

# Parent/Student Handbook



**Banneker Elementary School**

**2018 - 2019**

**35231 Snake Hill Road  
Middleburg, Virginia 20117  
540-751-2480**

**Office: 540-751-2480  
Absentee Line: 540-751-2481**

Dear Parents and Students,

Welcome to the 2018 – 2019 school year. As we begin our school year preparing our children for their future, we are pleased that you will be part of our school and community. Your involvement and support will help us make this year very successful.

Our students are our highest priority. Our commitment in education is to teach and develop life-long learners who are caring contributors to our community. At Banneker, we support the LCPS Mission Statement: Empowering all students to make meaningful contributions to the world.

On the following pages you will find procedures needed to ensure an environment that is safe and conducive to learning. Please read through the handbook with your child. It contains information regarding programs, procedures and policies related to Loudoun County Public Schools and Banneker Elementary. Please continue to use this document as a reference throughout the school year.

Parents are encouraged to volunteer and to set up classroom visits. Please arrange classroom visits and volunteer times in advance in order to not interrupt instructional time.

You are a very important part of our team and together we can ensure that all students reach their greatest potential. Please feel free to contact me either by phone or via email ([Robert.L.Carter@lcps.org](mailto:Robert.L.Carter@lcps.org)). Let's make 2018-19 the **best year ever!**

Regards,

Robert L. Carter  
Principal



## INTRODUCTION

The purpose of this handbook is to present and to explain the policies and procedures of Loudoun County Public Schools and Banneker Elementary School. We need you as a partner in your child's education.

You can help us in several ways:

- Be supportive of your child's efforts.
- Please call or email your child's teacher when you have a question.
- Find a place in your home for your child to keep school materials, along with a quiet place in which to work, study, and read.
- Write your child's name (on the inside) of his/her backpack, lunch box, clothing, and other belongings.
- Teach your child to accept responsibility for his/her actions and to respect the rights of others.
- Be supportive of the school's programs and of the efforts of the Parent Teacher Organization.

In addition, please be certain your child knows the following vital pieces of information:

1. His/her full name.
2. Address
3. Home phone number/emergency number
4. Full name of parents
5. Emergency plan for early dismissal or closing of school

**Our Community Constitution is *“I will always do my best to respect self, others, and property”***

**AFTER-SCHOOL ARRANGEMENTS**

Please call the school **before 2:00 p.m.** for any last minute changes pertaining to your child's after school destination. We need to know this as early as possible to insure that your child receives the message prior to dismissal.

Please notify the office **and** your child's teacher **in advance** if there is to be a change in the after school transportation arrangements for your child. ANY change in your child's regular dismissal procedure must be communicated to the school, preferably in writing. **If notification is not received, your child will follow his/her customary procedure at dismissal.**

If your child is to be in the care of another family after school, or if you are caring for someone else's child, ALL families involved must notify the school of this arrangement. **The school will not make phone calls to families to verify arrangements. It is the responsibility of the families to make the school aware of any changes.** Your child will follow his/her regular dismissal arrangement if the school does not receive notice from all parties involved.

### **ALLERGIES, PHYSICAL DISABILITIES AND/OR OTHER HEALTH PROBLEMS**

Please make sure that our staff, especially our Health Clinic Specialist, Ms. Warner, 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.

### **AMERICANS WITH DISABILITIES**

If, due to a disability, you need assistance to enable you to participate meaningfully in the activities of Banneker Elementary, please contact the principal at 540-751-2480 at least five working days prior to the meeting or activity.

### **ARRIVAL AND DISMISSAL PROCEDURES**

Students are not to arrive before 7:30 a.m. Teacher contracts specify a beginning time of 7:30 a.m. and supervision of students arriving before that time cannot be assured.

If you are transporting your child to school, please drop them off at the side doors. When arriving, have your child ready to get out of the car to help keep the flow of traffic moving. Students should only get out of their vehicle on the passenger side - **exiting from the driver side and into passing traffic is a major safety concern.**

The school day ends at 2:35 PM. Parents are asked to follow the buses and the students will be dismissed to your vehicle. Additionally, parents and guardians are asked to promptly pick up their children at the end of the school day. Due to concerns for the safety of the children and limited availability of supervision, students who are not picked up in a timely manner will sit in the office and wait for their rides.

If you would like to pick up your child inside, we ask that parents, guardians, and childcare providers wait in the lobby. Teachers are instructed never to dismiss a student to any adult waiting in the hallway or outside the classroom door. If you wish to have your child dismissed early, please go to the office and office personnel will

call for your child. Office personnel are authorized to ask for identifying information, if necessary. Your support in following this policy promotes greater security for all of our children.

**Changes in your child's after school transportation/destination schedule are requested in writing prior to the start of the school day.**

## **ART**

All students in grades K-5 will receive art instruction once each week. Classes are 50 minutes in length grades 1-5 and 30 minutes for K. 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 540-751-2481**. 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. Students should **never** enter the building unaccompanied after the morning bell has sounded.
- 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.

## **ARTICLES BROUGHT TO SCHOOL**

Students may bring items to school for sharing that are related to the curriculum. **Items creating a danger to others** (knives, guns of any kind, slingshots, laser pointers and matches) **should not be brought** to school. **Toys**, including any type of trading cards and toy weapons, **should not be brought to school**. Parents should make themselves aware of the School Board Policy regarding weapons in school. Extremely **valuable articles** (headphones, cell phones, tablets) **may be brought to school at the risk of the owner, if their intent is to be used for instructional purposes**. The teacher will advise students when these items can be used in the classroom. Portable gaming systems and other electronics may be allowed during the bus ride to and from school but are **not permitted to be in use during the normal school day, 7:30am-2:35pm**.

Students may operate cell phones and other personal communication or electronic devices when authorized to do so by the principal or designee. Authorization is required whether on school property, under school control or attending any school function or activity of any elementary, middle, high, academy, alternative or technical center school. School officials may confiscate such devices if a student violates the provisions of this policy. Any violation of this policy by a student may result in the student's loss of privileges of possessing such devices while on school property, under school control, or attending any school function or activity and may result in further disciplinary action. Student use of such devices for unlawful or other prohibited purposes while on school property, under school control, or attending any school function or activity may result in seizure of the device by school officials and disciplinary action, including expulsion.

## **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. Below is a list of recommended suggestions for your child's birthday treat: fun pencils, stickers, school supplies, recess equipment, a board game for the class to share (Candy Land, Connect Four), or card games for the class to share (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. Personally identifiable student information **may not** be shared with parents for reasons including birthday invitations, etc.

## **BOOK CLUBS**

In order for your child to purchase books at a reasonable cost for his/her personal library, some classes participate in commercial book clubs. Your participation in these clubs is **optional**.

Established authors of children's literature write books selected by the commercial book clubs. However, from time to time, students have purchased books that contain language parents found objectionable. If you choose to

participate, it is important for parents to assist in the selection of books. Please pay careful attention to the description of the books in designated age or grade levels.

## **BUS ROUTES AND BUS SAFETY**

Bus routes and stops are planned and established by the LCPS transportation department. **A copy of the bus pickup schedule is available in the office and on the county website.**

Bus drivers are charged with the responsibility of safely transporting students to and from school each day. Students are expected to maintain appropriate behavior while riding on their school bus. We ask your help to:

- a. Impress upon your child that Bus Safety Rules are essential for safe transportation of all riders and that the driver is the adult in charge on the bus.
- b. Review bus safety with your child including safety at the bus stop.
- c. **If your child is to take a different bus, a written explanation will need to be sent to the office. Telephone calls for a change in normal bus routine are discouraged except in extreme emergencies. Please do not email transportation changes.**
- d. Discuss the fact that bus transportation is a privilege and may be revoked if proper behavior is not practiced by students - bus drivers will submit Bus Incident Reports to the principal and the principal will determine disciplinary actions, if needed.
- e. It is mandatory that a parent/guardian be present at the bus stop when kindergarten-aged children are dropped off. If an adult is not present, your child will be brought back to Banneker and the parent must pick him/her up there. Although emergencies come up, a parent's habitual absence (more than 3 times) will be viewed as neglectful and may be turned over to Child Protective Services (CPS).

Help us keep the bus lanes free by not leaving unattended vehicles in the bus loading area at the side of the building. Please make sure that children do not cross between buses.

## **CAR TRANSPORTATION**

The safety of our children is a top priority. Therefore, we ask that parents and visitors driving on school property use extreme caution. State law prohibits passing a bus that is loading or unloading. This applies to bus lanes, as well as to roads and highways. Vehicles cannot be left parked in the bus lane or "yellow lined" fire lane for any reason, or for any period of time. Your cooperation is very much appreciated in making our traffic area safe for all students.

Students being brought to school by private vehicles in the **mornings** may be dropped off on the side where the buses unload. Please follow the buses. Please let students out of the car on the passenger side or the side closest to the curb. **Students being brought to school late must be escorted into the office by the parent. If not, the tardy will automatically be considered "unexcused."**

Parents picking up students in private vehicles at **dismissal time** have two options. They may park and wait for their children inside the lobby or, a drive up curb service is available **after all buses have departed**. For the safety of your child, students must enter the car from the curb side. They may not walk around to the driver's side to enter.

### **CHANGE OF ADDRESS/TELEPHONE NUMBER/EMERGENCY CARDS**

A card requesting phone numbers to be called in case of an emergency was sent home with your child on the first day of school. It is important to keep this card up-to-date with current address, home and work numbers. Please notify the school if you have a change of address or telephone number during the school year. An emergency contact person must be listed on the card in case a parent/guardian cannot be reached.

### **CHILD ABUSE**

Under Virginia Law, school employees are required to report suspected cases of child abuse or neglect to the Department of Social Services. This law is designed for the protection of children.

### **CLASS PARTIES**

Each class will have three class parties during the school year. Room mothers/fathers will coordinate the parties with other parents and the teacher. If there will be food involved in planning the party, please check with your child's teacher about students with food restrictions.

### **CLASSROOM INTERRUPTIONS**

In order to keep interruptions of precious instructional time in the classrooms to a minimum, all parents and other visitors entering the building must **FIRST REPORT TO THE OFFICE**. Items that students have forgotten (i.e...lunch boxes, books, etc.), or any messages to be given to students should be left in the office where they will be forwarded to the students by the office staff.

### **CLINIC**

Loudoun County Public Schools employ health clinic specialists 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.

### **COMMUNICATING WITH PARENTS**

Every effort is made to keep parents informed of what is happening at school. Classroom teachers send home newsletters, as well as other notes, as appropriate. Parents are asked to read these important documents and check children's backpacks/agendas to help locate pertinent notices. A monthly administrative newsletter will be posted on the school's website: [www.lcps.org/banneker](http://www.lcps.org/banneker) and sent via Connect-ED messaging system. If you

would prefer a hard copy, please complete & return the form in the first day packet or contact the office. Please check our website and the LCPS mobile app for the most up-to-date information <http://lcps.org/Page/173808>. The administration will also take advantage of the Connect-ED calling system to relay important information.

## **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.

## **CONNECT-ED**

Connect-ED is a telecommunications system that facilitates automatic messages being disseminated to large groups of telephone recipients over a relatively short period of time from one centralized location. This system may be utilized by the Superintendent's Office, or by the school principal. Most calls will be scheduled for 6:00pm. This is a one-way communication system. If you receive a phone call around 6:00pm from Banneker Elementary School but are unable to come to the phone, please check your voicemail or your email for the messages content. It is not likely that anyone will be at school to answer your call if you attempt to call back.

This system will be used to notify families of emergency early/late school or county-wide dismissals. It will also be used to remind Banneker families of events specific to our school. If you have any questions about this system and its use, please contact the school principal.

## **DISCIPLINE**

Students at Banneker Elementary are courteous, helpful, and serious about the business of learning. Some students occasionally need help meeting these expectations and are handled individually in partnership with the parents. Unless School Board policy directs a specific action for an offense, the staff determines the appropriate measure in each disciplinary case. Examples of disciplinary measures are counseling, reprimand, detention after school, denial of school privileges, work assignments, removal from class, denial of bus transportation, restorative practice, in-school restriction, and out-of-school suspension. The Student's Rights and Responsibilities booklet describes these and other measures in more detail.

## **DRESS CODE**

The primary responsibility for student dress lies with the parents. According to Loudoun County School Board Policy 8220, *"All students who attend Loudoun County Public Schools are expected to dress appropriately for a K-12 educational environment. A student's attire should facilitate the participation in learning as well as the health and safety of students. This policy is intended to provide guidance for students, staff and parents. Students must wear clothing that is appropriate to a K- 12 educational environment and that does not or is not likely to cause a substantial disruption"*

Students are also prohibited from wearing any article of clothing that has a picture or printed matter advertising any drug, tobacco, or alcohol product. Students may 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.

## **EARLY DISMISSAL**

A note is requested for any student who must leave school prior to the end of the day. Please remember that you will need to sign your child out in the office. Teachers are instructed to not dismiss students until notified by the office.

Parents are encouraged to arrange appointments, trips, and other activities so their children do not miss instructional time. Occasionally, it may be necessary to pick up your child during school hours. Please send a note to the classroom teacher on the morning of the early dismissal. 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 a guardian. Please indicate on the emergency card if there are other adults who will care for your child in the event of an illness.

## **EMERGENCY DRILLS**

**Fire** drills are conducted once each week during the first month of school, and monthly thereafter. Building evacuation plans are posted in each classroom and in 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. All students practice school **Bus Emergency Evacuation** drills twice each year. All students practice **Lockdown** drills twice each year. **Earthquake** drills are practiced once each year and **Tornado** drills are also held on a periodic basis with one occurring usually in March.

## **ENROLLMENT/REGISTRATION**

Youngsters physically residing in Loudoun 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, a certificate of physical examination and evidence of all necessary immunizations.

## **FIELD TRIPS**

Field trips serve as a means of enhancing the curriculum in ways that cannot be attained in the classroom. At Banneker Elementary, we take our responsibility for the proper supervision and safety of the children on field trips very seriously. Generally speaking, a ratio of one adult to every four or five 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 often use a lottery system, first-come, first-served selection, or handpick the 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. We expect children to ride the school buses. Non-LCPS children are not permitted to use the County's bus transportation.

Teachers will carry copies of emergency care cards, student medication that needs to be dispensed, and a first-aid kit.

All students must have a signed field trip form from a parent in order to participate in a field trip.

## **FOOD SERVICES/CAFETERIA**

Banneker Elementary offers a daily lunch program at \$3.05. Adult lunches are \$4.10. Additionally, a breakfast program is offered at a cost of \$2.10 for students. An open invitation is extended to families to join their children for lunch. Money and checks for lunches should be turned in to the cafeteria in the mornings. Money can be placed on account for lunch only or A La Carte items. Checks for lunch tickets should be made out to "County of Loudoun." My School Bucks is an excellent way of putting money on your child's account and keeping up with the balance. The website is [www.myschoolbucks.com](http://www.myschoolbucks.com). You can also access your account through the Loudoun County mobile app.

Loudoun County Public Schools has a policy for providing free and reduced price meals for children served under the National School Lunch Program based on financial need. **On the first day of school application forms will be sent home with students with an explanation of the program and the criteria for eligibility.** Please read this information carefully and call the office if you should have any questions. You may also apply online: <http://lcpshhealthycafe.org/>. >Home>Meal Applications. Families need to apply for this benefit each year.

## **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 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 because of food allergies.

## **FUND RAISING**

The PTO and the school periodically hold fundraising activities in order to enhance the school's instructional program. Please be advised: Virginia law prohibits elementary students from participating in any door-to-door solicitation for fundraising.

## **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-4 standard curriculum, and a county-wide, center-based program (FUTURA) serves certain gifted students in grades 4 & 5.

## **GUIDANCE**

The elementary guidance program provides 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.

## **HOMEBOUND INSTRUCTION**

Instruction in the home is provided for students who must be absent from school due to an extended illness. Parents should contact the school office to request homebound instruction.

## **HOMEWORK**

Homework is important. It 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. As a general rule, K-1 students could spend an average of 10-15 minutes completing homework. Children in grades 2-3 could spend an average of 20-35 minutes on homework. Older elementary students, grades 4-5, can expect to spend up to an hour doing homework. Of course, students work at different rates, so the time children take to complete homework varies. Students may also have additional class work 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 suggest. Please notify the classroom teacher if your child is consistently working at home longer than the suggested guidelines listed above. Students are expected to read for at least 20 minutes each night. This time **may** be in addition to other homework assignments.

## **ILLEGAL SUBSTANCES**

School Board Policies 8-35, 8-36, and 8-37 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. These may be reviewed in the School Board Policy Manual located in the principal's office or online at [www.lcps.org](http://www.lcps.org).

## **ILLNESS OR INJURY**

In case of illness or injury, a student will be cared for temporarily by a member of the school staff, preferably the Health Clinic Specialist. The parents or authorized adults 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, we will contact 911 immediately prior to parent notification.

## **INTERNET ACCESS**

The Banneker web page can be accessed at <http://www.lcps.org/banneker> . Our web page is designed and maintained by our **technology resource teacher** and teachers.

## **LIBRARY**

The library is open on a regularly scheduled basis. 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 in a designated area until claims have been made. More valuable items are kept in the school office. At the end of each school year, unclaimed items are washed and given to charity.

## **MAKE-UP WORK**

We often receive requests for advanced assignments due to absences. However, preparing lessons and materials in advance is problematic. When teachers are asked to prepare and provide lessons days or weeks in advance, the necessary flexibility in instruction is missing. Those lessons often turn out to be very different from what is actually accomplished in the classroom and are, therefore, not legitimate representations of the instruction missed. Although make-up work cannot replace missed instruction, we do want it to be legitimate, meaningful and directly related to the missed lessons.

As educators, we find advance assignments to be inadequate for the following reasons:

- Teachers evaluate the progress and needs of their students daily and adjust the pace of instruction accordingly.
- Teaching strategies are also adjusted to correlate with student mastery and progress.
- Specialized materials and resources are often needed to complete assignments.
- Many lessons are planned as group projects and hands-on cooperative instruction is utilized.
- Clarification and re-instruction are provided by the teacher during the lesson.
- Class instruction is a vital part of most assignments.

Therefore, we have adopted the practice of providing make-up work to the students upon their return rather than prior to their departure. In accordance with LCPS policy, students will have a reasonable amount of time to complete make-up work upon their return to school. This time will be consistent with the time of the absence. In general, one day of make-up time for each day absent.

However, long term projects, such as book reports, that have been assigned before the absence and are due during the absence will be due the first day upon return to school. Likewise, a long term project due after an absence should still be completed by the assigned due date.

If you wish to keep your child academically engaged during the absence, the following may give you some ideas. These are merely suggestions, not requirements and are **not designed to be returned to the teacher.**

- Read a book together and discuss details about the character, setting and plot
- Write a summary of the book or write a new ending to the story
- Do a word hunt in a book looking for patterns such as long or short vowels
- Write a description or draw a map of the place you are visiting
- Use a map or atlas to find locations and practice directions
- Compare and graph weather conditions
- Using the menu to estimate the cost of dinner
- Discuss the customs/foods/culture of the place you are visiting
- Take a tour of an historic place and discuss why they are important
- Discuss the resources, goods, and services found in the area
- Use a camera to make a trip scrapbook
- Write a letter or postcard to a friend about your trip
- Read something every day

## **MEDICATION**

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

Prescription Medications:

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

Non-Prescription Medications:

1. Must be in the *original* container.
2. Must be clearly identified as to the name and type of medication and dosage instructions.

3. 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 clinic office must be notified about all medication, including cough drops, eye drops, etc.**

### **STUDENTS MAY NOT TRANSPORT MEDICATIONS**

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 K-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 distributed on a monthly basis, usually 2 days before the first day of the month. Parents/guardians may access the newsletter on the school's website, [www.lcps.org/banneker](http://www.lcps.org/banneker), unless otherwise request to receive a hard copy. A Connect-ED message will be sent to notify you that the newsletter is available and an emailed PDF copy will be attached. In addition, classroom and individual notices and reminders will be sent home regularly.

## **PARENT TEACHER ORGANIZATION (PTO)**

Our PTO, with elected officers, plays an integral role in the daily working of Banneker Elementary. The PTO provides support for the regular curriculum, as well as enrichment programs and materials for students. Please consider volunteering to help the PTO provide your students with many programs.

## **PETS**

No pets, of any kind, are allowed at school without permission (We have several children with severe allergies). The Principal or designee 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 ACTIVITY/PHYSICAL EDUCATION/RECESS**

In grades K-5, students are required to participate in physical education classes three times per week at 30 minutes per class session. Additionally, students in grades 1-5 are given two 15-minute recess period daily and students in kindergarten are given two 20-minute recess periods daily. In order to participate safely, children are expected to wear or bring tennis shoes or some other kind of rubber soled shoe that is secured to their foot by laces, buckles or Velcro straps. Heavy boots, clogs, dress shoes, and sandals are not appropriate and can create safety issues. Comfortable clothes that do not bind or inhibit freedom of movement are recommended for children to get the maximum benefit from their physical education class.

If, for some reason, your child must refrain from physical activity, please send a note to the office indicating the restriction and the time limit. A parent note will only excuse up to one week of P.E. class. If your child must be out of physical education class for more than one week (3 class sessions), a doctor's excuse is required. Any medical condition that will affect your child's participation during the school year, such as asthma, should be specifically noted on the Health Check Form sent home at the beginning of the year and a Health Plan should be in place for that child in the clinic.

## **PHYSICAL LIMITATIONS**

Make sure that the classroom teacher, physical education teacher, and office personnel are aware of any medical or physical problem that your child may have that requires special attention. This information will be kept confidential and disclosed only to necessary personnel with your permission.

## **PICTURES**

Individual student pictures will be taken in the fall and spring. A full color yearbook will be available in the spring. A group picture of each class is also taken in the spring. Information about dates and cost will be sent home with students. The purchase of pictures is optional.

## **REPORT CARDS**

Report cards are sent home every nine weeks. They are designed to inform parents of the child's progress and include academic grades, work habits and attitudes. An interim report is sent to parents of students who, at the midpoint of the grading period, are not making satisfactory progress or who are making considerable progress in a subject.

Report card dates for the 2018-2019 school year are 11/12, 1/25, 4/5, and 6/14. The June report cards are mailed to each parent and will be accessible in ParentVUE. All others are sent home from school with the child.

If your family would like an additional copy of report cards and interim reports to be sent to another parent, please advise your child's teacher. We would be more than happy to accommodate this need.

## **SCHOOL CLOSING/DELAYED OPENINGS/EARLY CLOSINGS**

Under certain conditions, schools may have to open 1 or 2 hours later than normal or be canceled. Announcements are made on the LCPS [web site www.LCPS.org](http://www.LCPS.org) and local TV or radio stations.

If school is delayed one hour - all programs will operate as usual except that they will start one hour late (8:50 AM).

If school is delayed two hours, the following programs will be altered:

1. FUTURA will operate as usual except that it will start two hours late.
2. The school day would end at the regular dismissal time unless weather conditions deteriorate, necessitating an early dismissal.

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 avoid calling the school. This will help us to keep our phone lines 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. In your child's first day packet you received an "Early Closing Plan" form. Complete and return this form to school with specific details of what your child is to do in case of any early school closing. This form is kept on file at the school. Please be sure this form is kept up to date.

In the event of an early dismissal, school buses will run their normal routes.

## **SCHOOL HOURS**

The school day officially begins at 7:50 a.m. and ends at 2:35 p.m. Students who ride in cars may not arrive before 7:30 a.m. A student who arrives after 7:50 a.m. MUST report to the office where a tardy slip will be issued. PLEASE make every effort to get your child to school on time. Instructional activities may begin between 7:30 a.m. and 7:50 a.m. as students enter the classroom. When your child is late, he/she misses these valuable activities.

## **SCHOOL INSURANCE**

Students will bring home forms for medical and dental insurance. These are mailed directly to the companies. Participation is optional.

## **SCHOOL SECURITY**

Keeping your children safe is always a priority at Banneker. Banneker uses a visitor management system which includes a buzz-in system (AIPHONE) and a visitor's pass generator (RAPTOR). The front doors will remain locked during the instructional day. When a visitor wants to enter, they will press a buzzer. Banneker office personnel will check the identity of the person in the camera by asking them to show their identification, before "buzzing them in." They will also be asked to state their reason of the visit into the school. You **will** be asked to return with your ID card if you are unable to present it at the door.

All visitors to the school must present identification at the office and obtain a visitor's pass.

## **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 classroom teacher or principal.

## **STANDARDIZED TESTING**

Formal standardized testing is given during the school year. Dates of testing will be announced in the school newsletter. Parents receive results of the testing and may review these results with the teacher. The following tests are given during the year:

World-class Instructional Design Assessment (**WIDA**)- English Language Learners kindergarten-fifth  
Cognitive Abilities Test (**CogAT**) - second grade  
Naglieri Nonverbal Abilities Test (**NNAT**)- third grade

Virginia Standards of Learning (**SOLs**)- third, fourth and fifth grades  
Phonological Awareness Literacy Screening (**PALS**) - kindergarten, first, second and third grades  
Developmental Reading Assessments (**DRA**) – all grades  
Measure of Academic Progress (**MAP**)- second-fifth grades

## **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, testing information, and transfer records. Parents or legal guardians can review their children's files and request copies at any time. Otherwise, only those persons with a vested interest in a student may review student records. This includes the principal, classroom teacher, special programs teachers, secretaries, or education department officials at both state and federal levels.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The *Student Rights and Responsibilities* for 2018-2019 for Loudoun County Public Schools is available to all parents and students at [www.lcps.org](http://www.lcps.org) on the Home Page under "Quick Links." Parents and students are encouraged to read the information on the web site and **must sign the "Signature Form" that will be sent home on the first day of school.** This year it is also accessible on Parentvue.

If you need access to a computer or to the internet in order to read the document, we invite you to visit our school's media center and read the information online. Internet access is also available at all Loudoun County public libraries. If you cannot access the information and need a printed copy, please notify the office and a copy will be sent to you.

## **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. The parent and student will be sent a contract during the early part of the year to be signed. The student has the responsibility to see that textbooks are not damaged or lost during the year. If loss or damage occurs, there will be a fine levied for replacement or repair.

## **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.

## **VOLUNTEERS**

Volunteers play an important role at Banneker Elementary. Please consider volunteering within the school. We'd love to have you. Parents, grandparents and community members are encouraged to help in the classrooms, as needed by individual teachers, and to assist the school in other areas. They work under the direction of the classroom teachers and help to enrich the curriculum by sharing their interests and experiences. Upon arriving at school, volunteers sign in at the office and wear a visitor badge. Volunteers also sign out when they leave the building. Volunteer hours are reported to the School Board Office.

In order to volunteer on a regular basis at Banneker Elementary you may need to fill out the LCPS **Volunteer/Mentor Application**, as well as sign a confidentiality agreement. This will be completed by the parent liaison and will be maintained by the office in conjunction with the parent liaison. Please complete this form promptly, as it takes time to process. Parents may be denied the ability to volunteer if they do not appear on the approved volunteer list.

## **WEAPONS**

No student shall possess any weapon for any reason while under school control or supervision. The term weapon is intended to be construed broadly to cover and include any instrument which could injure, harm, or endanger the physical well-being of another person. Students who violate the policy "shall be subject to expulsion from Loudoun County Public Schools" according to School Board Policy.

# **2018-19 SCHOOL CALENDAR for Students**

August 23	FIRST DAY OF SCHOOL FOR STUDENTS
September	3 Holiday (Labor Day)
October 8	Holiday (Columbus Day)

October 22	Student Holiday (County-wide Staff Development)
November 2	End of First Grading Period
November 5-6	Student Holidays (Planning/Records/Conference Days)
November 21-23	Holiday (Thanksgiving)
December 21-January 1	WINTER BREAK (Classes Resume January 2)
January 17	End of Second Grading Period
January 18	<b>MOVEABLE STUDENT HOLIDAY (Planning/Records/Conference Day)</b>
January 21	Holiday (Martin Luther King Jr. Day)
February 18	Holiday (Presidents' Day)
March 28	End of Third Grading Period
March 29	Student Holiday (Planning/Records/Conference Day)
April 1	Student Holiday (County-wide Staff Development)
April 15-19	SPRING BREAK
May 27	Holiday (Memorial Day)
June 7	Last Day of School for Students/End of Fourth Grading Period

**\*\*Parents with childcare or other weekday scheduling concerns** – The date of this 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. Parents with childcare or other scheduling concerns should be prepared.

#### **9 Week Grading Period Ending Dates**

November 2, 2018

January 17, 2019

March 28, 2019

June 7, 2019