

**BUCKNELL ELEMENTARY SCHOOL**  
**6925 UNIVERSITY DRIVE**  
**ALEXANDRIA, VA 22307**  
**TELEPHONE NUMBER (703)-660-2900**  
**FAX NUMBER (703)-660-2997**

**INTRODUCTION**

Welcome to Bucknell Elementary School! This parent-student folder contains basic information about school policies and procedures. If you have any questions and/or concerns about anything not covered in this folder, please contact the school office.

During the 2008-2009 school year, we look forward to a cooperative and committed home-school partnership. Parent involvement is encouraged and welcomed. There are countless opportunities to be involved in our school including serving on PTA-related communities and events; volunteering in the classroom/school setting, attending school-sponsored events, and supporting your child's learning daily. We welcome you and your children to our school.

**SCHOOL ADMINISTRATION**

Joanne Jackson, Principal  
 Raquel Alcaraz-Figueroa, Assistant Principal

**SCHOOL HOURS**

For

**Grades K-6**

Monday through Friday 8:40 A.M.-3:15 P.M.

**SCHOOL CALENDAR**

September 2, 2008.....School Begins  
 October 13, 2008.....Columbus Day Holiday  
 October 31, 2008.....First Grading Period Ends  
 November 3-4, 2008.....Student Holidays  
 November 5, 2008.....Second Grading Period Begins  
 November 26, 2008.....Students Released Two hours Early  
 November 27-28, 2008..... Thanksgiving Holidays  
 December 24, 2008.....Start of Winter Vacation  
 January 5, 2009.....Students return from Winter Vacation  
 January 19, 2009.....Martin Luther King Holiday  
 January 20, 2009.....Inauguration Day  
 January 23, 2009.....Second Grading Period Ends  
 January 26-27, 2009.....Student Holidays  
 January 28, 2009.....Third Grading Period Begins  
 February 16, 2009.....Washington's Birthday Holiday  
 April 2, 2009.....Third Grading Period Ends  
 April 3, 2009.....Student Holiday  
 April 6-10, 2009.....Spring Vacation  
 April 13, 2009.....Fourth Grading Period Begins  
 May 25, 2009.....Memorial Day Holiday  
 June 18, 2009.....Last Day of School

**SNOW MAKE-UP DAYS**

<b>Days Missed</b>	<b>Make-up Day</b>
1, 2, 3	No make-up required
4	February 16, 2009
5	April 3, 2009
6	No make-up required
7	June 19, 2009
8	No make-up required
9	June 22, 2009
10	No make-up required

**PARENT VOLUNTEERS**

Many enriching and worthwhile experiences are provided to our students through volunteer help from parents. Parents interested in volunteering time are requested to contact the school and/or the PTA president.

**PTA MEETINGS**

General membership meetings are usually held monthly. Please refer to Bucknell's Best for dates and times. PTA information can also be found at [www.bucknell-pta.com](http://www.bucknell-pta.com). Membership information can be found in this folder. Please show your support by joining the Bucknell Elementary School Parent-Teacher Association.

**PTA EXECUTIVE BOARD 2008-2009**

Matt Ryan President  
[MatthewRyan@bucknell-pta.com](mailto:MatthewRyan@bucknell-pta.com)  
 Kristen Wilson Vice-President  
 Amanda Bowles Treasurer  
 Lisa Starling Secretary

**ABSENCES**

All student absences must be supported by a valid excuse. When your child will be absent from school please call the school office at **(703) 660-2929**. Parents are requested to provide the school with a note for all student absences.

**TARDINESS**

Children are considered tardy when they arrive after the second bell (8:40 a.m.). A little late is too late. Good teaching and learning time are lost. We appreciate your help and cooperation in encouraging your child to be on time. Late arrivers must report to the office before going to class.

**ABSENCES: MAKE-UP WORK**

Classroom teachers will provide parents with their procedures regarding "make-up assignments" at Back-to-School Night. Special requests for family trips should be reasonable. Although the school is willing to cooperate with parents in these cases, it should be understood that teachers cannot duplicate **all** missed assignments. Standard assignments such as journal writing or other curriculum-related tasks associated with such a trip will be given whenever possible. Parents are expected to make sure that students complete these special assignments.

**RELEASE OF STUDENTS**

Definite procedures are followed to assure the safety of children who are released during the day.

1. Written parental permission should be sent to the teacher stating the requested time of release.  
**PLEASE NOTE THE FOLLOWING: IF ANY PERSON OTHER THEN THE PARENT OR GUARDIAN IS TO PICK UP THE CHILD, THE SCHOOL MUST HAVE A STATEMENT FROM THE PARENT SPECIFYING THE NECESSARY INFORMATION.**
2. If a student needs to be dismissed early for medical or emergency reasons, the parent or guardian must come to the office and sign out the child. All children **must** be signed out in the office. Children will remain with the teacher until notified by the office personnel.

**VISITORS**

Parents/Guardians are always welcome at Bucknell Elementary School. Parents/Guardians are encouraged to attend special assemblies and activities. **All adult or student visitors must come to the office before going to any classroom.** Visitor stickers, provided in the office, are to be worn by all visitors in the building. As visitors leave the building, they must stop by the office and sign out. These are required safety procedures for all Fairfax County Public Schools.

### ARRIVALS AND DISMISSALS- WALKERS

**Arrival Procedure:** Walking students should arrive at school no earlier than 8:15 a.m. There is no teacher supervision until 8:15 a.m. Patrols are on duty at Canterbury and Memorial until 8:30 a.m. At 8:40 a.m., students should be in their assigned classroom ready to begin the school day.

**Dismissal Procedure:** Walkers are dismissed from their classrooms and leave the building through the front lobby.

### CAR RIDERS

**Arrival Procedure:** Parents who transport their child to school should use the loop in front of the school for dropping off and picking up students. Teacher supervision during arrival and dismissal will be available to assist students.

**Dismissal Procedure:** Kiss and Ride students are dismissed from their classrooms and leave the building through the front lobby.

### BUS RIDERS

Please make arrangements to have your child at the bus stop approximately five minutes before regular pickup time. School bus riders in Fairfax County are required to observe rules of safety and good citizenship while riding on a bus and while waiting at a designated bus stop. Standards for safe, courteous conduct will be in effect beginning the first day of school. It is essential that bus riders cooperate and adhere to the bus regulations. All children will receive a copy of **Standards of Conduct for Pupils Riding School Buses**. This publication is included in the Student Responsibilities and Rights booklet. Parents are requested to review the information with their child.

**Dismissal Procedure:** Bus riders are dismissed as the buses arrive. Bus riders should quickly and quietly exit through the rear of the building when their bus is called.

### PERMISSION TO GO HOME WITH ANOTHER STUDENT

Children who wish to go from school to another student's home must bring in a note giving permission from parents of both children. Notify the office in advance with your written permission if arrangements of this nature are necessary for your child. **Please remind your child that they will not be allowed to call home at the last minute to make after-school arrangements to visit a friend.**

### SCHOOL CLOSINGS/SCHEDULE CHANGES

Parents should make **advanced preparations** for children in the event of inclement weather schedule changes. Please listen to local radio and television stations for announcements about school closings, delayed openings, or early closings.

**Avoid calling the school for this information.** Parents are encouraged to sign-up for emergency announcements through Fairfax County Public Schools Keep in Touch program. Parents may sign-up for this service at [www.fcps.edu](http://www.fcps.edu).

### BREAKFAST AND LUNCH PROGRAMS

Bucknell offers a daily school breakfast and lunch program for all students. A monthly menu will be sent home with each student. Parents may prepay for their child's meals. Students who prepay will receive a personalized account card to use for meals and ala Carte items. Some families find it difficult to pay for their child's meals at school. In order to ensure that the school system meets the nutritional needs of all school-aged children, Fairfax County Public Schools offers a free/reduced price program. Applications for this program must be completed by the parent and forwarded to the FCPS Office of Food Services.

### EMERGENCY CARE CARD

The main purpose of this card is to help us locate the parents in event of illness or emergency involving a child. Hospitals and private doctors will not give emergency medication or treatment or perform any kind of surgery except when the parent or guardian is present. It is very important that we be able to locate you at any time. Please list phone numbers of neighbors who will know where you are for emergency calls and who may pick up your child when he/she feels ill and you are not at home. In special cases, you may wish to call and give office personnel a number where you can be reached during the day. Also, please list on the form any allergies or serious medical problems of which the school should be apprised.

**It is essential that the information on the emergency care form be updated and kept current throughout the school year. Please notify the office immediately if your address or home or work phone number changes.**

### MEDICATION

We attempt to discourage the administration of medication during school hours and request, if possible, for medication to be scheduled for home administration.

**Children are not permitted to carry any type of medication to and from school or in school.** Parents must bring the medication in the original container labeled and dated by the pharmacist. Medication to be administered for more than ten days requires a physician's order. Forms for this and over-the-counter medicine are available in the clinic or office. The proper form must accompany the medication on the first day it is to be administered. **Medication must be brought to the office or clinic and never left in the classroom, on the teacher's desk, or in the student's lunchbox or backpack.** Please call the school clinic aide at (703)-660-2910 whenever questions arise about the administration of medication.

### DISCIPLINE

In order to guarantee all students in our school the excellent educational climate they deserve, no student will be allowed to prevent a teacher from teaching or classmate from learning. Students will not be allowed to engage in any behavior that is not in his/her best interest or in the best interest of others. Fairfax County Public Schools has defined the rights and responsibilities of students in Student Responsibilities and Rights. This document outlines the basic rules of conduct and disciplinary procedures for Bucknell students. Copies of this document are available in the office.

### FIELD TRIPS

A field trip that coordinates with a curriculum area may be scheduled for your child's class during the school year. Each child who participates in the field trip must have a signed permission slip. Parents may be asked to chaperone classes on school-related field trips. Fairfax County School Board regulations do not authorize younger siblings to ride buses on field trips.

### LOST AND FOUND

Please label outer clothing and lunchboxes with your child's name so lost items can be returned to your child. All items that are found in school will be placed in the lost and found box. The lost and found box is kept at the top of the stairs in the front lobby.

### **ARTICLES BROUGHT TO SCHOOL**

Electronic games, CD players, headsets, radios, toys, and large amounts of money should not be brought to school. The school will not assume responsibility for these items.

### **STANDARDS OF LEARNING (SOL) AND PROGRAM OF STUDIES (POS)**

The Virginia Board of Education adopted the Standards of Learning (SOLs) in four core subject areas: English (Reading and Writing), Mathematics, Science, and History/Social Science. The Standards of Learning (SOLs) provide a framework of instructional objectives for Kindergarten through High School. Students are tested in grades 3, 4, 5, and 6 to ensure that they are meeting curriculum objectives.

Program of Studies (POS) is the framework of objectives used to determine instructional emphasis for all subjects at all grade levels, Kindergarten through grade 6. POS objectives provide the foundation for classroom instruction in Fairfax County Public Schools. They are the key factors in identifying, planning, implementing, and evaluating instructional programs. The Fairfax County Public Schools POS covers the SOLs and prepares students to take the Virginia –mandated tests.

### **SPECIAL PROGRAM SERVICES**

Bucknell Elementary School provides a variety of programs to meet the educational needs of students.

The Preschool class-based program is a self-contained program for handicapped students ages 2-5. Student objectives are developed to address delays in the areas of cognition, fine motor, gross motor, language, social-emotional, and self-help. Please call (703) 446-2100 for more information.

The Special Education program is available for students in grades K-6 who are identified with a specific disability.

The speech and language program offers help to students who need therapy for problems in oral language, articulation, voice, and fluency.

The ESOL program provides services to students in grades 1-6. Services are provided in the classroom and small group settings.

The Head Start Program serves three and four year old students. Students are selected based on Federal economic guidelines. Please call (703) 277-2624 (English) or (703) 277-2673 (Spanish) for more information.

The school-based GT program provides enrichment learning activities for selected students in grades K-6. Children are screened for the program each year. The students meet with the GT teacher and pursue a variety of activities, both academic and creative. Students are offered a classroom-based enrichment program with specific lessons.

The guidance program offers a variety of services including classroom guidance lessons, individual/small group counseling sessions, and parental support. Please call (703) 660-2931 to speak with the guidance counselor.

Band and Strings instruction is available to upper elementary students. Band instruction is available to students in fifth and sixth grade. Strings instruction is offered to students in fourth, fifth, and sixth grades.

School-age child care (SACC) is a program sponsored by the Fairfax County Office for Children. The program is designed to provide professional, developmental day care for school-age children whose parents are working and who are enrolled in Fairfax County Public Schools. Moderate monthly fees are based on family income. Please call (703)-449-8989 for more information.

### **HOMEWORK**

At the Back-to-School Night program, your child's teacher will explain homework expectations. In general, homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study or subject area. Rules concerning homework cannot be made since individual teachers may vary slightly in assignments. However, efforts are directed by the teacher to establish uniformity for each grade level possible. Responsibility for homework should gradually increase for grades Kindergarten through six.

### **REPORT CARDS**

Report cards are issued four times a year, at nine-week intervals. The purpose of the report card is to help parents identify the student's strengths and weaknesses and to help teachers evaluate and plan instruction accordingly. Teachers will request a conference with parents at the end of the first quarter. Additional conferences are encouraged and may be requested by either the parent or teacher as needed.

### **INTERIM REPORTS**

Interim reports are used by teachers to report student progress during the mid-point of a grading period. Please note that all students **will** receive an interim report every quarter. These reports are also sent whenever a student's academic performance declines a minimum of two letter grades or when an unsatisfactory or failing grade is indicated. Information about work habits may also be reported on interims. A parent signature is requested on all interim reports.

### **PROMOTION AND RETENTION**

Whenever it appears that a student will benefit from another year at the same grade placement, parents will be informed of the student's specific academic needs by the teacher. Written notification regarding the possibility of retention will be communicated to the parents by the end of the third grading period or first half of the final grading period. The final decision on pupil promotion and/or retention will be made by the principal after a review of teacher recommendations and parent requests.

### **STUDENT RECORDS**

All student records maintained by the school are open for review by the child's parent or guardian. These records may not be released to anyone outside the school without written permission from the parent or guardian. If you wish to review your child's records, please contact the school and set up an appointment.

### **WITHDRAWALS AND TRANSFERS**

If your child must be withdrawn or transferred from school, please notify the office in writing a week prior to the withdrawal to provide an opportunity for completion of school records and a check of property accountability (textbooks, library books, etc.)

### **TEXTBOOKS**

All basal textbooks and workbooks are issued without a charge to students for their use during the school year. Students who lose or damage textbooks and/or library books will be charged a replacement or repair fee.