

This folder is provided as a quick reference for specific information about school policies and procedures.

Braddock Elementary
7825 Heritage Drive
Annandale, Virginia 22003
(703) 914-7300

OFFICE HOURS
7:30 a.m. – 4:00 p.m.

Principal.....Cynthia Botzin
Assistant Principal.....Teresa Davis

SCHOOL CALENDAR 2008-2009

First Day for Students	September 2
Columbus Day	October 13
Parent-Teacher Conference	November 3-4
Thanksgiving Vacation	November 27-28
Winter Vacation	December 24-January 2
Martin Luther King Day	January 19
Inauguration Day Holiday	January 20
Teacher Workdays	January 26-27
President's Day	February 16
Teacher Workday	April 3
Spring Vacation	April 6-10
Memorial Day	May 25
Last Day of School	June 18

Attendance, Arrival, Dismissal and Release of Students

School law requires all children to be in school each day. Classes begin promptly at 8:30 a.m. Students are expected to be in the classroom when the second bell rings at 8:30. Attendance records are marked “tardy” when a child comes to class late. **No student should arrive before 8:10 a.m. (except Safety Patrols). Under no circumstances should children be “dropped off” prior to 8:10 a.m., because there is no supervision provided before that time.** The instructional day is as follows:

Grades K – 5

Monday	8:30 - 12:40
Tuesday-Friday	8:30 - 3:10

FECEP

Monday 8:30 - 11:40
Tuesday-Friday 8:30 - 3:10

Excuses: State law requires that parents must provide a satisfactory explanation for a child's absence for all or any part of the school day. Call the office on 703.914.7300 before 8:00 a.m. and leave a message.

Absences shall be considered *excused absences* for the following reasons: illness, death in the family, medical or dental appointment, observance of a religious holiday or a family emergency. **Optional trips and family vacations are not excused absences. These should be scheduled to take place during school holidays. A written request to the principal is required for any non-emergency trip.**

Release of Students During the School Day: Students will only be released during school hours by written authorization of a parent/guardian. Only those individuals named on a child's **Emergency Care** form will be permitted to take a child from school. Parents are required to sign them out and wait in the office. This procedure is followed for your child's safety. Appropriate identification will be required. Students are never released directly from the classroom. *Written requests to release children from school early should be sent to both the classroom teacher and the office the morning of the release. In the event a parent/guardian sends another person to pick up their child at school the designated person must be on the Emergency Care form.*

Transfer/Withdrawals: Notify the school office of the EXACT date you will withdraw your child from school. Give the school the name and address of your child's new school if you know where your child will be attending.

Bicycles

Only 3rd - 5th grade students who live within a mile of the school may ride a bicycle to school. A written request from the parent must be approved by an administrator. Students riding their bicycles to school are required by Virginia State Law to **wear a helmet. Students must walk their bicycles on school property. All bicycles must be locked. Helmets must be clearly marked with the student's name. The school is not responsible for loss/damage of bicycles or helmets.**

Clinic

The clinic aide notifies parents when a child is sick or injured. Any serious allergy or medical problem should be brought to the immediate attention of the clinic aide or the school staff.

- **No medication will be administered at school without the proper paperwork being completed. All medication must be transported to and from school by the parent or guardian.** The medication must be in the original container from the pharmacy with instructions clearly labeled and dated by the pharmacist or physician.
- Under no circumstances should medication be sent with the child to school or be self-administered. Contact the office for medication forms. The parent or guardian is responsible for submitting a new form to the school each time there is a change in dosage or time of administration.
- Vision and hearing screening are provided for all kindergarten, third graders and new students, as well as those referred by teachers or parents.
- If emergency personnel recommend a child be taken to the hospital, and a parent is not present at the school, a staff member will accompany the child and stay at the hospital until the parent arrives.
- **School Accident Insurance can be purchased for a small fee. The enrollment form is included in the First Day Packet your child brings home on their first day of school.**

Food Services

- **Breakfast** is optional and is served each morning beginning at 8:10 a.m., and ending at 8:30 a.m., in the school cafeteria. Breakfast will not be served when school has a delayed opening.
- **Student Breakfast \$1.50**
- **Reduced Student Breakfast \$.30**
- **Lunch – Children have the choice of buying a hot lunch each day.**
- **Student Lunch \$2.40**
- **Reduced Student Lunch \$.40**
- **Adult Lunch \$3.40**

- **Milk \$.60**
- **School Menus come home at the beginning of each month in the Friday folders. Lunch menus can also be found on the FCPS website at: <http://www.owa2k@fcps.edu>**
- Free and reduced meal applications are sent out late in August. **It is essential that all families who qualify complete the application and return it to Food Service each year.no later September 19.** A large amount of funding for our school programs depends on the number of students who qualify for this program.

Although students may not charge lunch they may borrow lunch money from the school office. Students are expected to repay the office the following school day. A student may not borrow from the fund if they have an unpaid charge but will receive cereal and milk from the cafeteria.



Homework

Homework should serve valid purposes to:

- ✓ reinforce a concept or skill already taught
- ✓ provide real-life application
- ✓ enrich, enhance, and extend school experiences

All children are encouraged to read independently for 15-30 minutes several times a week. Families are responsible for the cost of lost or damaged text and library books. If you have paid for a lost book and it is found, you will be reimbursed.

Children in grades 2-5 are expected to use a homework notebook and to bring it to/from school each day. Parents are to review the notebook daily. Please call the school before 10:00 a.m., if homework is needed for a child who is absent due to illness.

Parent Teacher Association (PTA)

The Braddock Parent Teacher Association exists to promote the education and welfare of our children. Parents are encouraged to join and participate in the activities of the PTA. Each classroom is encouraged to have two room parents. They are encouraged to attend and help with special events.

PTA meetings are usually held on the first **Wednesday** of the month.

Parties

The celebration of an individual student's birthday may occur with the prior approval of the child's teacher. Due to time limitations, parents are encouraged to provide a small treat (cupcakes, cookies, brownies, etc.) that can either be distributed at lunch or at a transition period during the day.

Report Cards

An interim report will be sent to you when there is a need to communicate about your child's performance. The interim report will be issued between the regular reporting dates and must be signed and returned to school.

Report cards will be issued at the end of each nine week marking period for students in grades 1-5; and at the end of the 2nd, 3rd, and 4th marking periods for kindergarten students.

Parent-Teacher Conferences are scheduled at the end of the first marking period so that teachers and parents can review student work and discuss your child's progress in achieving the Essential Knowledge in each subject. During the conference, you will have an opportunity to examine actual samples of work and be informed of your child's strengths and needs. In addition, you are encouraged to provide input and ask questions concerning your child's program.

Additional parent-teacher conferences may be held at the request of either parent or the teacher at any time to freely discuss any problems or concerns that directly affect your child's school performance. Please contact your child's teacher to arrange such a conference.

Remember, if you are involved with the school in a positive manner, you can help your child succeed in school.

School Age Child Care (SACC)

A county operated childcare center is housed at Braddock. However, for the registration information parents/guardians must contact the OFFICE FOR CHILDREN at 703.449.8989. The Braddock staff does not supervise this program and cannot enroll children into SACC.

Student Dress

Clothing should be comfortable and safe for active participation in a variety of activities. Oversized clothing (such as baggy pants/shorts) which interferes with student safety during school activities is not permitted. Tennis shoes must be worn during P.E. Students should be appropriately dressed while attending school and school functions. *Staff members may require a child to remain indoors during recess based on current weather conditions and appropriate dress.* Please help your child use good judgment as he/she dresses for school.

FCPS Regulation 2613 establishes the following guidelines:

“All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited.

Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not

complying with this code will be asked to cover the noncomplying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action.”

Transportation

Buckle-Up! Please be sure that all students are buckled in their car seats before leaving school property. We care about our students – your children.

Fairfax County Public Schools provides **bus service** for all elementary pupils living more than one mile from school unless walking conditions are hazardous. These guidelines also apply to kindergarten students. Parents may request exemption to the distance requirements. Contact the school office for a Request to Ride School Bus form.

Safety on the bus requires acceptable behavior by all riders. All parents and students are expected to be familiar with FCPS rules for bus riders which are included in the *Students’ Responsibilities & Rights*. Students who fail to meet standards will be denied the privilege of riding the bus.

Car riders (Kiss and Ride) must use the KISS & RIDE area next to the cafeteria entrance. Cars should NEVER be left unattended in the Kiss and Ride lane. CARS ARE NOT TO USE THE CIRCULAR DRIVEWAY IN FRONT OF THE SCHOOL TO DROP OFF OR PICK UP STUDENTS BECAUSE THIS AREA MUST BE KEPT OPEN FOR BUSES AND EMERGENCY VEHICLES.

Field Trips are intended to extend and enrich a unit of study. A field trip permission slip signed by the parent must be on file with the principal before a child can participate. Students without signed permission slips will be excluded from the field trip. Students may be asked to pay a small fee. Pre-school age guests are not permitted on field trips. *The Braddock PTA helps fund some student field trips.*

VISITING THE SCHOOL

As you know, the need for security has become more essential during the past few years. All visitors (including parents) must report to the office before going through the school. You will need to press the button to alert

the office you need to enter the building. At that time you will be asked to sign in and wear a visitor's badge. When you are leaving you must sign out and return the visitor's badge.

Parents of kindergarten through fifth (5th) grade students are asked to refrain from walking their child to their classroom in the mornings. Allowing students to enter the classroom on their own and begin the daily routine of preparing for the day assists students in developing independent skills. Younger children should not be taken to the classroom at any time during the instructional day. Since school is about learning, it is necessary that we eliminate any distractions. *FECEP parents may walk their child to the classroom after they have signed in at the office.*

Volunteers

Braddock loves its volunteers! You are always welcome to help at school. Volunteers are not permitted to bring preschoolers while volunteering. All volunteers must submit proof of a negative TB test. Contact your child's teacher, the PTA Volunteer Coordinator or the office if you are interested in volunteering in the classroom, cafeteria, library, or reading room.

- ❖ All families are encouraged to volunteer at least five hours per school year.