



## Beech Tree Elementary

### Beech Tree Elementary School

3401 Beechtree Lane  
Falls Church, VA 22042

**Attendance Line**  
703-531-2626

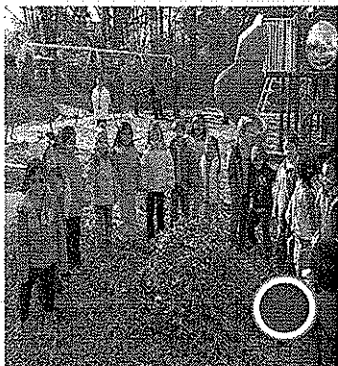
**Clinic**  
703-531-2610

**Direct Line**  
703-531-2600

**Website**  
[www.fcps.edu/BeechTreeES](http://www.fcps.edu/BeechTreeES)

#### Notes From Beech Tree

Each year, FCPS produces a *Handbook* for its FCPS families. It contains valuable information you may need throughout the year, including calendars, services and special programs, the instructional program, and information about starting school. Beech Tree Elementary has produced this *handout* that includes some additional notes that are important for our school community. Keep this in a safe place, as it will be a handy resource for you and your family and will help us get off to a great start for the 2009-10 school year.



#### ATTENDANCE

**Monday**  
9:05 AM – 1:15 PM

**Tuesday-Friday**  
9:05 AM – 3:45 PM

#### **Early – 8:00 AM (See Before School Programs)**

Beech Tree Elementary will supervise students starting at 8:00 AM. To keep our students safe, walkers and car riders should arrive at school no earlier than 8:00 AM.

#### **On Time – 9:05 AM**

Our bell to start the school day rings at 9:05 AM. Students should be in their seats at that time. Those entering after 9:05 will be marked tardy.

#### **Absent or Tardy – after 9:05 AM**

If your child is going to be either absent for the entire day or late for any reason, call the school attendance line at 703-531-2626 at any time before 9:05 AM. The attendance line is available 24-7. If the school does not receive a call from a parent, the absence will be considered unexcused.

#### *Information to give when calling the Attendance line –*

Please be sure to give the following 4 items of information:

1. Clearly state the child's first and last names; spelling is optional but helpful.
2. Child's grade
3. Child's teacher's name
4. Reason child is absent/tardy

#### *Excused Absence and Tardy –*

Illness of the student, death in the immediate family, doctor or dentist appointment, and observance of a religious holiday.

*Unexcused Absence and Tardy –*  
Family trip, child care situation, oversleeping, nonschool-related

activity, or missed bus.

#### **Release of Students during the Day**

Beech Tree will excuse a student during the day for valid reasons. Parents should send a written request to the teacher when your child must leave early. Parents must come to the school office to pick up and sign out their child. Beech Tree will not allow a student to walk home alone during the school day, nor will we release your child to anyone other than a parent or guardian without a written request signed by a parent.

#### **Emergency Contact Information**

Your emergency contact information is very important. The information is vital to us and to you. Phone numbers, addresses, and the names of the adults you permit to pick up your child from school should be kept current at all times. You can input, access, and update your child's emergency care information via the FCPS program, WeCare@school, which is available through the Parent View account for parents and guardians of FCPS 24-7. It is fast, easy, and safe. The paper version is still available as well.

#### CLINIC SERVICES

#### **When to Keep your Child Home –**

Students with symptoms such as rashes, watery and inflamed eyes, fever, sore throat, vomiting, diarrhea, or fever with sore throat and coughing (flu symptoms), should stay home until a doctor evaluates their symptoms and determines whether or not they are contagious. The Fairfax County Department of Health recommends that children remain home fever-free for 24 hours after an illness prior to returning to school. Remember to call the Attendance Line at 703-531-2626 to report your child's absence.

#### **A Physician's Note**

Some rashes, pink eye, impetigo, ringworm, and scabies can be passed from one student to another. To protect

all of our students, we require a note from a physician for any child with symptoms of these illnesses. The note must state that the child is not contagious before he or she can return to school.

### **Taking your Child Home**

Our clinic works to control and manage student exposure to contagious diseases. We will call you if your child exhibits symptoms of illness such as: fever over 100 degrees, persistent abdominal pain, vomiting, unexplained rash, diarrhea, head lice, inflamed eyes with discharge, persistent cough.

We ask that your child be picked up as soon as possible. It is important to have all emergency numbers up to date in case we cannot reach you. Anyone picking up your child must show identification.

### **Medication at School**

Prescription and most over-the-counter medication require strict adult supervision. Forms to authorize school staff members to administer medication are available in the school office and online at <http://www.fcps.edu/forms.htm>. Call the school clinic for more information at 703-531-2610.

### **Medication Guidelines**

- A parent or guardian must bring the medication to and from school. You must also submit the proper paperwork for each medication.
- Your child must have the first dose of any new medication at home.
- A parent or guardian must personally collect any unused portion of the medication. Medications not claimed will be destroyed.

### **Remember:**

To limit the spread of illnesses, notify the school office if your child gets head lice, strep throat, chicken pox, flu, or other contagious illnesses.

### **BEFORE-SCHOOL PROGRAMS**

The recent change in our bell schedule has caused hardships for some of our parents and staff members. To help them out and provide educational opportunities for our students, we will be offering before school programs each day of the week beginning the second week of school. Offerings include arts and crafts, writing, gym games, and academic intervention. Contact Terry Phillips, principal, at 703-531-2600 for more information.



### **FOOD SERVICE**

Beech Tree's cafeteria provides a nutritious breakfast (\$1.50) and lunch (\$2.65) daily. Milk can be purchased separately for \$.60. Adult lunches are \$3.65. You may pay for your child's lunch by either sending in cash or a check made payable to Beech Tree Elementary School Food Services. Please include your child's name and teacher name on the memo line on the check. You may also pay online by going to [www.myLunchMoney.com](http://www.myLunchMoney.com). There is a convenience fee of \$1.95 per transaction to use this service.

FCPS provides free or reduced meals to students in need of assistance to help meet their nutritional needs. Food and Nutrition Services mails application forms to every family in August. Parents must complete the forms each year to renew this program. Translated copies are available in the school office.

A la carte snacks are available to supplement student lunches. Students must have a school lunch or home lunch to purchase an a la carte item.

We strongly encourage healthy lunches and discourage students from bringing fast food, carbonated soft drinks, and glass bottles. Outside food is discouraged for food safety and sanitation concerns.

### **TRANSPORTATION**

#### **Bus Riders and Walkers**

FCPS provides bus transportation for students who reside more than a mile from school. Bus riders should refrain from crossing or playing on private property, cooperate with safety patrols, obey the bus drivers, remain seated on the bus and talk quietly. Please have your child arrive at the bus stop five to ten minutes before the scheduled pickup time.

Walking students must use designated paths or sidewalks where safety patrols are stationed.

**Kiss and Ride** (8:40-9:00AM and 3:45-4:00 PM)

Use the Kiss and Ride traffic pattern and only drop your child off in the designated area. Please pull your car up as far as possible in the line and make sure your child exits your car on the building side only. Do not pass other cars in the line. Exit the parking lot onto Beechtree Lane; do not use the bus access lane in front of the school.

### **Changes in Transportation**

If a change is required in your child's normal transportation routine, **we must receive a written note** from the parent or guardian. If a child is going home with another student, **we must have a written note** from both the parent of the child going to visit and the parent of the child being visited. Buses cannot accommodate extra passengers. Play dates should be arranged after your child has arrived home from school. Students in grades 3-5 may ride their bikes to school after a signed permission slip is received from parents and approved by the principal. For the safety of all children, students may not ride skateboards or scooters to school.

### **Your Child**

**Discipline** - We expect students to respect the rights and privileges of others and accept responsibility for their own actions and the consequences of their behavior. The FCPS discipline code is presented in Regulation 2610 and the Student Responsibilities and Rights brochure.

**School Clothes**- We expect students to come to school dressed in proper attire for school activities. Clothing should fit, be neat and clean, and conform to standards of decency. We do not permit clothing with improper language or images, sagging or low-cut pants, low cut necklines, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials, head covering such as scarves or bandanas, unless required for religious or medical reasons. Tennis shoes or shoes with rubber soles are necessary for physical education classes and active recess play. Note: If your child's tennis shoes have wheels, the wheels must be removed in order for them to be worn to school.

**Student Progress Reports** - The school year is divided into four nine-week grading periods. Before the end of the first quarter, your child's teacher will schedule a conference with you to discuss your child's progress. Shortly after each grading period, you will receive a printed Progress Report.

**Visitors and Security**-We welcome parents at all times during the school day. All parents and guests are required to stop in at the main office to sign in and receive a badge.

**Volunteers** - Beech Tree enjoys the support of its volunteer program. You may sign up at Back-to School Night, with your child's teacher, contact the school office or a PTA officer to participate.

July 2009  
The information in this attachment is current as of the publication date. Visit [www.fcps.edu/BeechTreeES/](http://www.fcps.edu/BeechTreeES/) for the most up-to-date information.