



EMERICK ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

2019 – 2020

Emerick Elementary School
440 South Nursery Avenue
Purcellville, VA 20132

Telephone: 540-751-2440
Absentee Line: 540-751-2441
Fax: 540-338-6876

<http://www.lcps.org/emerrick>

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state and/or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in this handbook; however, students are expected to follow reasonable rules and not violate the rights of others nor disrupt the educational process.

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440 South Nursery Avenue
Purcellville, VA 20132
540-751-2440

August 2019

Dear Parents and Students,

The staff and I are delighted to welcome you as a member of the Emerick Elementary School “Family”. We are committed to providing a high, quality education for your children, where we believe Today’s Learners are Tomorrow’s Leaders. We hope that you are looking forward to the coming year as much as we are!

Our Emerick Elementary Parent/Student Handbook was designed to give both parents and students important information about Emerick Elementary. It also tells what is expected of each student. Each student is expected to do his/her best. Please read through the Handbook with your child. If you have any questions about the information, please do not hesitate to contact the school.

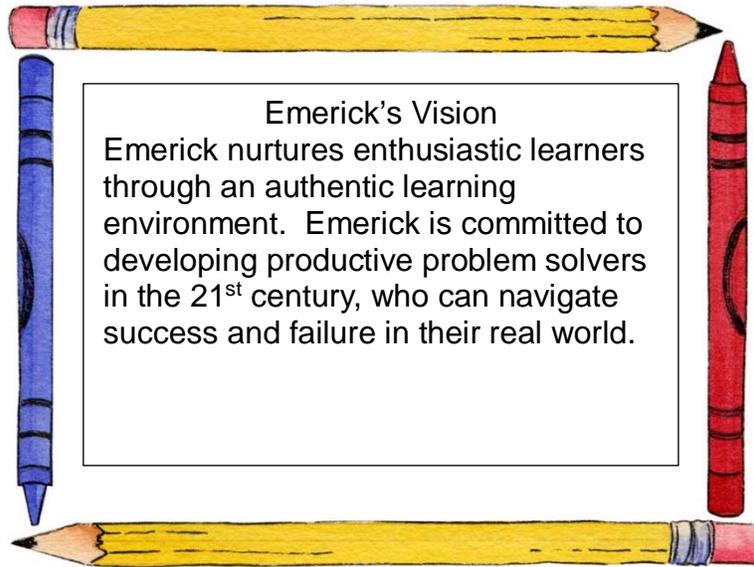
As Sitting Bull once said, “Let us put our heads together to see what life we will make for our children.” It is when we combine the efforts of home and school that we create a caring school community for our children. If at any time you have any questions, concerns, suggestions and even compliments, please feel free to call the school or send us an email. Open and honest communication is imperative to your child’s success!

As we begin the school year, I am truly looking forward to working with both parents and students! I invite you to join us in the excitement we feel as we celebrate another year of school.

Sincerely,

Dawn Haddock
Emerick Principal
Educating Today’s Learners . . . Tomorrow’s Leaders

Emerick Elementary School Vision Statement



Emerick's Vision
Emerick nurtures enthusiastic learners through an authentic learning environment. Emerick is committed to developing productive problem solvers in the 21st century, who can navigate success and failure in their real world.

Mission Statement

This We Believe...

Emerick Elementary provides a nurturing environment committed to achieving excellence. All students are challenged to reach their maximum potential by learning at their functional level to provide a solid foundation of skills, knowledge and values. This foundation enables each student to become a well-educated and productive adult who is able to cope with an ever changing world.

We believe that all learners must become:

Effective Communicators who will use verbal, written, artistic and technological forms of communication to give, send, and receive information.

Inspired Learners who are accountable for demonstrating, assessing, and directing their present and life-long intellectual growth.

Productive Workers that perform collaboratively and independently to create quality products and services reflecting personal pride and responsibility.

Responsible Citizens who have a global and multi-cultural perspective, and who take the initiative for improving the quality of life for self and others.

Resourceful Thinkers who independently and creatively strive to solve complex problems through reflection, risk taking, and critical evaluation.

EMERICK ELEMENTARY SCHOOL

DAILY SCHEDULE

7:30 a.m. Teachers on duty in classrooms
(Students may not arrive before this time)

7:50 a.m. School Begins

2:35 p.m. Dismissal – Students are dismissed in
the following order:

- Bus riders and Day Care
- Walkers and Car Riders

Emerick Elementary School Staff 2019 - 2020

Principal.....	Dawn Haddock
Assistant Principal.....	Dave Cramer
Counselors.....	Bryan Pecoraro Amanda Morgan
Kindergarten.....	Roxann Ayers Anne Bailey Meghan Cline Krista McCracken
First Grade.....	Carrie Bauer Meghan Falli Kara Parker
Second Grade.....	Tara Ballenger Laura Lynch
Third Grade.....	Katie Hill Karin Lewis Amy Nole
Multi-age (PALS).....	Kelly Larivey Todd Lewis Marissa Tennant
Fourth Grade.....	Katie Christiansen Jason Hester Karen Houtz Donna Phoenix
Fifth Grade.....	Rachel Bartanowicz Kim Bowyer Judy Harrington Amy Heflebower
Resource.....	Krystal Avey Wendy Bowers Joanne D'Amelio Michelle Lucus
Speech.....	Meghan Vescovi
Technology (IFT).....	Kevin Heenan
Technology Assistant.....	Forrest Christiansen
Library.....	Erica Alder
Library Assistant.....	Bonnie Eubank
Music.....	Cindy Eberhardt
Occupational Therapist.....	Sarah Johnson
Physical Education.....	John Frye Kelly Clark
Reading Resource.....	Susan Lyons Kristen Cornely
Art.....	Alexandra Schiavo
SEARCH/FUTURA.....	Jennifer Harrop
ELL.....	Jeannine Raymond
Attendance Secretary.....	Dayle Cooley
Bookkeeper.....	Colleen Brasselle
Health Clinic Specialist.....	Carly Hauck-Everling
Instructional Assistants.....	Sarah Ammann Tracy Aktinson Cara Gloeckner Marilyn Hawk Andrea Jeffers Barbara Lucas Mary Tunder
Parent Liaison.....	Tiffany Mussmon
Cafeteria.....	TBD
Cafeteria Hostess	Mary-Ellen Giannini Joanne Fuller Kirsten Shields Karen Vasile
Maintenance	Joyce Grimes Joey Ashbaugh Loretta Wright

**EMERICK ELEMENTARY
PTO BOARD
2019 - 2020**

President	Jen Tribino
Vice President of Communications	Jaime Franks
Vice President of Events	Stacy Kress
Vice President of Fundraising	Megan Butkus
Vice President of Volunteers	Patricia Lessa
Treasurer	Jessica Boink
Secretary	Kathy Summers
Teacher Liaison	
Ex-Officio Past Board Member	Nicole Jamieson
LEAP Representatives –Eileen Altenburger	
M.S.A.A.C. Representative –TBD	
SEAC Representative-TBD	

ALCOHOL

Alcohol is not permitted on school property. Staff is not permitted to accept alcohol as gifts.

ALLERGIES/INSECT STINGS

Be sure to notify the school Health Clinic Specialist, Mrs. Hauck-Everling, if your child suffers from severe allergies or is allergic to insect stings.

ALLERGIES/FOOD

In an effort to keep all children safe and healthy, Loudoun County Public Schools has produced guidelines that do not allow any food to be brought in for a child's birthday. We are no longer able to accept cakes, cupcakes, cookies or any other type of food to be distributed as birthday treats. Please understand that this is for the safety of all students. Your cooperation is requested and will be appreciated. Non-food items such as pencils, stickers, recess equipment or board games for the class to share are items that may be donated in celebration and recognition of your child's birthday. All allergy questions or concerns needs to come through the clinic, Principal, or Assistant Principal.

ATTENDANCE

Attendance at school on a regular basis is vital in maintaining satisfactory school progress. We ask that you have your child attend school each day that he/she is healthy. It is disruptive to your child's educational program when you remove him/her from school for trips or family outings. Parents should make every effort to plan these outings so as not to conflict with the school's instructional calendar.

Our school day begins promptly at 7:50 a.m. Students are expected to be in their classroom by that time, ready to begin their day. Students who are not in their classroom when the 7:50 a.m. bell rings are considered tardy. Students arriving late to school must be **accompanied into the office by a parent/guardian to be signed in and obtain a late pass before proceeding into their classroom.** Students arriving late or dismissing early for a doctor/dentist appointment will need a note from the doctor/dentist office in order for the absence to be excused.

If your child will be absent/tardy due to illness/appointment or other circumstances, please call our absentee call in line at 540-751-2441 or visit our Emerick website at www.lcps.org/emerrick and complete the "Sick As A Dog" online absence form. Should you need to speak to someone in the school office, please call 540-751-2440 between the hours of 7:15a.m. and 3:30 p.m. Upon returning to school following an absence, a written explanation is required. This note should be given to your child's teacher.

Students who are absent or leave school early due to a fever, must be fever free for 24 hours without the use of fever reducing medication, before returning to school.

Students who will be absent due to vacation, and will be absent for three or more days, will need approval from the principal. You can email her at dawn.haddock@lcps.org for approval.

If you have not notified the school either through the absentee line or "Sick as a Dog" of your child's absence, school personnel will make reasonable effort to contact you concerning the absence of your child. **Unconfirmed absences are marked unexcused.**

Please note that an excessive amount of excused absences and or tardies may require a doctor's note to continue being marked as excused.

The following State Mandated changes in attendance were made effective the 2018-2019 school year:

Students with 5 unexcused absences will receive a letter from the principal. The 6th unexcused absence will require a meeting with the Guidance Counselor to develop an attendance plan. The 7th unexcused absence will require a meeting with the Principal and the LCPS truancy officer.

AFTER SCHOOL ACTIVITIES

After school activities are a privilege. Should it be necessary for a student to remain after school for specific activities, parents will need to send in written permission. Students will be dismissed from after school programs if they are picked up late twice or if their behavior is unacceptable.

ARRIVAL OF STUDENTS

Students may not arrive before 7:30 a.m. Teachers' contracts specify a beginning time of 7:30 a.m. and supervision of students before that time cannot be assured. Once the 7:30 a.m. bell rings, students are allowed to go directly to their classroom to get ready for a great day of school. **Parents dropping off students by car need to use the back entrance next to the gym.** Parents dropping off students after the 7:50 a.m. bell rings need to park their car and enter through the main entrance doors (with proper I.D.) to sign their child in at the main office. Students will receive a tardy slip and may then proceed to their classroom.

ASSEMBLIES

Assemblies are scheduled periodically throughout the year.

BICYCLES, SKATEBOARDS, ROLLERBLADES

Skateboards and rollerblades are not allowed on school grounds. Students may ride their bikes to school, however, they may not ride their bike on school property. Students may walk with their bike on school property. Bike racks are located in front of the school, by the gymnasium, and by the school side door. For safety reasons, please do not leave your bike at school.

BIRTHDAY PARTIES

A very special part of a young child's life is the celebration of his/her birthday. The following are suggestions of ways in which we can join in this celebration.

1. Consider donating a book to the school library or a piece of equipment for recess i.e. playground ball. Please consult the librarian or the office for a list before purchasing.
2. Children's feelings are easily hurt. Consequently, all invitations for individual parties must be made outside of school, unless **all** students in the class are invited.
3. Balloons, flowers and edible treats are not permitted.

BREAKFAST

Breakfast is served daily from 7:30 a.m-7:50 a.m. Students need to check in with their teacher before going to breakfast.

BUSSES

It is extremely important that we take the necessary safety precautions in transporting students to and from school. We ask your cooperation in the following:

1. Please review bus safety with your child including safety at the stops.
2. Students cannot be dismissed from a bus; all students must be signed out in the office and a staff member will get your child from their bus.
3. In the event of an early dismissal, buses will follow their normal routes.



KINDERGARTEN

As a reminder, for the safe loading and unloading of our kindergarten students, The Division of Transportation has provided each elementary school with purple tags to aid in identifying kindergarten students. Every kindergartener, including bus riders, walkers, and kiss and ride students will have this tag affixed to his or her backpack. As an added safety measure, the current school year tag should be the only tag affixed to each child's backpack. Parent or designee/guardian must meet the kindergarten student at the bottom of the bus steps and provide identification. Kindergarten students will not be left unescorted at a bus stop.

BUS PASSES

As we optimize school bus use and improve service levels, the practice of providing yearlong bus passes which occupy student space on separate buses, can no longer be allowed. Students who occupy more than one space for transportation reduces school bus capacity. Bus passes will be evaluated on an individual basis. Exceptions will only be authorized when the no-cost provision of LCPS policy 6210 apply. If the exception would require a change in route, additional stops or an overcrowding condition at any point along the route, the exception cannot be allowed.

EQUIPMENT ON BUSES

Musical instruments, athletic equipment, and other small objects are permitted on the school bus as long as the student can carry the instrument or object on and off the bus by him/herself. Such items must be placed in the student's lap or stored between the student's legs and the barrier in front of the student. Instruments or large objects cannot block the aisle. Large instruments such as drum kits, cellos, basses, athletic mats, large coolers and any other large equipment cannot be transported on school busses safely. In the event of an accident, these items can easily become a projectile and cause injury.

CAFETERIA

Emerick offers a daily lunch and breakfast program. A copy of the menu can be obtained at <http://lcpshhealthycafe.org>. You can sign up for a copy of the menu to be sent electronically to you each month. The menu will include the cost for lunch and breakfast. If a student brings a lunch from home, they may purchase milk and a la carte items from the cafeteria. Soda is not permitted.

We welcome family to join their child for lunch. Please check in at the main office with proper identification and get a visitors badge.

Lunch and breakfast may be paid in the following ways; via personal check made payable to the County of Loudoun, or by accessing the Café Prepay website at <https://www.myschoolbucks.com>. If possible, do not send cash to school with your child.

Ice cream and other frozen treats will only be offered on Friday. Children are expected to eat a good lunch prior to purchasing treats.



Students are expected to use good manners and socialize quietly in the cafeteria.

Students should:

- Leave the table and surrounding area clean and orderly
- Return trays and utensils to the wash area
- Place trash in proper containers

Application for free lunch/breakfast is available online by clicking on “Free/Reduced Lunch” located on the right hand side of the Emerick web site under Parent Resources. Paper applications are available in the Emerick main office. If this applies, please apply online or fill-out the form. If your situation changes during the school year, these applications are available any time online or in the main office. A new application must be completed every school year.

CHANGE OF ADDRESS/TELEPHONE/EMAILS

Notify the school office of any changes to your home address. Phone number, email address, and emergency contact changes can be made through your Parent VUE account. It is important that we have on file the correct information for your child in the event of an emergency.

CLASSROOM PARTIES

Classrooms are permitted three (3) parties during the school year. Teachers will request parent volunteers to help with these parties. It is the teacher’s decision as to which three (3) parties take place in their classroom.

Surprise parties for staff are not encouraged or recommended. Please see the principal before planning such a party.

CLINIC

In case of illness or injury, a student will be cared for temporarily by our Health Clinic Specialist. School personnel will render first aid treatment only. If emergency medical treatment is necessary, parents will be contacted. It is extremely important that the school have on file current and up-to-date phone numbers as well as the name of a friend or relative that could be contacted in the event we cannot reach a parent/guardian. All emergency contacts should be updated in Parent VUE.



If your child has a fever, they must be fever free for 24 hours without the use of fever reducing medication before returning to school.

If your child is hospitalized, please notify the school. A “Return to School” note indicating restrictions is required upon return to school.

Head lice should be reported to the Health Clinic Specialist. Letters are sent out to the classroom when two or more cases of head lice have been reported in the same class. After treatment and upon returning to school, students need to be checked by the Health Clinic Specialist.

As of the 2018/2019 school year, acetaminophen (Tylenol) will no longer be stocked for student use in our school health offices. According to Virginia State Medication Guidelines, ***all medication must come from home***. Based on these guidelines, LCPS staff will discontinue the practice of providing acetaminophen, or any other unauthorized medication to students. Instead, of acetaminophen, students may be given water, rest and ice for headaches, and will be evaluated for other symptoms of illness or injury. A statement regarding this change can be found in the 2018/2019 Student Rights and Responsibilities.

Parents or guardians who prefer to have acetaminophen available at school for their child can complete the Authorization for Medication Administration form and bring the completed form along with a small bottle of acetaminophen to the health office. School Nurses and Health Clinic Specialists should contact parents or guardians prior to the administration of the child’s own acetaminophen.

Please contact Jeannie Kloman, Supervisor for Student Health Services if you have any questions. Mrs. Kloman can be reached at 571-252-1017 or Jeannie.kloman@lcps.org.

COMMUNICATING WITH PARENTS



Every effort is made to keep parents informed of what is happening at school. Each teacher sends home a monthly newsletter. The school will be sending out ConnectEd messages weekly for what will be happening in the upcoming week. A quarterly school newsletter will be sent electronically.

It is essential that parents take the time each evening to go through your child’s backpack. Most schoolwork will be sent home in the Thursday Folder along with any other school announcements such as picture information, PTO information, etc.

Keeping informed will aid both the parent and child in keeping organized and knowledgeable about what is happening in both the classroom and school. Be sure to check the Emerick web page at <http://www.lcps.org/emerrick> often.

CONFERENCES

All parents will be scheduled for a conference during the first grading period. Parents or teacher may request additional conferences as the need arises. Parents can email the teacher, Assistant Principal, or Principal with their request. For safety reasons, we do not allow parents to drop by the classroom without an appointment.

CONNECT ED

Connect ED is the telephone system that is currently being used by Loudoun County Public Schools to notify parents of late openings, early dismissals, and upcoming events. Please be sure to notify the office of any phone number changes so that you will not miss any announcements.

CURRICULUM

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

DISCIPLINE

Majority of discipline is handled in the classroom. On occasion when behavior warrants, students may be sent to the office. Parents will always be notified when their child is seen by an administrator which can also include the guidance counselor. Students seen by an administrator may encounter a consequence such as but not limited to lunch in the office, time in the "Opportunity Center", loss of a field trip or field day, suspension, or in some cases expulsion. Multiple infractions will require a conference with parents. If it is necessary for your child to stay after school to make-up missed assignments, parents will be contacted for permission.

DRESS CODE

In accordance with policy §8270, 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. Appropriate clothing includes the following attire: Clothing must cover the midriff. Tank tops with straps greater than one inch wide. Clothing that covers private areas should be opaque and appropriate undergarments must be worn. Clothing that does not reveal undergarments and/or private areas. Clothing should be suitable for all scheduled classroom activities where unique hazards exist. Clothing that is required in specialized courses, such as sports uniforms or safety gear. Clothing that includes head covering if worn for religious beliefs, as a matter of safety, medical condition, or in connection with a school-sponsored program, activity, or event. Faces should be clearly visible by other students and staff, as a reasonable measure of safety and security. Clothing free from language that is profane or images that depict, advertise or advocate illegal, violent or lewd conduct, the unlawful possession or use of weapons, drugs, drug paraphernalia, alcohol, tobacco, marijuana or other controlled substances or are discriminatory. Clothing and/or head coverings free from gang related or associated symbols, such as words or drawings that could pose a reasonable threat to the health or safety of any other student or staff. Parents or guardians of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students are responsible for complying with the division dress code during school hours and school sponsored activities. In accordance with policy §8-26 parents or guardians may appeal a disciplinary action by notifying the office of the appropriate person to whom the appeal is made.

Shorts must be fingertip length. No flip flops are allowed due to safety reasons. Students must wear footwear with a back or a strap on the back of their footwear in order for them to use the playground equipment. Students may not wear shorts to school if the temperature is 32 degrees or below. Dressing in layers is recommended during transitional weather. Parents will be called for a change of clothes if your child's attire is deemed inappropriate as set forth by the above guidelines.

EARLY DISMISSAL

Early dismissal during the school day is governed by the following procedures:

1. Parents desiring a child to be excused from school for educational or medical reasons must send a written request to the teacher.
2. Parents picking up a child for an early dismissal must come to the office and sign their child out. Office staff will call your child from the classroom upon your arrival. Parents are asked not to go directly to the classroom to get their child
3. Please be prepared to show picture identification before your child is released to you.

For safety reasons, any changes to your child's dismissal must be made by 2:00 p.m.

EARLY SCHOOL CLOSING

Early dismissal by Loudoun County Schools during the day may take place due to inclement weather, failure of heating/water systems, or natural disaster. Please have a plan in place for your child in the event of an early dismissal. ***Children should particularly be instructed as to the procedure to follow if no one is home during the school day. Unfortunately the school cannot commit to calling home for each of our students. Phone lines must be kept open for communication with central office personnel.*** Information about an early closing could be sent via a connect-ed, Loudoun alert, or via the LCPS mobile app available for the Iphone and android phones.

ENTERING EMERICK

All persons entering Emerick are required to show picture identification at the camera located outside the main entrance doors of the school. Prior to entering you will be asked your name and the reason for your visit. Upon entering the building, please proceed directly to the main office for further assistance. Please do not allow anyone behind you to enter the building.

EMERGENCY DRILLS

Fire drills are held twice during the first month of school and once a month thereafter as mandated by state law. Specific plans for evacuation are posted in each classroom and other areas of the school. Emerick has specific plans for evacuation and relocation should evacuation of the building for an extended period of time be necessary.

Bus evacuation drills are practiced twice during the school year.

An earthquake drill is practiced in October.

A tornado drill is practiced in March.

Lock-down drills are practiced twice during the first 20 days of school, the start of second semester, and once during the second semester of school.

Procedures are in place to protect students and staff from unwelcome intruders.

EXPENSIVE VALUABLES

We discourage children from bringing large amounts of money to school. Students are not to bring jewelry, cameras, ipods, radios, video games, toys, etc. to school. The school accepts no responsibility for the protection of these possessions. Such items can become a distraction during instruction.

FIELD TRIPS

Emerick Elementary students are afforded the opportunity to visit various places of educational interest in the surrounding areas to enrich their classroom experiences. The trips are usually taken in a school bus under the supervision of the classroom teacher with at least two other adults present. Parental permission is required before any student is taken on a field trip.



Budget cuts to transportation make it necessary for students and chaperones to cover a portion of the transportation cost. Please contact your child's teacher or the principal if the cost of a field trip presents a financial hardship.

Parents wanting to follow the field trip bus to the field trip must request approval by the principal.

GUIDANCE

The elementary guidance program provides classroom lessons to all students. The guidance counselor is also available for small group or individual counseling. Teacher and parents may refer their child to the counselor. Parent permission must be obtained for a student to meet regularly with the counselor in a small group or in an individual setting.

GUM

Gum is not permitted in the school building, except during days that have been designated by administration because of possible damage to books, furniture, or school building.

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 child by arranging a quiet, comfortable place for the child to work and by seeing that assignments are completed. The LCPS guidelines for the amount of homework given each evening are as follows: students in grades one through three should be given no more than thirty minutes of homework each night; students in grades four and five should be given no more than sixty minutes of homework a night. Students are often asked to read nightly and study math facts for their homework assignment. This type of assignment is just as important as a written assignment and should be completed just as carefully as any other written work assigned.

Often teachers in the upper grades will assign students long-term projects. The expectation is that the student will learn to "pace themselves" and not save all of the work for one or two nights. If you have a question about the amount of homework your child is receiving (too much or too little) please discuss this with your child's teacher.

It is our belief that weekends are made for quality time with family. Homework will not be assigned on weekends.

IDENTIFICATION

All persons entering Emerick Elementary School will be required to show picture identification and share the purpose of their visit. A camera is located outside the main entrance to the school. Please ring the bell, show picture id and someone will assist you.

ILLEGAL SUBSTANCES

School Board Policies 18-35, 18-36, and 19-37 address the possession, distribution, and use of alcohol, tobacco, and drugs by students. School Board Policy prohibits the possession of weapons. These policies clearly set forth the responsibilities of students and the consequences of violating the policies. These may be reviewed in the School Board Policy Manual located in the principal's office and school library.

INSURANCE

Student accident insurance is available. Application forms are distributed to all students at the beginning of the school year. Each student has a choice of 24-hour coverage or basic school time coverage.

LCPS Mobile App

The LCPS App is available for a free download from both the Apple App Store and the Google Play App Store. The app will be helpful for anyone wishing to engage with information about LCPS, including parents, staff, students and members of the general public. Once the app is downloaded, users can customize their access according to the specific schools they wish to follow. A parent with students in multiple schools, for instance, could customize his or her view to include all of the schools attended by their children.

The app is an aggregator that pulls together the district's most frequently used web tools in one location. For example, the app includes access to school menus, the lunch account software system, the student information management system, the online learning platform, sports information, calendars and social media feeds.

All users automatically have access to districtwide messaging.

Another feature of the app is push notifications. This will allow LCPS to send emergency messages to the phones of subscribers without incurring charges associated with texting.

LIBRARY

The library is available on a regular scheduled basis and is supervised by the librarian and or librarian assistant. Library classes are held for grades K-5 once a 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. There is no fine for overdue books although students will not be allowed to check out additional books until overdue books are returned. If a book is lost, the child will be assessed a fee to cover the cost of the book. Should the book be found, the money will be refunded if a replacement book has not yet been ordered.



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.

The library supports the Accelerated Reading Program. Students in grades 2-5 participate in this program. The Accelerated Reader program has students reading books and taking quizzes. Points are earned based on the correct answers to the quiz. Students are required to earn a specific amount of points based on their grade level. Students who meet a set goal for the year are invited to an A/R Carnival. Throughout the year we emphasize the importance of "no cheating" on the quizzes. Students who are caught cheating on these quizzes will be sent to the office and will need to start over in earning points towards the end of the year carnival.

MEDICATION

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

1. Prescription Medications:

The parent must provide the clinic with the medication and written instruction 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
- g. Parent/guardian signature



2. The parent is responsible for informing the principal and health clinic specialist of any change in a student's condition or any change in a student's medication.
3. The medication must be in the original container with the prescription label.
4. Forms are required for all medications-prescription and non-prescription.

5. Refrigeration is available. Medication will be kept in the clinic unless a doctor prescribes otherwise.
6. Prescribed student medications will accompany the student on field trips.

NO MEDICATION INCLUDING COUGH DROPS, MAY BE TRANSPORTED WITH THE CHILD. ALL MEDICATION MUST BE BROUGHT TO THE SCHOOL AND PICKED-UP FROM THE SCHOOL BY THE PARENT/GUARDIAN.

MESSAGES FOR STUDENTS AND TEACHERS

Messages for students and teachers will be taken and delivered by the office staff in order to minimize classroom disruptions. Neither student nor teacher may be called to the telephone during class time except in the case of emergency.

PARENT VOLUNTEERS

Emerick encourages volunteers. The Parent/Volunteer form has been replaced with Raptor. Parents, grandparents, and community members are encouraged to help in the classroom as needed by individual teachers.

Upon arrival at school, volunteers need to present their driver's license at the office and wear a volunteer badge. Volunteers will need to sign-out when leaving the school and return their badge.

Parent volunteers are a very valuable resource for the students and staff at Emerick. Parents and other significant adults are encouraged to volunteer to help in classrooms, programs, and PTO activities. Please contact your child's teacher or the PTO if you have time you can donate to enhance the education of our students. The schedule for classroom volunteers will be created by the teacher. **Please note: For safety/supervision reasons, parent volunteers are not to bring younger siblings to the school while volunteering.**

For safety reasons and when deemed necessary by Emerick school administration, the number of spectators at an event can and may be limited.

PETS

No pets of any kind are allowed at school without prior permission. The principal may give special permission for pets to be brought to school as part of a special activity.

PHYSICAL EDUCATION

The staff at Emerick believes that 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 mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. P.E. classes with the physical education teacher are provided three times a week for students in grades K-5. **Students must wear tennis shoes for all physical education classes.** A doctor's note is required if your child cannot participate in P.E. for an extended period of time.



PICTURES

Pictures of students can only be taken if the event you are photographing is open to the entire school, i.e. our yearly musical production. Pictures of classroom events that are not open to the entire school are not permitted, i.e. classroom parties, classroom events.

Pictures are taken twice a year by a professional photographer. They are taken in the fall and this is the picture that is used for our school yearbook. Retakes are available. Pictures are taken again in the spring. There are no retakes of spring pictures. Class pictures are also taken in the spring. The school also does a yearbook which must be pre-ordered and prepaid.

RAPTOR

Visitors/volunteers to Loudoun County Public Schools (LCPS) facilities will go through Raptor for securely entering these facilities. LCPS requires all visitors to show a picture ID and state a purpose for their visit in order to have an exterior door unlocked for them. Once inside, visitors must check in at the office prior to heading to their destination. School personnel will swipe your ID in the Raptor Visitor Management System. This new system has been installed in all district schools. The Raptor software will compare the visitor's name, date of birth and photo against a national database of registered sex offenders. Additional information from the driver's license or other form of government-issued identification is not gathered. The system is not connected to any other database, including that of the Department of Motor Vehicles. Once the driver's license or other form of identification has been scanned, the system will generate a badge that states the visitor's name, date and purpose of visit.

REPORT CARDS

The purpose of the report card is to inform parents of their child's academic and social progress. Children in K-2 will use specific coding to help parents understand the progress their child is making in the primary skills as well as personal development. In grades 3-5, grades are recorded in the major subject areas. All students are assessed in social and work habits. Report cards are issued four times a year and are available for viewing through Parent Vue approximately two weeks after the end of each nine-week grading

period. A student who shows a marked drop in achievement, or who is doing poorly in any subject, will receive an interim report midway through the grading period to inform the parents of any problems. Paper copy report cards will no longer be sent home or mailed. Report cards and progress reports will be available for viewing through Parent Vue.

SELLING/SOLICITATION

It is the Loudoun County School Board policy that elementary age school children not be allowed to sell anything before, during, or after school. To abide by this policy, we ask that Emerick students not bring items from a non-school organization to sell to staff and students. Examples of this include, but not limited to, older sibling fundraiser items, sports fundraising items, Girl Scout cookies, Boy Scout popcorn, etc.

SCHOOL ALERT

Loudoun County provides a "closing and school alert system". This system will allow you to be notified on your cell phone, e-mail (either work or home), pager, or smart phone (blackberry) about an early closing as well as any other emergency information in Loudoun County. Log on to the Loudoun county website at www.lcps.org and click on the closing and alert system.

SCHOOL TELEPHONE

Children may use the phone in the office only in an **emergency**. Forgotten homework, lunches, notes, etc. are not considered emergencies. Please remind your child of this policy.



SMOKING

Smoking or other use of tobacco is prohibited in all Loudoun County Public School buildings and/or on school grounds by all persons.

SPECIAL PERMISSION

Students attending Emerick on Special Permission do so with the understanding that parent/guardian will provide transportation to and from school; students must arrive at school on time and attend on a regular basis; observe school rules and regulations. Students who accumulate 5 unexcused tardies and or absences will need to meet with the principal. Students who accumulate 7 unexcused absences or tardies will be asked to return to their home school.

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK

At the beginning of each school year, LCPS posts on the website a student handbook setting forth system rules and expectations for student behavior. It is incumbent upon every parent to read this document carefully and help all students understand the rules and expectations our county has set forth. Acknowledgement of the handbook is done through Parent Vue and is required of all students.

TELEPHONE

Parents can reach the Emerick school office by calling 540-751-2440. (Absentee Line: 540-751-2441, Fax: 540-338-6876.)

The office telephone is available to students only in the event of an emergency. Students will not be allowed to call home to make personal arrangements (such as obtaining permission to go home with another child).

TEXTBOOKS

Textbooks are provided to all students in Loudoun County. Students are responsible for all books loaned to them and for any loss or damage. If a book is lost, misused, or damaged beyond reasonable repair, the student shall replace the book. Textbooks are not for sale to students. Parents should carefully check books at the beginning of the year and sign and return the book loan form to the school.

TOYS

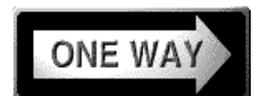
Toys of any kind are not permitted in school. This also includes trading cards of any kind including Pokeman, Yugioh cards or any other type of trading cards. Toys also include any type of electronic game i.e. PSP, Nintendo, etc.

Fidget spinners/devices are permitted only during recess times.

TRAFFIC REGULATIONS

Please follow all directional signs upon entering and exiting the school parking areas.

Please use the designated cross walks when crossing from the school to parking lot or vice versa.



For safety reasons, please do not drop your child off on Nursery Ave; likewise please do not park your car on Nursery Ave and wait for your child to be dismissed. Please use the car "pick-up/drop off" location near our gym.

Car traffic is prohibited in the bus loop between 7:00 and 7:50a.m. and between 2:00 and 3:00 p.m.

TRANSPORTATION

Parents delivering or picking up students by car should use the back entrance next to the gym. Students should enter/exit the building using that entrance. The front circle drive is reserved for bus traffic only.

Students walking or being transported by parents should not arrive at school before 7:30 a.m. and should leave school no later than 2:40 p.m.

All exterior doors are locked at all times. Students arriving after 7:50 a.m. will need to be accompanied by a parent into the building to sign him/her in at the main office and obtain a tardy slip before proceeding to class. Please note that for safety reasons we do not allow parents to walk their child to their classroom.

TWITTER

Follow Emerick on Twitter at DawnHaddock@lcps-eme or Emerickelem1967

VACATIONS

Vacations that are taken during the school year require prior approval of the principal if the time out of school is 3 or more days. Vacations are excused for up to five days for educational reasons. Missed assignments will be provided upon your return. During the vacation your child will still be required to read and keep a writing journal of their learning experience. Days exceeding 5 days will be unexcused. Contact the teacher for missed assignments. Notify the attendance secretary of the absence.

VISITORS

All visitors to any Loudoun County Public School are requested to report to the main office and present their driver's license to be scanned into the Raptor System. All visitors must enter through the main doors located in the front of the building. All visitors are required to wear a visitor's badge while in the building to identify them and their destination.

Please do not go directly to your child's classroom. Additionally, we ask that you not drop by a teacher's classroom unexpectedly for a conference. Please email and arrange a time with the teacher. Your cooperation is greatly appreciated.

Walking your child to the classroom every morning will not be necessary. If you feel that your child will need assistance, we will assign a 5th grade student to help with this.

