

Seldens Landing Elementary School

Parent & Student Handbook 2014-2015



**Tracy Stephens, Principal
Judy Burton, Assistant Principal
Rhonda Lopez, Administrative Intern**

PRINCIPAL'S WELCOME

Dear Students and Parents,

Welcome to Seldens Landing Elementary School, home of the Cardinals! We look forward to an exciting year of learning for all children. It is our goal to ensure that all children advance academically, socially, and physically in the year ahead. Through participation in rigorous academic instruction, character education, and the physical health education program, we expect students to grow and thrive in all areas.



Family support is essential to children's success. We value your involvement and will provide frequent and ongoing communication about your child's progress. We invite you to take part in your child's formal education and encourage families to consider the various opportunities for involvement.

The *Seldens Landing Student and Parent Handbook* provides important information about school procedures, student conduct and general information. Please use it as a reference throughout the school year.

Sincerely,

Tracy Stephens

Tracy Stephens,
Principal

2013-2014 STUDENT CALENDAR

September 3	First Day of School for Students
October 14	Holiday (Columbus Day)
November 1	End of First Grading Period
November 4-5	Student Holiday (Planning/Records/Conference Days)
November 27-29	Holiday (Thanksgiving)
December 23-31	Winter Break
January 1	Holiday (New Year's) (Classes Resume January 2)
January 20	Holiday (Martin Luther King Jr. Day)
January 24	End of Second Grading Period
January 27	Moveable Student Holiday** (Planning/Records/Conference Day)
February 17	Holiday (Presidents' Day)
March 28	End of Third Grading Period
March 31	Student Holiday (Planning/Records/Conference Day)
April 14-18	Spring Break
May 26	Holiday (Memorial Day)
June 13	Last Day of School for Students/End of Fourth Grading Period

*NOTE: Parents with child-care 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.

MORNING BELL SCHEDULE

7:30 am	Arrival Bell
7:50 am	School Begins/Tardy Bell
7:52 am	Morning Announcements
10:50	AM Kindergarten Dismissal
11:35	PM Kindergarten Arrival



AFTERNOON BELL SCHEDULE

2:28 pm	Warning Bell
2:30 pm	Afternoon Announcements
2:35 pm	Kiss & Ride/Daycare/K Dismissal Bell
2:37 pm	Bus Rider Dismissal Bell
2:40 pm	Walker Dismissal Bell

ABOUT SELDENS LANDING

Mission

The mission of Seldens Landing Elementary School faculty, staff, administration, and parents is to educate children for the 21st century by providing a safe, positive learning environment responsive to the needs of individual learners. We prepare students to become independent and critical thinkers, and enable success by providing a relevant and rigorous curriculum. *(Adopted 2010/2011.)*

Seldens Landing History

Selden Island is a long thin island in the Potomac River located just north of Lansdowne, Janelia Farm, and University Center in Ashburn, Loudoun County. It is just feet from the Virginia shore and a bridge connects the island to the Virginia shoreline. It is one of the largest of the long chain of islands that extend from Harpers Ferry to less than a mile above Seneca. Selden Island is nearly 3 miles long and approximately 400 acres in size. It is currently used as a sod farm.

The island, originally called Eden Island, was part of a land grant from the English King George III to the Lee family who first came to Virginia in the early part of 1600. Thomas Ludwell Lee, Jr. inherited the land and plantation, known as Coton Plantation (pronounced cōton) from his father and made extensive additions to the manor house in 1803. He added a distillery, mill, stone kitchen-laundry, stone meat house and a frame office. In April 1821 Ludwell Lee and Richard H. Lee sold the land to Dr. Wilson Cary Selden, Sr.

Dr. Wilson Cary Selden, Sr. served with the Virginia Artillery Regiment as a surgeon's mate during the Revolutionary War. In 1793 he became a member of the Assembly and for many years was a vestryman of the Episcopal Church in Leesburg. In 1923 the land was deeded to George William Summers and changed hands several times before it was purchased by the Xerox Corporation in 1971.



SCHOOL HOURS & ATTENDANCE



School Hours

The school day begins officially at 7:50 a.m. and ends at 2:35 p.m. Arrival and supervision of students begin at 7:30 a.m. **Students must be in classrooms ready for learning at 7:50 a.m. to be marked present and on time.** Morning kindergarten hours are 7:50 a.m. to 10:50 a.m. Afternoon kindergarten hours are 11:35 a.m. to 2:35 p.m.

Students eating breakfast will proceed directly to the cafeteria before reporting to class.

Attendance

Regular attendance is very important. Studies show a high correlation between regular school attendance and student success. We are committed to the success of all students and will closely monitor attendance throughout the school year.

Students may be excused for personal illness, a death in the family, medical or dental appointments, court appearances, religious holidays, illnesses in the immediate family, or emergencies that require the student to be absent. In addition, principals may excuse students who are absent for illness in the immediate family that requires the student to be absent, emergencies that require the student to be absent, and activities that enhance or extend the student's education. Such activities must be approved by the principal in advance and require a written explanation of how the activity enhances or extends the LCPS grade level curriculum. Family vacations and trips are not considered excused absences. Parents are required to notify the school of absences by calling the **Absentee Phone-in-Line at (571) 252-2262**. Please call before 8:00 a.m. to report an absence. Unreported absences will result in a verification call from the school office to ensure student safety.

A written explanation from a parent or guardian is required to verify the reason for absence upon the student's return to school. The note should include: date(s) of absence, reason for absence, and signature of the parent/guardian.

All students who are absent will be required to make up all significant work missed upon return, except as provided by the principal for suspension absences.

If a student is **absent for more than 10 days** or 10% of the total number of days membership, whichever is determined appropriate by the principal, the school will send a letter to the parents 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.

At the point at which a student accumulates **5 unexcused absences**, a referral will be made to the Attendance Officer.

Occasional tardiness for valid reasons is not a serious offense; however, repeated or habitual tardiness encourages the formation of undesirable personal habits and disrupts the orderly instructional process of the school. **When a student arrives tardy, parents must escort their child to the office** and assist him/her in obtaining a tardy pass to class. This is required to ensure the safety and well-being of the student.

The school may require the parent or guardian to provide justification to determine the reason for tardiness. If this does not occur and documentation is not provided 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 a referral will be made to the Attendance Officer.

Occasional early dismissals for valid reasons are not a serious offense; however repeated early dismissals are disruptive to the orderly instructional process of the school. Early dismissals for regularly scheduled non-school reasons such as sports or musical lessons are not permissible and require approval by the Deputy Superintendent. Parents must notify the principal of requests for regular early dismissals for non-school reasons.

Day Care

Extended day care is available through Loudoun County Parks and Recreation CASA program and through the YMCA My Place Program. Day care programs are located in the school building but operate separately from the school. For information about these programs contact LCPR CASA at (703) 737-8042 or online at: www.loudoun.gov/Default.aspx?tabid=939 or contact the YMCA My Place Program at (703) 777-9622 or online at: www.ymcadc.org/branches/VA/loudoun_county/Pages/default.aspx.

School Closings

Schools may be closed on order from the Superintendent if:

- During the day emergencies arise to make later transportation hazardous.
- Any hazardous condition that endangers health or safety of students or teachers.

- In the event of snow or ice forming during the night and making bus travel dangerous, the Superintendent will direct that schools not open for a given day. School cancellations are announced over the radio by 6:15 a.m. Announcements will be made for each day schools are closed. If no announcement is made on a given day, it will be presumed that schools will operate as usual.
- In the event that weather necessitates the closing of school after school is in session; announcements will be made over radio and TV stations, as well as posted on the Loudoun County Schools website.

Each family should submit a plan for emergency school closings. An **Emergency Closing Form** is included in the First Day Packet. If, for any reason, school closes early, teachers will remind children of the plans submitted by parents. Please review this plan with your child and notify the school anytime the plan changes.

The school receives information about school closing by telephone or e-mail from the administrative office of the Loudoun County Schools. Office staff must contact bus drivers, crossing guards, and day care centers that serve our school. Office staff must assist students and teachers, and treat icy sidewalks. There is limited time to make these necessary provisions. **Please refrain from calling the school to allow staff to implement safety measures for students.** Instead check radio, television, or the LCPS website for up-to-date information.

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 the Connect Ed system will be utilized calling the number of the parent designated as the primary contact. The best source of information about school closings and delayed openings is the Loudoun County Public Schools website at www.lcps.org.

One-Hour Delayed Openings- Kindergarten:

Morning kindergarten will start one hour later than usual and will dismiss at the usual time. Afternoon kindergarten will begin and end at the usual time.

Two-Hour Delayed Openings-Kindergarten:

On any day when it is necessary to have a two-hour delay in the opening of school, both morning and afternoon kindergarten will operate on a modified schedule. Morning kindergarten children will arrive at school two hours late on their usual buses. The morning kindergarten session will last two hours. Morning kindergarten will dismiss at 11:50 on days when there is a two-hour delay. Morning Kindergarten children will ride their usual buses home, but one hour later than usual.

Afternoon kindergarten pick up bus routes will be delayed by one hour. Afternoon kindergarten will start at 12:35 p.m. Afternoon kindergarten will last two hours and will dismiss at 2:35 p.m. on days when there is a two-hour delayed opening. This schedule will permit morning kindergarten children to have school even with a delayed opening.

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.



Health Services

The clinic is staffed daily by a Health Clinic Assistant (HCA). The HCA, office staff, and classroom teachers are able to provide basic first aid when necessary. Additionally, the HCA may administer medication, take temperatures, and monitor the basic health of students. Parents will be contacted when a child has a fever, appears to have an infectious condition, or any other condition requiring parental attention.

Please keep your child home when he/she has a temperature of 100 degrees or above; when he/she is vomiting; when he/she has diarrhea; when he/she has thick green or yellow discharge from the nose; or when he/she complains of a sore throat or earache accompanied by a temperature.

In case of illness or injury, a student will be cared for temporarily by the HCA or member of the school staff. Parents or authorized adults listed on the emergency card will be called to pick up any student who is ill. If a serious illness or injury occurs, 911 will be contacted immediately prior to parent notification. **It is very important that information on the Emergency Card be current and updated as changes occur.**

Emergency Information

The school must have up-to-date records that include emergency contact information for students. This information should include home, work, and mobile telephone numbers and the name of an individual to contact in an emergency situation. **Please inform the school of any changes to contact information throughout the year.**

Medication

All medicines should be administered to students at home when possible. If a student must take prescription medication at school a completed [Authorization for Medication Administration](#) must be provided. Parents must transport medication to and from school. Medication must be in the original container and 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.

All medication must be stored in the clinic. Medication may not be kept in the classroom. Students may not carry medication during the school day. **Exception: Life sustaining devices and/or medications may be kept in the classroom in certain instances.** Students must be supervised by the HCA, administration, or secretary when taking medication at school.

Health Screenings

State and federal regulations require that school personnel regularly conduct vision, hearing, speech, voice, language, and fine and gross motor screenings. The hearing of students is screened in third grade. Each year, local dentists volunteer to do a dental screening at school. Parents must give written permission for this optional dental screening. Parents will receive written notification of possible dental concerns discovered during these screenings.

These examinations are conducted in compliance with Section 22-243 of the Code of Virginia: "All pupils in all public elementary and secondary schools of the State shall receive as part of the educational program such examinations, health instruction, and physical training as shall be prescribed by the State Board and approved by the State Board of Health, in conformity with the provisions hereof."

Insurance

Dental and accident insurance information packets and forms are sent home with students in the First Day Packet each school year. Enrollment is optional; however, any family that does not have health insurance coverage should give serious consideration to dental and accident insurance. Completed applications and payment are mailed by the parent directly to the insurance company. Please do not send applications or payment to the school.

Health & 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 designee is responsible for informing law enforcement agencies if a parent is unable to provide a birth certificate when enrolling a child.

Suspected Child Abuse or Neglect: Policy outlines the school's duties and procedures for reporting suspected child abuse or neglect to the local Department of Social Services.

Internet Safety

The Internet, a global computer network, has great potential to support student learning. The Internet may be used in classrooms and in the computer lab as a learning resource to educate and inform students.

Pets on School Grounds

Pets on school grounds are prohibited for the safety of students. Thank you for your cooperation in this matter.

CURRICULUM & PROGRAMS

Instructional Program

The course of study in every grade, kindergarten through fifth, includes reading, language arts, mathematics, social science and history, and science. The curriculum also includes foreign language, art, music, health, and physical education. The services of a guidance counselor, a reading teacher, and a technology specialist are also provided.

Special Education

Special education provides a free, appropriate education to eligible Loudoun children with disabilities between the ages of two and 21, inclusive. Programs offered serve students with developmental delays, intellectual disabilities, emotional disabilities, specific learning disabilities, visual, hearing, speech, orthopedic and other health impairments, autism, multiple disabilities and severe disabilities. When the disability is so severe that the student cannot be served in a public school or state facility, private school placement will be made by LCPS. Parents who suspect that a child has a disability affecting learning or substantially limiting a major life activity should contact our Assistant Principal Judy Burton.

In addition, a countywide Special Education Parent Resource Center (PRC) offers information and referral services. The center telephone number is 571-252-2185.

Gifted Education

Gifted and Talented Programs are available for gifted students at all grade levels in all schools. Differentiated instruction is provided to gifted children in grades K-5; the SEARCH classroom resource program is part of the K-3 gifted curriculum; a countywide, center-based (FUTURA) program serves certain gifted students in grades 4 and 5.

The English Language Learner Program

ELL is a resource program designed to help non-English speaking children learn English and gain language skills and confidence to participate in the academic programs. ELL students spend the majority of their day in the appropriate grade level classroom. Interaction with peers provides language minority children with models for language and social development.

Teachers use a variety of specialized, age appropriate, high interest materials to facilitate student learning. This combination of specialized language instruction and interactions with English dominant speakers is consistent with research in how a second language is best learned.

Field Trips

Field trips are an extension of the curriculum and instruction that occur in the classroom and enhance student learning. During field trips, the foremost concern is the supervision and safety of students. A ratio of one adult to every four to five students is preferred; however, certain trips require greater or lesser amounts of supervision. Teachers decide how chaperones are selected based upon specific needs. To ensure the safety of students only parents and/or legal guardians may chaperone field trips. Teachers may request a pre-trip meeting with chaperones to adequately prepare for the trip. LCPS policies must be followed by all field trip participants including chaperones. **Parents who chaperone may not bring siblings or other children on the trip.** Teachers carry mobile phones, copies of emergency cards, student medication, and a first aid kit. Students must submit a parent/guardian signed LCPS permission form to participate in field trips.



Homework

Homework for elementary students includes any activity that is a natural extension of the school day. The purpose of homework is to provide practice that reinforces classroom learning and provides opportunities for independent study, research and creative thinking. LCPS has established guidelines for the amount of homework given each day. Students in grades 1-3 should spend no more than 30 minutes daily and students in grades 4-5 should spend no more than 60 minutes daily completing homework. Please notify the teacher if your child is working longer than the suggested guidelines.

Homebound Instruction

Instruction in the home is provided at no charge for students who must be absent for an extended period due to illness. Homebound Instruction is provided free of charge by LCPS in these instances. Parents should contact the school to request Homebound Instruction services.

Textbooks

LCPS 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.

FOOD SERVICES

Meal Program

The LCPS meal program offers breakfast and lunch based on the Food Guide Pyramid. Every breakfast contains the following: two servings of cereal or bread, milk, and one serving of fresh fruit or juice. Every lunch contains the following: 1 serving of meat, 3 servings of fruits and vegetables, 1 serving of milk and at least 1 serving of bread or grain. The goal is to provide 1/3 of the Recommended Dietary Allowances for key nutrients that are important for growing children. Encourage your child to select all the foods necessary to build a healthy meal and a healthy body. Menus are published monthly on the website and in the school newsletter. The cost of meals for the 2013-2014 school year is as follows:

KINDERGARTEN SNACK

\$ 200.00 Per Year or 10 monthly payments of \$ 20.00

<i>Reduced Price</i>	Free
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STUDENT MEAL PRICE

Lunch	\$3.00
<i>Reduced Price</i>	\$.40
Breakfast	\$2.00
<i>Reduced Price</i>	\$.30

Cookies \$.60 each

ADULT MEAL PRICE

Lunch	\$4.00
Breakfast	\$2.25

Free and Reduced Meal Program

In participation with the Federal school meal program, children from households that meet Federal Income Guidelines are eligible for either reduced price or free meals. Free kindergarten snack may also be available. **Applications for the Free & Reduced Meal Program are accepted throughout the school year and must be completed annually.** Anytime there is a change in employment status or wages, a new application may be filled out and sent to Food Services for approval.

Payment Options

LCPS Food Services offers three easy ways to pre-pay for meals and purchases. Students or parents may pay with cash, check made payable to "County of Loudoun," or credit card at www.pay4lunch.com.

ARRIVAL & DISMISSAL

Bus Routes and Bus Safety

Bus routes and stops as well as time schedules are planned and established by LCPS Department of Transportation. Bus transportation is provided for the safety of all students. Students are expected to maintain appropriate behavior while riding on a school bus. Riding the bus is a privilege and can be revoked due to improper behavior. All students receive instruction in bus safety rules during the first week of school. See the *Student Rights and Responsibilities Handbook* for more information about bus safety.

All kindergarten students are provided with bus transportation at midday. Kindergarten students who live in the busing area will be bused to and from school, but students who live in the walking area will only be bused at midday.

Due to the full capacity of school buses parents may no longer request bus transportation for students not assigned to buses.

All vehicles, by law, must stop when the alternating flashing red lights of a bus are activated. This applies to traffic moving in both directions except when approaching a school bus from the opposite direction on a street with a median divider.

Please note: During student arrival and dismissal the bus lane in front of the school is closed each day. Please adhere to the scheduled closure posted on the bus lane signs for student safety.

Kiss & Ride

Students arriving by car must follow Kiss & Ride procedures included in the First Day Packet. Kiss & Ride procedures are also posted on the school website. Staff members monitor and assist during arrival and dismissal to ensure the safety of students. The Kiss & Ride line opens for arrival at 7:30 a.m. and closes at 7:47 a.m. Parents arriving after 7:47 a.m. must park and escort students to the main office. The line opens for dismissal at 2:35 p.m. and closes at 2:50 p.m. Parents arriving after 2:50 p.m. must park and pick up students in the main office.

All students dismissing through the Kiss & Ride line must have a Kiss & Ride permission form on file in the school office. Families who complete the form will be issued a pass that must be displayed in the windshield of your vehicle. If a Kiss & Ride pass is not displayed parents are required to park and complete the sign-out log in the main office.

Bicycle & Scooter Safety

Students may ride bicycles to school with parental consent. Parents are reminded that roads surrounding the school are a high traffic area during arrival

and dismissal. For information on bicycle safety visit the National Highway Traffic Safety Administration (NHTSA) Web site at www.nhtsa.dot.gov. Bike racks are available on the west side of the school and adjacent to the baseball field. Bikes left in the rack should be locked. School personnel cannot be responsible for the security of bicycles during the school day.

Visitor Parking

The parking lot on the east side of the school is used for staff and visitor parking. Handicapped parking is available in front of the school and in the side parking lot. Access in and out of the front parking area is blocked during arrival (7:20 to 7:50 a.m.) and dismissal (2:20 to 2:50 p.m.). Cars in this area must remain parked during arrival and dismissal to ensure the safety of students and staff. **Parking in the fire lane in front of the school is prohibited at all times.** Additional parking on the east field will be available during scheduled events.

HOME & SCHOOL CONNECTIONS

Communication

Effective communication between home and school is essential to student success. School staff will use various forms of communication including email, telephone, school and class websites, electronic newsletters, conferences, Thursday Folders, interim reports, report cards, and the Connect Ed system to keep parents informed about school and classroom events and other important information. To opt-out of the Connect Ed phone messaging system parents may log on to the LCPS website and access the opt-out form under the Quick Links. Please be aware that specific information about students will not be included in email communication. Specific information about students may be discussed by telephone or conference.

Questions or concerns that require an immediate response should be directed to the office as teachers may be unable to respond to email or phone messages during the instructional day. Staff will make a reasonable effort to respond to questions and concerns in a timely manner.

Visitors & Volunteers

Parents and guardians are always welcome to visit and/or volunteer at Seldens Landing Elementary. To provide children with a secure and safe environment, we ask that all visitors begin and end their visit in the office where they will sign-in and receive a visitor badge. Visitor badges must be displayed to alert school staff that you are in the building.

Parents may observe in their child's classroom on a pre-arranged basis by completing the Observation Request Form. Completed forms should be submitted to the principal for approval prior to the observation. The Observation Request Form can be found on the school website and is also available in the school office. Approved observations will be no longer than 60 minutes and must be convenient to the observer and class schedule.

Pre-scheduled volunteers are welcome and permitted during instructional time (7:50 a.m. to 2:35 p.m.); however, siblings are not permitted in classrooms to avoid disruption of instruction. If you wish to volunteer, please contact your child's teacher or the school office.

Conferences

Teachers are available throughout the school year for conferences to discuss student progress and well-being. Conferences must be pre-arranged and should be scheduled before and after school to ensure teacher availability. Teachers may occasionally schedule conferences during the 30 minute planning period; however, before or after school hours permit more time for conferences.

Birthday Celebrations

Birthdays are a special part of a child's life. Please note that in accordance with the Food in Schools Guidelines explained below, we will no longer be accepting cupcakes, cookies, and other sweets as birthday treats. Below is a list of recommended alternatives to celebrate your child's birthday. Each child will continue to have his/her name announced on the morning announcements and will receive a birthday pencil from the office. We recognize this is a significant change and appreciate your cooperation in following the new LCPS guidelines to ensure the safety and well being of all students.

Please note that children are not permitted to distribute party invitations at school. For reasons of confidentiality, class lists are not available to the public.

Birthday Book Program

The birthday book club allows parents to select a new book for the library collection in honor of your child's birthday. The book will be placed in the library for all to enjoy. Your child will be presented with the book and will be the first person to check it out of our library. A book plate will be placed in the front of the book. A Birthday Book Wish List has been created on amazon.com. All library books must meet Loudoun County criteria so **books need to be chosen from this list**. Follow the directions on the [library web site](#) to order from amazon.com or you can purchase one of the books from the list from your local book store and bring it to school.

Food In Schools Guidelines

In an effort to keep all children safe and healthy, Loudoun County Public Schools has produced guidelines that outline the procedures each school will follow to promote healthy lifestyles with an emphasis on nutritional wellness and safety. The complete [guidelines](#) are available on the Loudoun County Public Schools website. In alignment with the guidelines, we cannot accept cake, cupcakes, cookies, and other sweets as birthday treats. Below is a list of recommended alternatives to celebrate your child's birthday: fun pencils, stickers, school supplies, recess equipment, a board game for the class to share (Candy Land, Connect Four), card games for the class to share (Go Fish, Old Maid), reading your child's favorite book to the class, or donating a book to the library in honor of your child. Each child will continue to have his/her name announced on the morning announcements and will receive a birthday pencil from the office.

Seldens Landing Elementary School participates in the Virginia [Governor's Nutrition and Physical Activity Awards Program](#). The Governor's program promotes health and wellness in Virginia's public schools by encouraging good nutrition and increased physical activity. Schools earn either a bronze, silver, or gold award for best practices that promote healthy lifestyles while

combating childhood obesity, hypertension, and other preventable diseases. Please support our efforts to promote health and wellness when planning class parties, visiting during lunch, and volunteering during recess.

Parent Liaison

A parent liaison is available to facilitate parent and school communication. Parents may contact the parent liaison through the school office.

Parent Teacher Association (PTA)

The Seldens Landing PTA is an essential part of the school and supports the educational program in various ways. The PTA works to inform and communicate with parents, sponsors social events for the school community, raises funds to enhance the instructional program, and coordinates a volunteer program. Please consider membership in the PTA. Information about membership is provided in the First Day Packet and is available on the school website.

Electronic Newsletter:

A school newsletter is published electronically each month. Paper copies of the newsletter are available in the school office. The newsletter reports school and community events, student achievements, news from the classroom and special projects.

Thursday Folders

Thursday folder flyers will be distributed electronically through the Connect-Ed communication system. Our goal is to continuously reduce the amount of paper we consume. Student work, classroom-specific information, and forms that must be signed and returned will be sent in hard copy. All other school-wide communication will be distributed as an e-message to the email address listed in the Parent Information Management System (PIMS). Parents can update PIMS anytime on to the LCPS website. Hard copies of flyers will be available in the school office.

Classroom teachers will send information about student progress weekly in the Thursday Folder. Teachers and school staff are committed to keeping families informed about students' academic progress, homework completion, behavior, and general well-being. Thursday Folders also provide an opportunity for parents to communicate with teachers and staff. Please review the information in the Thursday Folder with your child. Sign and return the envelope with your child on Friday.

Student Progress

Teachers will provide meaningful feedback to students, parents and guardians about performance on a regular basis. Report cards inform parents about student progress at the end of each nine week period. The report card includes a

section for parent comment and a request for a conference. Interim reports are sent home in the middle of each grading period to alert parents of unsatisfactory progress. Conferences may be scheduled to discuss concerns documented on the interim.

In addition to the above means of communicating student progress, parents will also have continuous access to student progress via the CLARITY Parent Portal. Parents must complete the access form sent in first day packets and available on the school website in order to access student information in the CLARITY Parent Portal.

STUDENT RIGHTS & RESPONSIBILITIES

Behavior and Discipline

School staff will provide a well-disciplined and structured environment in which every child can learn. Behavior expectations will be clearly stated and uniformly enforced. All students and parents have access to the *Student Rights and Responsibilities* on the LCPS website. The booklet is also available in English and Spanish on the LCPS website at www.lcps.org. Contact the school office to request a paper copy. Please review this booklet with your child to ensure he/she is aware of LCPS discipline policies and procedures.

Dress Code

Students are to dress in a comfortable manner that permits freedom of movement, does not interfere with the instructional program nor proves detrimental to good health standards. Upper elementary students should dress appropriately for their age and physical maturity. Parents are asked to monitor the dress of their children and to encourage appropriate footwear for recess and Physical Education classes.

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 on the grounds of the Loudoun County Public Schools by anyone at anytime. This includes adults supervising extra-curricular activities.

Drugs and Alcohol

Publications or other printed matter which advocate the use of illegal drugs or which portray the use of illegal drugs as acceptable social behavior are prohibited from possession, sale or distribution on school property. Students at all grade levels receive appropriate instruction about the hazards of drug and alcohol abuse through health, science, and the social science curriculum. Fifth grade students participate in the DARE (Drug Abuse Resistance Education) program.

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 constructed broadly to cover and include any instrument that could injure, harm, or endanger the physical well-being of another person. See the *Student Rights and Responsibilities* booklet for a list of weapon types. Any student in violation of the policy may be subject to expulsion from the Loudoun County Public Schools by the School Board.

Investigations

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

Minute of Silence

The *Code of Virginia* requires a minute of silence at the opening of each school day. The 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 observe the minute of silence.**