math](#), and [technology](#). We provide instruction in the academic subjects using a combination of the "self-contained" model and team teaching.

Specialists provide instruction in art, music, physical education, and library to students in all grades. These specialists support the curriculum outlined by the Virginia Standards of Learning. In special education, Sanders Corner School uses inclusive practices based on each child's educational plan. A team of special educators, special education assistants, and classroom teachers provides instruction for special education students.

Classroom teachers and specialists are responsible for planning the instruction in each curriculum area. Working in grade level teams, they follow the Virginia Standards of Learning and Loudoun County guidelines. The nine week plans for all grade levels are available on our web site.

Discipline

Sanders Corner Promise

At Sanders Corner I will:

- Respect others and be respected
- Exhibit a positive attitude
- Always behave in a safe manner
- Do my very best today.

We expect students to:

- Travel in the hallways silently and with a buddy if not with the whole class.
- Be respectful toward adults and fellow classmates.
- Take directions from any staff member.
- Follow LCPS expectations as outlined in the Student Rights and Responsibilities
- Participate in class through discussions, class-work and completion of homework
- Take their education seriously.

Students having problems meeting these expectations are handled individually with full parent-school cooperation. Should corrective actions be necessary for students who violate rules and regulations, we will make every attempt to provide a fair hearing for the student(s) involved. Unless School Board policy directs a specific action for an offense, school administrators will determine the appropriate measure in each disciplinary case. The Sanders Corner Administration does not believe that children can be punished into compliance. We do believe that consequences are an important part of the learning experience, and such consequences are individualized to the student involved and are based on factors such as knowledge and understanding of the offending behavior, the level and intensity of the behavior, and the level of offense toward the victim. All disciplinary measures are done to maintain the dignity of the student.

Examples of discipline measures are: reprimand and counseling, denial of school privileges, removal from class, eating lunch in the office, denial of bus transportation, in-school restriction, out-of-school suspension, and expulsion.

The [Student's Rights and Responsibilities](#) booklet ([available online](#)) describes these and other measures in more detail. As required by the *Code of Virginia* and Loudoun County School Board policy, most violations of the weapons and drug policy will result in expulsion from school.

Dismissal: Changing Plans for Student Dismissal/Early Dismissal

Office staff will issue a **dismissal pass** for a student to leave school in any way different from the usual way. If it is necessary for you to change your child's dismissal instructions, **please send a note to school**. Parents may also call the school to verify the note. **Elementary children often forget they have a note.**



Please be sure the note includes the date, your child's full name, the name of your child's teacher, your name, signature, daytime phone number, and complete instructions for your child. These instructions should include who the student is going home with, and how he/she will go (i.e., bus number and load, meet in the front lobby and walk home, pick-up at the car loop, etc.). For each student's safety, we do not permit students to alter their dismissal arrangements without specific permission from a parent or guardian.

If you plan for your child to leave school earlier than the regular time, **please send a note to the teacher**. If, however, circumstances arise during the day that create the need for your child to be dismissed early, please come to the school office and ask the secretary to call for your child. Please do not go directly to the classroom. For the children's safety, teachers are instructed never to dismiss a child unless the office directs them to do so.

We will not release students during the school day to anyone other than the parent/guardian unless we

receive specific permission from the parent/guardian. Office personnel are authorized to ask anyone picking up a student for identification.

When possible, please notify the front office staff prior to 12:00 of same day dismissal changes. Changes in plans made after 2:00 p.m. are VERY difficult to assure as the office becomes extremely busy at dismissal. Please be sure to call well in advance when at all possible. ☺

If you have a dismissal schedule for your student that varies each day, please check with the administration BEFORE turning those directions/requests over to our Front Office Staff. **Please note that parents may NOT pick up students from the office after 2:15 PM until all dismissals are complete.**

Dress Code

On June 27, 2017, the LCPS School Board revised the dress code policy ([Policy 8270](#)) for students. The school has the responsibility to see that the cleanliness, dress, and grooming of students do not present a danger to the health and safety of themselves or to their fellow students, do not prevent them from performing regular required activities, or do not cause a disruption to the orderly functioning of the school. In addition, the wearing of any article of clothing that has inappropriate language or a picture of/advertisement for marijuana, other illegal drugs, or any alcohol product is prohibited.

Students must wear closed-toed rubber soled shoes each day when they either participate in physical education activities with the PE teachers or through recess. For safety reasons, children should not wear flip flops to school.

Drills: Fire / Tornado/ Emergency

Virginia law mandates that schools have fire drills weekly during the first month of school and monthly thereafter and periodic emergency drills. Such emergency drills include the following:

- Tornado
- Earthquake
- Lockdown
- Bus evacuation

In order to ensure that students and staff are prepared in the event that any of the above occur outside of the planned drill, all drills will be unannounced. This will provide practice in the most authentic manner possible.

Electronic devices

Students may bring e-readers (Nook, Kindle etc) to school with a book loaded on for the purpose of independent reading ~ equivalent to a student bringing a hard copy book to read during that time. Sanders Corner has adopted the BYOT initiative. Please refer to that section for further details regarding eReader use.

Emergency Cards

The emergency card is a vital piece of information for your child. Please complete it accurately and update it as necessary, especially if your address, home or work phone number, or emergency contact information changes. **There is a link on the Sanders Corner website ([ParentVUE](#)) where parents can update information electronically.**

Emergency Plans

The administration, faculty, and staff have specific plans and procedures to handle emergencies such as accidents; crisis intervention; fire; lack of electricity, heating, cooling, or water; acts of terrorism; and tornadoes. The administration, faculty, and staff closely monitor security, especially when students are in the building. We ask that you follow the security precautions outlined throughout this booklet.

Field Trips

Field trips are an important extension of the curriculum. Teachers take field trips to sites relevant to class studies. We inform parents before each trip, and we require written parent permission (via a permission slip) to take children on the trip. Teachers often ask parents to act as chaperones on field trips. **Please note that children not enrolled in the class taking the field trip *cannot* accompany anyone acting as a chaperone.**

Grading/Report Cards

Students in grades K-5 receive report cards each quarter. Teachers send written interim reports to apprise parents of falling or failing grades about the fifth week of each grading period. Dates will appear in the monthly newsletter.

Gum

Chewing gum is not permitted at school or on school buses.

Health Screening

State and federal regulations require that school personnel regularly conduct screenings in the areas of speech, voice, language, vision, hearing, fine and gross motor functioning, and cognitive and social functioning.

Each year local dentists volunteer to do dental screenings at school. **Parents must give written permission for these optional dental screenings.**

Health and Welfare

- [Contagious Diseases](#) - School Board policy outlines procedures and regulations to follow should students develop blood-borne or other contagious or infectious diseases. Head lice are considered a contagious and infectious disease.
- [Missing Children](#) - The principal or his designee is responsible for informing law enforcement agencies should a parent not have a certified birth certificate when enrolling his/her child.
- [Suspected Child Abuse or Neglect](#) - Policy also outlines the school's duties and procedures for reporting suspected child abuse or neglect to the local Department of Social Services.

Homebound Instruction

Instruction in the home is available for those students who must be absent from school for an extended period of time due to illness. A certified teacher provides this instruction at no cost to the family. Parents should contact the assistant principal to request this service.

Homework

The Loudoun County School Board has a policy regulating the nature and amount of homework given to elementary pupils. Primary age children will spend no more than thirty minutes a day completing homework. Students in grades three, four and five will spend no more than one hour a night completing homework.

Reasonable make-up work is required of students who have been absent. Children can complete some of this work during the school day. However, some make-up work may need to be finished after school hours; this may add to the time spent nightly on homework.



Vacations taken by the family during school time may also add to the homework/make-up work for the student. Due to the variable rate of learning that students and classes exhibit, it is hard for teachers to plan specific activities ahead of vacations. Despite gathering the proposed assignments before a vacation absence, there may still be some make-up work required of the student upon his/her return.

Insurance

Dental and accident insurance information packets and forms are sent home with students at the beginning of each school year. Enrollment is at the option of the parent. However, any family that does not have health insurance coverage should seriously consider the dental and accident insurance.

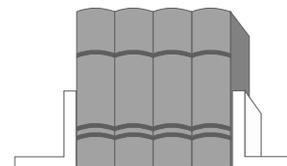
Investigations

School authorities have a responsibility to investigate suspicions of violations of law or School Board policy by students and to report law violations to law enforcement authorities. We must also cooperate with law enforcement authorities who are investigating criminal acts. When an investigation by law enforcement authorities or child protective services involves a student, we carefully follow the procedures outlined in law and policy.

School Board policy and regulations set forth the conditions and procedures for searches of students' persons and property and of school property used by students. The policy and regulations also describe procedures for the interrogation of students by law enforcement authorities at school.

Library/Media Center

The library is open during the school day and for a short time before school each day. Each class has a weekly scheduled library period. During the library period, the librarian instructs the students in using the library and media center materials and assists with assigned research. Often the librarian shares relevant and appropriate literature with the students in the class. She also assists students in finding books that relate to a special interest or subject. In addition to this scheduled period, students are encouraged to visit the library during open periods throughout the day as permitted by their teacher.



Lost and Found

We keep a "Lost and Found" near the cafeteria. You can look for large articles (such as pieces of clothing) in the "Lost and Found." We keep smaller items and valuables in the school office. Check both places if your youngster has lost something.

Please place your child's name and class on lunch boxes, coats, and backpacks for ease in identifying the owners of lost items. We strongly discourage students from bringing any valuable items to school and **no toys are to come to school**. Prior to Winter and Summer Breaks, all unclaimed items will be donated to charities.

Medication

If your child needs medication while at school, please complete a [Medication Form](#) and bring the form to the school. Medication must be in the original container, labeled with the student's name. Written authorization, including the name and purpose of medication, dosage and time of administration, possible side effects, and termination date for administering the medication must be signed by the parent and physician.



Students may only take medications under the supervision of the administration, HCA, or secretary. **We store all medicines in the clinic and those left over at the end of the school year must be picked up by the parent. Parents must deliver all medication to school in its original container. For the safety of your child, our school system does not permit children to transport medicine to and from school.**

Life sustaining devices and/or medications (EpiPen, Insulin, etc.) may be kept in the classroom under certain circumstances. Proper communication and paperwork are required. Please see the Health Clinic Specialist for further information.

Minute of Silence

As per the Code of Virginia, §22,1-203 schools are required to implement a minute of silence at the opening of each school day. The amended law states:

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth, either to engage in, or to refrain from, religious observance on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division.

During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.

To implement the law, we will begin each day with the announcement, "As we begin another day, let us pause for a minute of silence." We will conclude the announcements with the "Pledge to the Flag."

We ask that all visitors to the school observe the minute of silence.

Newsletter – *This Week at Sanders Corner*

All school communications will come out weekly via email. The communication, entitled "This Week at Sanders Corner" will feature all of the news, calendar events, and updates previously published in the monthly and weekly communications prior to this school year. We hope you find the information useful and interesting.

Parent Conferences

Parents who would like to schedule a conference with a teacher may do so by either calling the school secretary to leave a message for the teacher, emailing the teacher directly or by writing to the teacher for a conference appointment. We cannot interrupt a teacher during instructional time to answer the telephone or to hold an unscheduled conference. Teachers will respond to email correspondences within 24-48 hours when possible.

Parent Teacher Association

Sanders Corner Elementary has a very strong and active [PTA](#). It is an essential and very effective part of the school organization. The [PTA](#) works to inform and communicate with parents, to sponsor social events for the school community, to raise funds to enhance the school's instructional program, and to coordinate the volunteer program - just to name a few of the organization's objectives. Please be sure to show your support by joining the PTA and consider becoming an active member in this organization. Call the office or check the [website](#) for contact phone numbers.

Pets

Due to the increasing number and severity of allergies, we do not permit children to bring pets to school. Teachers who have the need for animals in the classroom to support curriculum objectives are permitted to have animals in the room after checking for allergies and other health needs of students and adults in the classroom.

Please respect the signs requesting that dogs not be walked on school property. Thank you for your cooperation in this matter.

Physical Activity

In grades 1-5, students have three 30-minute PE lessons with a PE teacher each week. Kindergarten students have two 30-minute PE lessons with a PE teacher each week. All students in grades K-5 also have at least 15-minutes of recess daily. Please provide us with a doctor's note if your youngster's activity needs to be restricted for medical reasons. Students are expected to wear gym shoes to school.



Physical Examinations

State law requires that no pupil shall be admitted for the first time to any public kindergarten or elementary school unless a report from a qualified licensed physician of a comprehensive physical examination of a scope prescribed by the State Health Commissioner performed within 12 months of the date of entrance is provided. School Board policy outlines other aspects of this requirement. All new students entering Loudoun County Schools for the first time will be required to provide documentation that a **TB screening** has been performed no sooner than three months prior to registration. The documentation must be signed by a licensed health care provider and indicate that the student is free of communicable tuberculosis. Screenings can be performed at a physician's office or through Loudoun County Health Department.

Residency

Students must be residents of Loudoun County to be eligible to attend Loudoun County Schools free of tuition charge. School Board policy sets forth requirements of residency and other factors for students to receive an education in Loudoun County free of charge. Residency is determined by the presentation of a valid deed, contract, or rental agreement in the parent (s) names and the student is living with those parents.

Students whose parents move from Loudoun County to another school division of Virginia during the school year may be permitted by the Division Superintendent to complete the semester in which they move provided that:

1. The student is left under the supervision of a responsible adult.
2. The parents provide transportation to and from school.
3. The student has been in regular attendance and demonstrated acceptable behavior.
4. The student has grades that enable him/her to successfully complete the semester.

Children who are nonresidents of the State of Virginia but who are temporarily living with relatives or others in Loudoun County for a period of 60 days or more are required by state law to attend school. Persons having charge of such children must cause them to attend school and **must pay tuition**, as provided for in School Board policy, or must return them to their parents or legal guardians in the state in which they reside.

A student whose residence changes from one school attendance area to another within the county during the school year may, upon request of the parent or guardian, complete that school year in the school in which the student was originally enrolled, provided that the parent or guardian provide any necessary transportation to and from school.

School Board policy outlines admission, residency, and school assignment in further detail.

School Closings/Delayed Openings

In the case of bad weather or other hazards, school may be delayed or canceled. Announcements are made over many local radio and TV stations and our **Connect Ed system** will be utilized calling the number of the parent designated as the primary contact.

Your best source of information about school closings and delayed openings is the Loudoun County Public Schools website: www.lcps.org

Delayed Openings

In case of a delayed opening of school due to bad weather, school will start one or two hours later than usual as announced on radio and TV. Dismissal will be at the usual time.



School Closings/Early Closing

Please develop an “Early Closing Plan” for your child. Be sure your youngster knows what to do and where to go (for example, go to the next door neighbor’s house where (s)he will be supervised until you arrive home) in case of unexpected delayed openings or early dismissals.

The office is inundated with calls from concerned parents when we have unexpected early closings, and it may not be possible to get a message to your child before dismissal. It is also important that the school’s phone lines remain open to send or receive any emergency information.

School Hours

The school day begins at 7:50 a.m. and ends at 2:35 p.m. A student is tardy if entering their classroom after the 7:50 bell has rung. Students that are tardy must be accompanied by a parent and report to the office **first**. Office personnel will issue a tardy slip.

Dismissal - We ask that parents, guardians, and childcare providers wait outside of the door where your child normally exits.

If you wish to have your child dismissed early, please go to the office and office personnel will call for your child. Office personnel may ask for identifying information. Your support in following this policy promotes greater security for all of our children.



Student Rights and Responsibilities-

This document is VERY important and should be read and understood by all parents. Please do not hesitate to call if you have a question. It can be easily accessed on the Loudoun County Public Schools web site under the quick links on the home page.

<http://www.lcps.org/cms/lib4/VA01000195/Centricity/Domain/92/SRR%20-ENGLISH%20-%20NEW%20AUP%20FORM-FINAL%20REVISED-NOVEMBER%202015.pdf>

Telephone Calls

In order to protect instructional time, students will not be permitted to receive phone calls during the school day. In the case of an **emergency**, we will get a message to your child.

Testing Program

The Commonwealth of Virginia requires that we give certain tests to students during the course of a school year. In addition, Loudoun County Public Schools may give supplemental tests to monitor the effectiveness of the instructional program and to evaluate the achievement of students. Please watch our school's for test dates. Test results and scores will be communicated on report cards or can be discussed with your child’s teacher at parent-teacher conferences.

Textbooks

Loudoun County Public Schools provides a “free loan” of textbooks to all students with the understanding that all such texts are the property of the School Board. The expectation is that students will properly care for the loaned textbooks. Students or parents must pay for lost or damaged textbooks.

Tobacco

School board policy prohibits possession and use of tobacco products by students. School Board policy also prohibits the use of tobacco products in the buildings and campuses of the Loudoun County Public Schools by anyone at anytime -- including adults supervising extra-curricular activities.

Visitors

In order to promote the safety of students and staff, **parents and other visitors must begin and end their visit at the school office to receive a visitor's badge and to sign in/out.** Visitors must wear the badge while at school. We ask that, out of courtesy to the teachers and students, all classroom visits are prearranged with the teacher.

Thank you for your understanding when asked to present identification, sign in, and explain your intentions for visiting (lunch, volunteering, etc.). Please also remember to sign out when you leave.

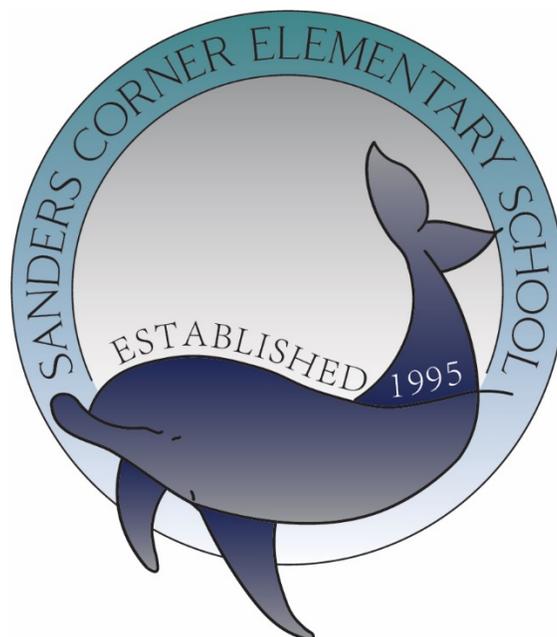
Volunteers

We can't thank the volunteers enough for all the time dedicated to the school. Volunteers are an integral part of the Sanders Corner success. We ask all visitors and volunteers to follow school policies and procedures. Please note that additional children and younger siblings are not permitted to accompany you when volunteering. If you have young people at home but still want to volunteer, we will strive to find tasks that may be completed at home. Please keep in mind that what you hear in the school is confidential information and should not be shared when you leave. **Your help is always appreciated- thank you!!**

Weapons

Students are not permitted to possess any weapon for any reason on school property, on school buses, or while under school control or supervision. The term "weapon" is intended to be construed broadly to cover and include any instrument that could injure, harm, or endanger the physical well-being of another person. (The School Board's policy specifically lists types of weapons.) Any student in violation of the policy may be subject to expulsion from the Loudoun County Public Schools by the School Board.

Please note that by the *Code of Virginia* and Loudoun County School Board policy, most violations of the weapons and drug policy will result in expulsion from school.



CELEBRATING 25 YEARS
MAKING A DIFFERENCE FOR OUR SCHOOL,
OUR COMMUNITY, AND OUR WORLD