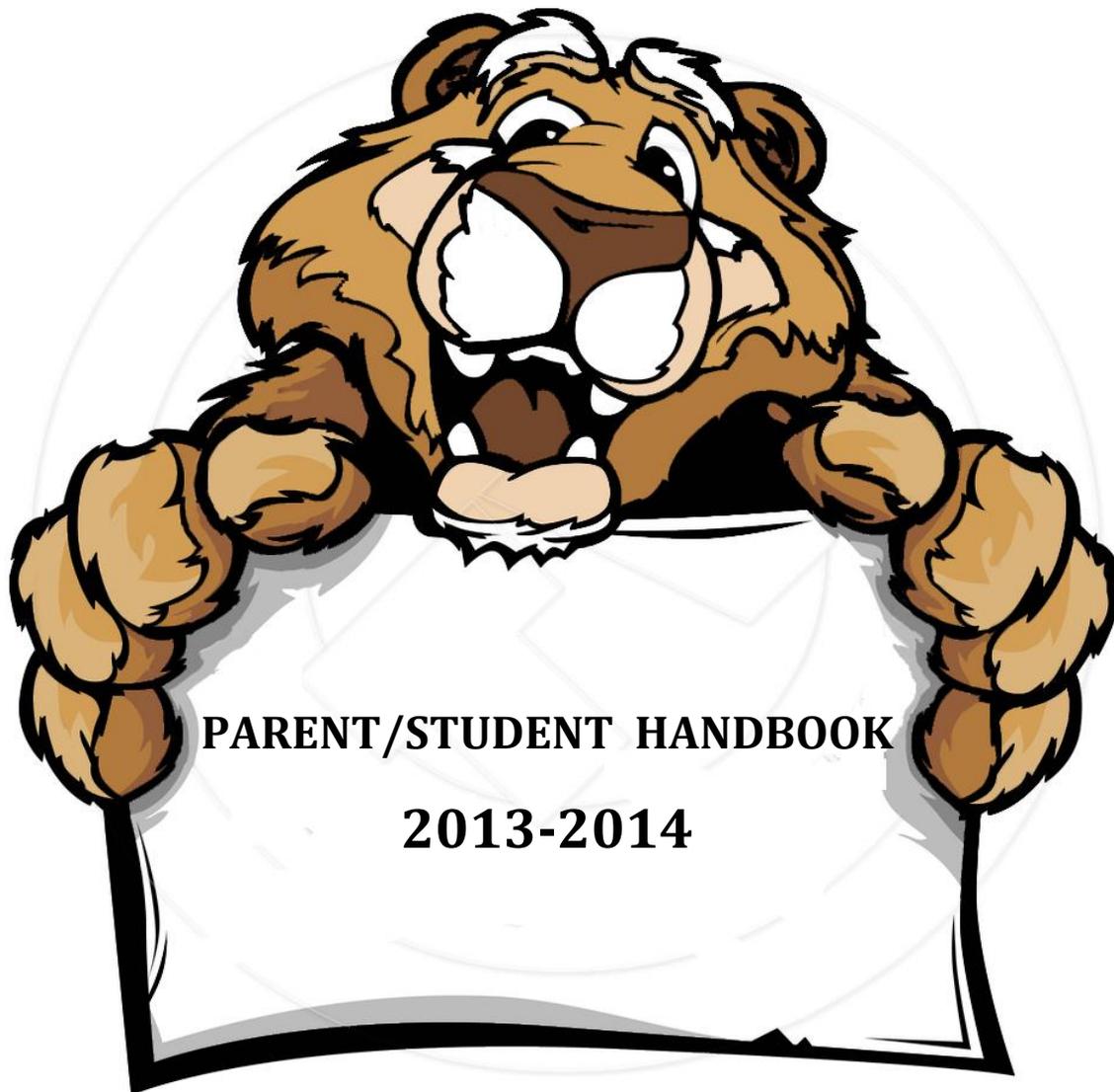


**WATERFORD
ELEMENTARY SCHOOL**



PARENT/STUDENT HANDBOOK

2013-2014

PRINCIPAL'S MESSAGE

Welcome to Waterford Elementary School and to the 2013-2014 school year. Each year, the opening of school signifies new and fresh beginnings; everything is at its best; and everything glows with anticipation.

The climate of our school is one of respect and security. We will focus on providing a safe, orderly, friendly environment in which our students can grow and learn. We will engage students in critical thinking and problem solving. Students will receive enrichment when in need of additional challenge, and remediation for those times when a concept is not readily understood. There will be many opportunities for our students to develop their natural talents. However, we cannot do this alone, so we rely heavily on the school-home partnership to support each child in working to his/her full potential. It is, therefore, very important that we all work together to ensure the best possible future for our youngsters. We can only do this through commitment and communication.

Throughout the school year, your child's teacher and I will be making a special effort to communicate with you. We will keep you informed of your child's progress and of school activities via school and classroom newsletters, email, our school website, and notes in the Monday folders. The parent/student handbook has been prepared to provide you with information regarding our activities and procedures. In doing so, we hope to promote a better understanding between the school and home. Please take time to read this handbook together with your child.

I am excited about the unlimited possibilities that we have here at Waterford Elementary School. With your continued involvement and support we will become an even greater school. I am looking forward to a great year and we are happy that your child will be with us.

Respectfully,
Ricardy J. Anderson

MISSION AND VISION

Many factors influence the elementary school child's development. The nature of today's society, with its ongoing technological advances, necessitates a responsive and responsible educational program within the elementary school, which requires continuous re-evaluation.

Our School Improvement Team has diligently worked to identify our school needs and values in order to develop an on-going improvement plan. Our mission and vision statements reflect these needs and values, and our improvement goals identify areas of focus.

Waterford Elementary School's Mission Statement:

Together, the teachers, parents and students of Waterford Elementary School will create a community of life-long learners by fostering an environment of high expectations, mutual respect, and personal growth. This investment in time, education, communication, recognition, and respect will prepare our students for academic, social and technological success.

Waterford Elementary School's Motto:

Waterford Elementary School = W.e E.xpect S.uccess

Improvement Goal Areas:

- Academic Achievement, including minority achievement
- Character Education
- Technology
- Climate

AFTER SCHOOL PROGRAMS

Waterford students may participate in after-school programs that are offered throughout the year. Information will be sent home when these activities are available. Parents will be asked to sign permission forms and provide transportation home after such activities. Most programs may involve a cost for participation. Scholarships for after-school programs may be available through the school or the PTO. Please contact the school principal if your child is in need of such a scholarship.

AFTER-SCHOOL CARE: CASA

The Loudoun County Parks and Recreation Department facilitates 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 more information, call the department at (703) 777-0357 or 703-737-8042.

ALLERGIES, PHYSICAL DISABILITIES AND/OR OTHER HEALTH PROBLEMS

Please make sure that our staff, especially our health clinic assistant, is aware of any medical problems that require special consideration. These medical problems may include severe food allergies, asthma, diabetes, or any other serious condition that might require a special health care plan or medication.

ART

All students in grades 1-5 receive art instruction once each week. Classes are 50 minutes in length. Loudoun County's art curriculum is developmental in nature and based upon the Virginia Department of Education Standards of Learning Objectives for Art, with the addition of many related activities.

ATTENDANCE

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 at 540-751-2461**. Any absence not confirmed by the parent will be considered unexcused. If the parent has not called 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 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.

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 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 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.

AUTOMOBILES/TRAFFIC FLOW PLAN

Parents driving on school property should use extreme caution. Cars are **not** allowed in the bus area at the school's front door (upper drive). **This is a Fire and Bus Lane only.** Instead, please turn into the Car Pool parking lot to load/unload your children at the "Kiss and Go" sign. A Waterford staff member will be there to greet you each morning. State law prohibits passing a bus that is loading or unloading children. This law applies to bus lanes, as well as roads and highways. Your cooperation is appreciated in making our traffic flow work for the safety of our students.



BIRTHDAYS

In an effort to keep all children safe and healthy, Loudoun County Public Schools guidelines entitled, "**Caring for Students with Food Allergies in School**" do not allow any food to be brought in for a child's birthday. Therefore, we will not accept cake, cupcakes, cookies, and other sweets as birthday treats. A very special part of a young child's life is the celebration of his/her birthday. Suggestions for your child's birthday treat: fun pencils, stickers, school supplies, recess equipment, a board game for the class to share (i.e. Candy Land, Connect Four), or card games for the class to share (i.e. Go Fish, Old Maid). Each child will have his/her name announced during the Morning Announcements and will get a birthday pencil from the office. Children's feelings are easily hurt. Consequently, we ask that party invitations for celebrations outside of school not be distributed unless ALL the students in the class are invited.

BUS SAFETY

A copy of bus rider safety rules is sent to parents at the beginning of the school year. The information includes a request that parents or their designee accompany their young children to and from a bus stop. All bus riders are expected to observe bus rider safety rules and students may be denied bus transportation when they choose not to follow the safety rules and endanger themselves, other passengers, and/or the driver. Parents are encouraged to discuss this important issue with children. Bus drivers have the authority and responsibility to require students to follow the bus rider safety rules while under their supervision.

BUS ROUTE AND OPERATING POLICIES

Bus routes and stops are planned and established by the LCPS Department of Transportation. Students are expected to maintain appropriate behavior while riding on their school bus. Riding the bus is a privilege that can be revoked due to improper behavior. All students receive appropriate instruction in bus safety rules during the first week of school. **In order for a child to ride a different bus home, the office must receive written permission signed by the parent.** The office will then issue a bus pass. Students should be at their bus stop at least 5-10 minutes before their designated time.

No wild animals, pets, or other living creatures can be carried on the school bus. Balloons, glass containers, sticks, weapons, balls, bats, lacrosse sticks, or large projects constitute safety hazards and are not permitted on the bus.

CAFETERIA

- Breakfast

For breakfast, students may purchase "Breakfast in a Bag" in the school cafeteria prior to the school day. These bagged breakfasts will cost **\$2.00** (reduced breakfast price - \$0.30), and may consist of cereal with graham crackers, bagel with cream cheese, or Scooby Doo snacks with string cheese, and milk.

- Lunch

Students may purchase a hot lunch with a choice of entrees for **\$3.00** (reduced lunch price - \$0.40). Students may purchase milk, cookies, bottled water, and ice cream as a la carte items. Ice cream is served during the last ten minutes of the lunch period on Fridays. We expect students to eat a good lunch prior to getting their ice cream.

- Kindergarten Snack

For kindergartners, the school provides a snack in the middle of their academic period. The snack costs \$200.00 for the year and may be paid monthly or yearly. Snack includes a carton of milk along with a nutritious item. Juice is available for students with dairy allergies. Parents who wish their children to have only organic milk or organic juice may provide this on their own.

- Cafeteria Behavior

Students are expected to conduct themselves appropriately in the cafeteria. Students are responsible for emptying their trash and recyclable items in the proper dispensers. Behaviors encouraged will include: using indoor voices, remaining seated unless permission to move is granted by a supervising adult, using proper table manners, and remembering that although lunchtime should be enjoyable, it is not a “playtime.” The trading, giving, or selling of food between students is not permitted for sanitary reasons and due to food allergies.

- Café PrePay

Meals may be paid for in the cafeteria before the beginning of each school day. Money can be placed on students’ account for lunch only, milk, a la carte items or a combination of each. Checks should be made out to “The County of Loudoun.” Parents have the option of making cafeteria payments online. There is no cost to set up your account or to register your child. Not only can you make payments online, you can also check your child’s account balance and view his/her lunch selections for the last 30 days. Even if you do not want to make payments online, you can register your child and use the free participation report to see the balance and history of purchases.

- Go to www.pay4lunch.com. On the welcome page, you will find a box for “New Users,”
- Click on “GO” and you will see the screen for setting up your personal account.
- Once your account has been set up, you will need to register each of your children.
- You will need the following to complete the registration: Name, Student ID#, School Name.
- Once the child is registered, you are ready to make payments online for a small fee.

- Meal charges

In the instances that students arrive to school without a packed lunch or money to pay for lunch, students will be allowed to charge a meal. When a lunch is charged, the account goes into a negative balance and will remain negative until a check or money is received. A notice will be sent home with the student that day to alert parents of the charge. Upon subsequent charges, the cafeteria manager or principal will contact the parent. Students charging a reimbursable meal will not be allowed to make a la carte purchases (e.g., ice cream, cookie, etc.). Alternative meals will not be served and lunch trays will not be taken out of the hands of a student.

- Lunch Visits

An open invitation is extended to parents to join their children for lunch. To ensure that a lunch will be available, we ask that you notify us by 9:00 a.m. if you will be visiting and purchasing a lunch.

CALENDAR

- Loudoun County 2013-2014 School 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

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.

CELL PHONES

Students may use the office telephones only for an emergency. The school office staff will determine if a student can use the office phone. In accordance with Loudoun County policy, cell phone use is prohibited during instructional hours, including field trips or school sponsored events. Students that bring cell phones to school do so at their own risk.

CHANGE OF ADDRESS/TELEPHONE

For emergency reasons, it is extremely important that the school office maintains current student information, including address and all telephone numbers. Please notify the school immediately if you have a change of address or telephone number during the school year. Please remember to keep us up-to-date regarding your work and cell phone numbers.

CLASSROOM PARTIES

The delivery of instruction is our first priority. Classrooms are permitted three parties during the school year. Usually teachers request parent volunteer assistance with these parties. All parties will begin no earlier than 1:30 p.m. except in the case of Kindergarten. Prior to the party, all materials and food should be left at the main office so that instructional time is left undisturbed. Surprise parties for staff members are not allowed.

CLINIC

Loudoun County Public Schools employ health service aides at the elementary level. This person will check temperatures, render limited first aid, contact parents as necessary regarding medical issues, document daily clinic visits and care provided, administer and document the distribution of medication per school district's medication policy, and maintain a file of accident reports. In the event of a medical emergency, the parents and rescue personnel will be called.

CLOSING OF SCHOOL

In the event that weather or other reasons require either closing or delaying the opening of school before buses start on their routes, announcements will be made over a number of radio and TV stations by 6:00 am as well posted on the LCPS website at www.lcps.org. The listed stations are notified by direct calls and should be the primary stations that are monitored. News Channel 8; WMAL (630 AM); WMRE (1550 AM); WRC (TV 4); FOX (TV 5); WINC (92.5 FM); WJLA (TV 7); WUSA (TV 9); WTOP (1500 AM & 103.5 FM).

- Delays

In the event of a delayed opening, please stay tuned to the radio/TV station in case some change in the weather causes schools to be closed for the day.

- A 1-hour delay would mean that all morning programs will begin one hour later. AM kindergarten will begin school one hour late and will be dismissed at the regular time.
- A 2-hour delay would mean that school opening would be delayed for two hours with specific alternatives to certain programs. AM Kindergarten will begin school two (2) hours late and remain in school for two hours, leaving school one hour later than normal.

- Early Closings

Early closings of school may occur if weather conditions deteriorate once students are in school. If you suspect an early closing, stay tuned to your local TV or radio station and/or the LCPS website at www.lcps.org. Please avoid calling the school. Phone lines must be kept open for emergency calls.

It is 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 usual in such emergencies, it is imperative that both the student and the school are informed. A form is kept on file at the school with the procedures that the parent has set up for their child. Please be sure this form is current.

COMMUNICATION

Communication between home and school is vital to the education of your child. Each Loudoun County Public School staff member has been given an e-mail account to use as one communication tool between staff members and parents. In order to utilize e-mail as an effective communication tool, please consider the following guidelines and remember that our first priority is teaching.

Teachers check e-mail daily; however it may or may not be at the same time each day. Therefore, the content of e-mail should not be of a time-sensitive nature. E-mail should not be used in place of the student agenda. It is our goal to promote responsibility within our students. Therefore e-mail should not be used to check daily assignments. E-mail should not be used for private conferences or discussions about your child's progress. It can be used to schedule these types of conferences. E-mail should not be used for emergency situations or timely information.

Please allow one to two business days (24 - 48 hours) for staff to respond to your emails or phone calls. Thank you for considering the nature of a teacher's job when using these guidelines.

CONFERENCES

Parent-teacher conferences are held at the end of the first nine-week grading period and as considered necessary by parents and teachers. These conference times are very valuable to the overall education program and the progress of each student. We believe that ongoing communication between the school and home are essential for student success. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year by calling the teacher in advance.

CURRICULUM

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

All students in grades 1-5 receive music, art, physical education, guidance, and library from specialists within the school. Kindergarten students visit the library and computer lab once a week. They also receive lessons from the guidance counselor. The classroom teacher in the kindergarten class provides art, music and physical education. Classroom teachers and specialists are responsible for selecting and defining instructional objectives in each curricular

area. They follow the State of Virginia Standards of Learning (SOLs) and county guidelines in implementing the curriculum. Teachers work together to discuss needs, plan the scope and sequence of instruction, and determine available options in delivering the best possible instruction to students. Teachers utilize grouping strategies and differentiation of instructional practices in order to meet student needs.

The SEARCH teacher is trained in meeting the unique needs of the gifted or very bright learner, teaches lessons to students in grades K-3, and is a resource for all classroom teachers. Spanish is offered to students in grades 4-5 and is taught by a resource teacher once a week for 30 minutes.

DISCIPLINE

Students at Waterford School are expected to be courteous, helpful, and serious about the business of learning. Students having problems meeting these expectations are handled individually and with full parent-school cooperation. We attempt to be fair in our dealings with students. Should corrective actions be necessary for students who violate rules and regulations, every attempt will be made to get the facts and to provide a fair hearing for the student(s) involved.

Unless School Board policy directs a specific action for an offense, the principal will determine the appropriate measure in each disciplinary case. Examples of disciplinary measures are: counseling, reprimand, denial of school privileges, removal from class, eating lunch in the office, denial of bus transportation, in-school restriction, and/or out-of-school suspension. The LCPS Students' Rights and Responsibilities booklet describes these and other measures in more detail. Each family should review this booklet when it is brought home during the first week of school and return the signature page.

DRESS CODE

The primary responsibility for student dress lies with the parents, however, according to Loudoun County School Board Policy 8-33, the school must see that the "cleanliness, dress, and grooming of students do not present a danger to the health or safety of themselves, or their fellow students, do not prevent them from performing regular required school activities, do not cause a disruption of the orderly functioning of the school, or do not cause excessive wear or damage to school property."

Students are prohibited from wearing any article of clothing that has a picture or printed matter advertising any drug, tobacco, or alcohol product. Students have physical education every day. For safety reasons, proper footwear must be available to all students in order to participate. SNEAKERS or RUBBER-SOLED shoes that hold the foot firmly are **required**. Students who prefer not to wear sneakers all day should bring a pair to school for physical education classes and recess. Students should not wear spaghetti strap shirts or short shorts.

EARLY RELEASE OF STUDENTS

Parents are encouraged to arrange appointments, trips or other activities so that 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. Upon arrival at school, please report to the office to sign out your child. The student will be called to the office. Unless there is 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 can care for your child if illness occurs.

ELECTRONIC DEVICES

Students will be allowed to bring personal electronic devices, such e-book readers, with the approval of the classroom teacher, in support of instructional activities such as reading, classroom presentations etc. These devices may only be used as determined by the classroom teacher and must remain in the classroom during the school day. They will not be allowed during recess or in the cafeteria. Devices **that contain visual and/or audio recording functions are prohibited**.

Students demonstrating inappropriate use will have their device confiscated and returned **only to a parent or**

guardian by the principal. There are no exceptions. Subsequent confiscation of the device will result in the denial of the privilege for the remainder of school year. The school is not responsible for loss, damage or theft of devices. Students may not operate cell phones at school and or on the bus at any time.

EMERGENCY DRILLS

- Fire

Fire drills are conducted once each week during the first month of school, and monthly thereafter, as required by state law. Building evacuation plans are posted in each classroom and other areas of the school. The school also has specific plans for emergency evacuation and relocation should evacuation of the building for an extended period of time be necessary. In addition, there is a Shelter-in-Place plan to seal off the building from the outside environment for a limited time in case of a chemical threat.

- Bus

School bus emergency exit drills are practiced by all students twice each year with the first drill occurring during the first 30 instructional days of school.

- Tornado/Lockdown

Tornado drills are held once a year, and a lockdown procedure is in place to protect students and staff from intruders or in the event of an attack.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file in the school office the following information:

1. Name(s) of parent(s) or guardian(s);
2. Complete and current address;
3. Home phone and work phone numbers of parents(s), including cell phone numbers;
4. Emergency phone number of friend or relative;
5. Physician's name and phone number;
6. Medical alert information.

ENROLLMENT/REGISTRATION

Youngsters physically residing in Loudoun County who will be five years old on or before September 30 are eligible for admission to Loudoun County Public Schools. The following documents are required for enrollment: an original birth certificate, verification of residency (i.e., deed, settlement papers, a recent mortgage statement, or lease agreement), a certificate of physical examination, and evidence of all necessary immunizations.

FAMILY HOLIDAYS/VACATIONS

Families are strongly encouraged to schedule all vacations during breaks from school, so students do not miss essential instruction. Sometimes family schedules or family emergencies dictate student absence from school. Please notify the teacher and the principal in advance, if possible. Students can keep a daily journal of their activities during a vacation and are expected to complete work missed during their absence. However, family vacations will be considered unexcused absences. Students missing standardized testing due to a family vacation may not have the opportunity to take a re-test. If you are planning a vacation, please check testing schedules in advance with the school administration.

FIELD TRIPS

Field trips serve as a means of enhancing the curriculum in ways that cannot be attained in the classroom. The foremost concern of Waterford Elementary School is that students remain supervised and safe during field trips. Generally, a ratio of one adult to every ten students is preferable; however, certain trips require a greater or lesser amount of supervision. Teachers decide how they will choose parent chaperones for field trips. They may utilize a lottery system, first-come-first-served selection, or handpick chaperones based upon specific needs. For some field trips, parents may follow along behind the school bus in their own cars and meet the class at the field trip site. However, we expect children to ride the school buses. Parents who chaperone a field trip may not bring other children on the trip. Teachers will carry copies of

emergency care cards, student medication that needs to be dispensed, and a first-aid kit. Students must submit a parent/guardian signed LCPS permission slip in order to participate on a field trip.

FUNDRAISING

Elementary schools shall not participate in the collection of funds for charitable or other organizations, or otherwise permit students to engage in such activities on school premises or use students to solicit funds for school activities. Students may not go door-to-door to sell any products. Fund raising efforts are to be carried out by adults only.

GIFTED PROGRAM

Programs are available for gifted students at all grade levels in all schools in Loudoun County. Differentiated instruction is provided to gifted youngsters in grades K-5. The SEARCH classroom resource program is part of the K-3 standard curriculum, and a county-wide, center-based program called FUTURA serves identified gifted students in grades 4 and 5.

GUIDANCE

The elementary guidance program delivers classroom lessons to all students. The guidance counselor is 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. 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 counselor also provides services to parents pertaining to their children in small groups or on an individual basis.

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.

HOMEWORK

Homework is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for their children to work and by seeing that assignments are completed. The amount of homework that a teacher assigns will vary from day to day. The LCPS guidelines for the amount of homework that is given each evening are as follows:

- **children in grades 1-3 should spend approximately thirty (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. Students may also have additional classwork to complete, which they did not finish during the school day. Long range reports and projects are expected to take more time than the general guidelines suggest. Parents should use their own discretion when their child has been working longer than the homework guidelines mentioned above. Please notify the classroom teacher if your child is working at home longer than the suggested guidelines listed above.

HOURS

7:40 am	First bell: School day begins
7:50 am	Tardy bell
10:50 am	A.M. Kindergarten Dismissal
11:00-12:30 pm	Lunch
2:35 pm	Dismissal



ILLEGAL SUBSTANCES

School Board Policies 8-28, 8-35, and 8-36 address the possession, distribution, and use of alcohol, tobacco, and drugs by students. School Board Policy 8-32 prohibits the possession of weapons. These policies clearly set forth the responsibilities of students and the consequences of violating the policies, and can be found in the *LCPS Student Rights & Responsibilities Handbook*.

ILLNESS OR INJURY

In case of illness or injury, a student will be cared for temporarily by a member of the school staff. The parent or authorized adult listed on the emergency card will be called to come and pick up any student who is ill. If a serious illness or injury occurs, 911 will be contacted immediately prior to parent notification.

LIBRARY/MEDIA CENTER

The library is open on a regularly scheduled basis and is supervised by the librarian or library assistant. Library classes are held for grades K-5 once each week. They are held for the purpose of library instruction as well as for the enjoyment of materials and books. The library is also open to students, under the supervision of a classroom teacher, for the purpose of completing related assignments, such as independent study projects. The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials are available through the library for teacher use in the classroom.

LOST AND FOUND

All lost and found items are kept on a bookshelf outside the cafeteria until claims have been made. More valuable items are kept in the school office. At the end of each semester, unclaimed items are donated to a charitable organization.

MEDICATION

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

- Prescription Medications:
 - The parent must provide the office with the medication in its prescription container and written instructions from the physician to include student's name; name and purpose of medication; dosage and time of administration; possible side effects and measures to be taken if side effects occur; termination date for administering the medication and physician's signature;
 - The parent is responsible for informing the health clinic assistant of any change in the student's condition or any change of medication.
 - The medication should be in the original container, with the prescription label.
 - Medical forms are available from the school office. This form must be on file for long term medication.
 - Refrigeration is available. Medication will be kept in the clinic, unless specifically stated instructions from the doctor indicate otherwise.
 - Student medication to be administered will accompany the children on field trips.

- Non-Prescription Medications:
 - Must be in the **original** container and must be clearly identified as to the name and type of medication and dosage instructions.
 - A LCPS medication form signed and dated by the parent giving the child's name, medication name, dosage instruction, specific dosage times, and other necessary instructions must accompany the medication.

The office must be notified about all medication, including cough drops, eye drops, etc.

STUDENTS MAY NOT TRANSPORT MEDICINES

- For the health and safety of all students, no students will be allowed to deliver any medicine (prescription or non-prescription) to school or to return the medicine home. Parents or guardians **must** deliver the medicine to the school clinic or office. They must also pick up any remaining medicine from the clinic or office.
- Parents are also responsible for providing a completed and signed "Medication Form" (obtained in the school office)

which has been signed by the physician or dentist who prescribed the medicine before any medicine can be administered. Other forms which include the physician's orders with the same information, the physician's signature and a parent's signature are also acceptable.

- We will assure that the medicine is promptly locked in a secure location and that it is not left on a desk or counter. We will count and record the number of pills upon receipt. When possible, we will do so while the parent is present.

MINUTE OF SILENCE

The Code of Virginia requires that a "Minute of Silence" be held 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 observances 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 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 follow the minute of silence with the Pledge of Allegiance. We ask that all visitors to the school observe the "Minute of Silence" and the Pledge of Allegiance.

MUSIC

All students in grades 1-5 receive music instruction two times each week. Classes are 30 minutes in length. The music program provides opportunities for students to develop music skills and have a better understanding and enjoyment of music. The basic elements of music are presented to students through various experiences involving singing, playing instruments, listening, movement, expression and music reading.

NEWSLETTER

A school newsletter containing items of interest to students and parents will be posted on our school website or distributed on a monthly basis. In addition, classroom newsletters and individual notices and reminders will be sent home regularly.

OFF-LIMITS AREAS

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limits areas where students are not allowed. These areas include the boiler room, storage areas, teacher's lounge/work room, kitchen maintenance area, outside freezer area, the trash collection compound, and the roof areas. Only school personnel are allowed in these areas.

PARENT VOLUNTEERS

Waterford Elementary School considers its parent volunteers to be an invaluable resource. Parents, grandparents, and community members are encouraged to help in our classrooms, as needed by individual teachers, or to assist the school in a variety of other areas. Volunteers work under the direction of school personnel, and are welcomed and appreciated both in and outside of the classroom. Volunteers also help to enrich the curriculum by sharing their interests and experiences.

Upon arriving at school, volunteers should sign in at the office and wear a volunteer badge. Volunteers should also sign out when they leave the building. Volunteer hours are reported monthly to the School Board Office. You will have the opportunity to sign up to volunteer in various areas of the school, including your child's classroom throughout the school year. The Volunteer Coordinator from our PTO will help organize our volunteer program. Classroom teachers will also ask for parent volunteers in newsletters and at Back-to-School Night.

PETS

No pets, of any kind, are allowed at school. Teachers may give special permission for pets to be brought to school as part of a special activity. Parents need to be present when any pet is brought to school. Please contact the school principal for clarification.

PHYSICAL EDUCATION

Physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well being and good health. Physical fitness at school and at home is essential in promoting healthy active children, and in preventing obesity. We attempt to create an atmosphere for the development of leadership, sportsmanship, and teamwork through the physical education programs. Physical education classes are taught each day for 30 minutes. Three days per week are taught by a P.E. specialist and two days are taught by the classroom teacher.

PICTURES

The sale of school pictures is a fundraiser for the school. Individual student pictures will be taken in the fall and spring. A group picture of each class will also be taken in the early spring. Information about dates and costs will be sent home with students. Purchase of pictures is optional.

PTO

Waterford Elementary School is very proud of its PTO. Each year, the PTO undertakes a major project of operating refreshment stands at the Waterford Fair. This project requires many, many hours of dedicated service, yet each year parents of Waterford Elementary School find time to lend a hand. You may offer your services by contacting the school at 540-751-2460. Money raised through this and other projects are used for the direct support of Waterford School and its students. All Waterford parents and staff are automatically members of the PTO at no annual cost. Families are welcome and encouraged to participate in all PTO functions.

RECESS

Recess is defined as a daily 15-minute, teacher supervised break from the instructional routine. Recess, as with all programs, may have to be cancelled occasionally. During times of inclement weather, children will have a 15-minute break indoors.

REPORT CARDS

Report cards are issued to all students at the end of each nine-week grading period. The Loudoun County report cards issued in grades K-2 are developmental in nature, providing parents with comprehensive information about important developmental milestones and learning stages for their young children. The intermediate report card given to students in grades 3, 4, and 5 reflects the academic achievement of students and are represented with a letter grade. Interim reports are sent home mid-marking period for students whose achievement has dropped two letter grades, and/or whose achievement is poor (D) or failing (F) at that time. Some teachers choose to send interim reports to either all or part of their class to inform parents of their child's progress.

SCHOOL IMPROVEMENT PLAN

Waterford Elementary School administration and staff are dedicated to continual school improvement. A formal School Improvement Plan has been developed by staff, parents and community members. The plan is reviewed on an ongoing basis. A copy is available in the school office and on the school's website. We welcome your input.

SCHOOL INTERRUPTIONS

Please try to arrange after-school plans prior to your child's departure from home. Reminders such as attendance at an after-school event or a change in babysitter should be done before your child arrives at school. Careful planning will eliminate unnecessary classroom interruptions. If you need to deliver something to your child's classroom during the school day, please bring it to the office and we will see that it is delivered in a timely manner. Please respect the staff's

working time and our students' learning time.

Students will be sent home in the usual manner unless we receive a note from a parent/guardian. Unfortunately, with young children, we cannot accept their verbal requests for changes in their dismissal plans without your written permission. Student safety is our utmost concern!

SECURITY

Main entrance security systems are installed at all LCPS schools. The installation consists of a 2-way communication system and a television monitoring station from which a visitor may be "buzzed in" after adequate identification has been established. Parents and visitors will enter and exit through the main entrance of the building at all times. Doors will be locked to the outside as a security measure. All LCPS staff members wear photo identification badges throughout the instructional day. It is also imperative that all parents, visitors, and/or volunteers report immediately to the office upon arrival to sign in and receive a pass. Staff members will be required to ask anyone seen without a pass to return to the office in order to obtain one.

SPECIAL EDUCATION

Special education services are available to eligible students whose physical, academic, and/or emotional needs cannot be met through regular classroom instruction alone. Parents should direct questions regarding special education programs and procedures to the building principal.

STUDENT RECORDS

Scholastic records are kept in the school office for all students. These files contain enrollment data, standardized test results, health and physical fitness records, registration information, gifted and special education records, diagnostic testing information, and transfer records. Parents or legal guardians can review their children's files and request copies at anytime. Otherwise, only those persons with a vested interest in a student may review student records. This includes the principal, secretary, classroom teacher, special programs teachers, or education department officials at state and federal levels.

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with pencil, paper, and other necessary materials.
- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible - just "getting by" is not a worthwhile goal.
- Students in grades 3-5 will use a Waterford School planner to help organize their work and assignments.



TELEPHONE

The office telephone is a business phone and is accessible to staff at all times and to students when necessary. Students are not to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). Please assist us by sending notes in this regard. Students must be given permission by their classroom teacher in order to use the phone.

TEXTBOOKS

All textbooks are loaned to students free of charge. Parents are asked to review the condition of all books carefully before signing the Book Loan Form (Grades 2-5) at the beginning of the school year. Parents assume the responsibility of paying for lost or damaged books.

VISITORS

All visitors are **required to report to the school office upon entering the building**. Visitors must “sign in” and obtain a pass before going to other areas of the building. Parents bringing items to their children must come to the office to avoid disrupting classroom instruction. Even parents who regularly volunteer should be sure to sign-in at the beginning of each visit and wear the appropriate identification sticker. These procedures are for the safety of our students and staff. Classroom visitations need to be arranged in advance through the classroom teacher and/or the principal. Disruptions to classroom teaching and learning are minimized as a result.

WEBSITE

Please take time to visit the school’s website @ <http://www.lcps.org/waterford>.