



CLERMONT SCHOOL

Home of the Eagles !

"WHERE LIFELONG LEARNING BEGINS"

CLERMONT ELEMENTARY SCHOOL

5720 CLERMONT DRIVE

ALEXANDRIA, VIRGINIA 22310

<http://www.fcps.k12.va.us/ClermontES/>

TELEPHONE: 703-921-2400

FAX: 703-921-2497

ATTENDANCE NUMBER: 703-921-2424

Office Hours: 8:00 a.m. - 4:30 p.m.

PRINCIPAL - Janet Molan, M.Ed. (Leadership & School Policy)

ASSISTANT PRINCIPAL - Jennifer A. Jacobs, M.Ed.

This planner belongs to:

Student Name _____

Address _____

City _____ Zip code _____

Teacher _____ Room # _____

INTRODUCTION

The information contained in this student planner should answer many of your questions regarding school policies. **Parents will receive school communication through the following formats: monthly E-Eaglegram, KIT - voice/e-mail message system, school marquee, Thursday folders (gr. 1-6), daily folder (kindergarten), teacher/class blackboard sites, and Clermont website. Any communication from the principal will be printed on salmon paper.**

Please review all information on a weekly basis.

Welcome to another great school year!

DAILY SCHEDULE

Grades K-6

Monday8:50 a.m. - 1:00 p.m.

Tuesday through Friday8:50 a.m. - 3:30 p.m.

2011 - 2012 SCHOOL CALENDAR

September 6School Begins
 October 10Columbus Day Holiday
 November 4First Grading Period Ends*
 November 7 & 8Student Holidays
 November 9Second Grading Period Begins*
 November 232 Hour Early Release for Students
 November 24 & 25Thanksgiving Break
 December 23 - January 2Winter Break
 January 16M.L. King's Birthday Holiday
 January 27Second Grading Period Ends*
 January 30 & 31.....Student Holidays
 February 1Third Grading Period Begins*
 February 20President's Day Holiday#
 March 30Third Grading Period Ends*
 April 2 - 6.....Spring Break
 April 9.....Student Holiday#

April 10.....Fourth Grading Period Begins*

May 28Memorial Day Holiday

June 19Last Day of School/Early Release*#

* Schools are open

Subject to change if more than three school days are lost due to inclement weather.

Days Missed

Makeup Days

1, 2 and 3

No make-up required

4

February 20

5

April 9

6

Will not be made up

7

June 20

8

Will not be made up

9

June 21

10

Will not be made up

ABSENCES OR TARDINESS

Children who arrive between 8:20 and 8:40 a.m. will be supervised in the gym. **CHILDREN SHOULD NOT ARRIVE PRIOR TO 8:20 a.m.** unless they are in SACC. Children should arrive in the classroom between 8:40 and 8:45 a.m. to begin their day. If they arrive at school after our start time of 8:50 a.m., students **must** report to the office before going to the classroom. Parents of students with excessive absences and tardies will receive a Record of Attendance letter from the Principal at the end of each quarter.

The Standards for Accrediting Schools in Virginia specifies that schools provide 180 days of instruction for elementary students. In accordance with the current version of *Policy 2232, reasons for **Approved Absences** for elementary students are the same as for secondary school students and include: illness of the student, death in the family, medical or dental appointment, observance of a religious holiday, or any reasons for which the Principal considers that*

exemption from attendance is in the best interest of the student.

Reasons for Unexcused Absences include: family and/or student vacations, childcare situations, non-school related activities, missed school bus, or other reason unacceptable to the principal.

CONTACTING THE SCHOOL

Parents are asked to contact the school office each morning a child is absent or late. A message can be left on the "attendance line" by calling **703-921-2424**. Please call before 9:20 a.m.

REQUESTING HOMEWORK

If your child is absent from school due to illness one or two days, it is important that he or she rest and recuperate. Our teachers work very hard to help students who have been absent to catch up on their assignments. **If your child is absent three or more days in a row it is advised that you request homework from the teacher.** Please observe the following guidelines when requesting work:

- Wait until your child is absent for the third day to request work.
- Do not expect requested assignments to be ready until the following day (24hr. turn around time).
- If you request assignments, remember to pick them up in the main office before 4:00 P.M.
- Do not request assignments prior to taking your child out of school for a family trip or vacation. Your child's teacher will give your child the makeup work when they return. *Vacations planned on school time are considered unexcused absences and should be avoided due to a loss of instructional time.*

All classroom teachers post homework on their classroom "Blackboard" site. If you have computer access you can use your child's log-in to access homework and other information. This is a very convenient way for your child to keep up until he or she returns to school.

ANIMALS

Animals are not permitted in school or on school grounds without permission from the Principal.



If you are a dog owner, make sure the dog does not follow your children to school.

This creates a disturbance and can endanger the safety of other students. If a dog does come on the school grounds and the owner cannot be notified, we are obliged to call FCPS Animal Control. According to county regulations, *parents and other community residents are requested NOT to walk animals on school property.*

BICYCLE RIDERS

Due to heavy traffic congestion in the vicinity of the school immediately before and after school hours, children are **NOT PERMITTED TO**



RIDE BICYCLES. This decision was made after consulting with the police department. It is clearly a safety issue.

CAFETERIA

School menus go home on a monthly basis. Lunch card accounts are set up for all students when they enter Clermont through food services. Parents who wish to use these lunch card accounts can put money on them in the cafeteria in person before school or online by using www.myLunchMoney.com. The cost of a student lunch is **\$2.65 a day or \$13.25 a week.**



HEALTH ROOM

Health services are provided to elementary schools by the Fairfax County Health Dept. through the health aide program.



Health aides are employed and trained by the Fairfax County Health Dept. and are assigned to schools for seven hours a day. They **are not nurses**. They do work under the supervision of a public health nurse. Health aides are trained to administer emergency first aid, conduct health screenings, maintain a school health room and maintain records for the Health Dept. **When children are sick, parents will be called and asked to pick them up. If a parent cannot be reached, the names of contacts listed on the Emergency Care Card will be called. Please keep Emergency Care Card information updated.** We do not have facilities or personnel to care for sick children at school, so picking up your children promptly is greatly appreciated and it will reduce chances of germs spreading.

MEDICATION

Children are not permitted to carry any type of medication to school with the exception of cough drops or lozenges which do not need a medical form. **Students can self administer medication such as inhalers and epi-pens as long as a doctor has filled out a medical form stating that the child has received the appropriate training to self administer.**



For medication to be administered in the school health room the following is required: *The parent brings the medication to the health room in a bottle labeled and dated by the pharmacist as ordered by the physician.* These med form orders must include name of medication, dosage at school, time to be dispensed at school, duration of order, symptoms or condition for which medicine is ordered, physician's

signature and phone number, and the date. Over-the-counter pain medications such as Motrin, Tylenol, Advil, etc., in their original containers, may be kept in the clinic during the year, provided that there is a parent signature on the appropriate medication form. All other over-the-counter medications may be given for 10 days ONLY with a signed form on file. Please call the health room to make proper arrangements. Medication forms can be picked up in the health room or online at the FCPS website.

EMERGENCY CARE CARD

- PLEASE READ CAREFULLY -



The main purpose of the Emergency Care Card is to help us locate a parent in the event of illness or emergency involving a child. It is essential that we be able to locate parents at any time during the school day. PLEASE INCLUDE ALL WORK, HOME AND CELL PHONE NUMBERS AND E-MAIL ADDRESSES on this card. Hospitals and private doctors will not give emergency medication or treatment unless a parent or guardian is present. Please list phone numbers of neighbors who will know where you are for emergency calls and who may pick up your child when he or she feels ill and you are not at home. In the event that daily routines change (that you are not in your normal workplace), please call and give the school secretary a number where you can be reached that day.

Please list on the emergency card, in red, any allergies or serious medical problems of which the school should be apprised. Also, please note any special arrangements you may have for another person to pick up your child regularly. Emergency Care Cards can be updated at any time by logging into FCPS 24-7, Parent View at www.fcps.edu.

Positive School Behavior through our

C.A.R.E./PBIS PROGRAM

At Clermont, we encourage children to develop and exercise self-control in all activities in a positive and caring environment. Our **C.A.R.E. Character Ed Program** emphasizes our 4 core values: **COOPERATION, ACCEPTANCE, RESPONSIBILITY** and **EFFORT**. Positive school behavior is manifested in the manner in which children pursue their daily tasks. The school and home are partners in encouraging students to work toward higher levels of self-discipline. When our general guidelines to promote positive behaviors in the school setting are not used successfully by students, the student is referred to an administrator. The administrator has the authority and responsibility to maintain a positive learning environment for all students. They do this by fairly applying the county and state regulations for behavior found in the **FCPS Student Rights and Responsibilities Handbook**.

DRESS CODE



We are interested in student dress only as it affects the school environment, which supports learning and the development of wholesome attitudes. Children behave better and are more attentive to their schoolwork when appropriately dressed for school. It is natural that youngsters want to experiment with styles of dress and hair, so, **we urge parents and teachers to work together to help children learn to make appropriate clothing selections for a given place or event.** Parents can refer to the *FCPS Dress Code* established by our school board on-line at <http://fcpsnet.fcps.edu/>. **Shoes** are required/**NO FLIP FLOPS**. Rubber-soled shoes are required in the gym at all times. "Sneakers" are recommended.



EMERGENCY MESSAGES

FCPS wants to keep you informed. When we experience a critical situation- weather-related, schedule change, bus delay, community incidents, that affects our students and their families, Fairfax County Public Schools uses five communication systems to reach parents with accurate and timely information. These systems are:



Radio and TV

When appropriate, FCPS will notify all radio and television stations in the Washington, DC Metropolitan area to encourage the publication of emergency information through media channels.

The Internet - www.fcps.edu

In an emergency, the words Emergency Announcement appear in red at the top of the home page. Click on those words to see the latest announcements and schedule changes, messages from the Superintendent, and links to helpful parent resources.

Keep in Touch (KIT) E-mail/Voice Message System

Register to receive emergency announcements at your desk at work or at home. New messages appear as often as necessary. Sign up on the FCPS home page at www.fcps.edu or at Back to School Night.

Red Apple 21

Emergency messages are scrolled across the screen on the school division's cable channel 21. (Only available to Cox Cable customers.)

EMERGENCY CLOSING OF SCHOOL

PLEASE **DO NOT TELEPHONE THE SCHOOL.** OUR PHONE LINE MUST REMAIN OPEN IN ORDER TO RECEIVE INSTRUCTIONS FROM OUR SCHOOL OFFICIALS. Instead, use **Keep In Touch (KIT) or Red Apple 21** as your information resources.

PLEASE PLAN WITH YOUR CHILD WHAT TO DO SHOULD HE OR SHE ARRIVE HOME EARLY AND YOU ARE NOT THERE.

WHEN SCHOOLS ARE CLOSED FOR THE DAY, all extracurricular activities, interscholastic contests, field trips, and non-school activities in school buildings will be canceled.

WHEN SCHOOLS OPEN TWO HOURS LATE:

Grades K-6 (Mon. - Fri.) 10:50 - 3:30pm.

WHEN SCHOOLS CLOSE TWO HOURS EARLY:

Grades K-6 (Mon. - Fri.) 8:50 - 1:30pm.



CHILDREN SHOULD KNOW WHERE TO GO IF A PARENT WILL NOT BE AT HOME WHEN THEY ARRIVE HOME FROM SCHOOL.

FIELD TRIPS



Field trips are taken to reinforce grade level curriculum once or twice a year. The school and the PTA, through a variety of fundraising activities, may raise funds that allow additional opportunities for children to go on special field trips. Students must bring in a completed permission slip in order to attend a field trip. **In the event of a delayed opening, field trips are automatically canceled.**

HOMWORK

Homework is assigned in grades 1-6, with the amount of homework increasing as the child advances through the grade levels. Kindergarten students will receive little if any homework. **Reading to a kindergarten child daily is essential.** Students in grades 1-6 will post homework in their planners each day. **Primary grades might receive homework for about 30 to 45 minutes daily (week days only).** **Grades 4-6 might have daily homework assignments of 1 to 1 ½ hours.** Contact your



child's teacher if an excessive amount of time is being spent on homework or if you are unclear about assignments. Please stress the importance of using the homework planner to help your child successfully organize his or her homework assignments. **Students and parents can check teacher "Blackboard" accounts to view homework assignments.**

KISS 'N RIDE

Please drop off and pick up students at the designated



Kiss 'N Ride area in the parking lot

before and after school. The Kiss 'N Ride speed limit is 15 mph. In order

to ensure the safety of our students on the roadways in and around the school, drivers need to remain in the kiss & ride line at all times and must adhere to traffic rules and regulations. **To ensure the safety of our students, parents should expect that students exit from the passenger doors onto the sidewalk.** Staff will assist as needed. *All parents/drivers need to exhibit courteous driver behaviors while driving on school grounds.* Traffic violations and unsafe driving practices on school grounds will be reported to the Fairfax County Police Department.

LOST AND FOUND

Unidentified clothing and items that are found will either be in the main office or placed outside the main office in a plastic bin labeled LOST & FOUND. **ALL CLOTHING ITEMS THAT YOUR CHILD COULD REMOVE DURING THE DAY SHOULD BE LABELED WITH YOUR CHILD'S NAME.** Unclaimed articles are donated to local charities.

MONEY

When money is sent to school with a student, please enclose it in a sealed envelope labeled with your child's name, classroom number and teacher's name. Children should not bring extra money to school.



PARENT VOLUNTEERS

Volunteers provide many enriching and worthwhile experiences for our students. Review our school



brochure to learn more about the many opportunities available to share your talents. PLEASE NOTE: All volunteers must have a current TB test or x-ray and must attend a volunteer inservice.

PTA

The PTA actively supports the school through many activities. Each parent can find many ways to contribute, whether it is for one special activity or on a regular basis. Get involved! Please join our PTA and plan to attend monthly meetings.

PARTY INVITATIONS

PLEASE DO NOT PASS OUT PARTY INVITATIONS AT SCHOOL unless EVERY CHILD IN THE CLASS will be receiving one.

RELEASE OF PUPILS



Standard guidelines need to be followed to assure the safety of children who are released during the day. (1) Written parental permission must be sent to the office stating the requested time of release. Parents should warn children never to ride home after school with a stranger who may claim that he or she was sent by the parent. (2) The parent (or other adult named in the note) should come to the office, show an ID, and sign out the child. (3) Children will remain in the classroom until the parent has arrived and is called for by the school secretary. (4) Children may not leave the building during the day unless accompanied by an adult. (5) Parents are requested to note on the emergency care card the name of other persons who are authorized to pick up their child from

school. (6) Children going home with other children for a special occasion **MUST HAVE NOTES FROM THEIR PARENT AND THE PARENT WHO IS EXPECTING THEM. PERMISSION MUST BE RECEIVED FROM BOTH SETS OF PARENTS BEFORE THE SCHOOL WILL RECOGNIZE AND AUTHORIZE THE CHANGE.** (7) Parent requests to change afternoon pickups will be accepted if made before 12:30 pm on Monday and before 3:00 pm Tuesday - Friday. REMINDER: Please notify the school as soon as possible when your phone numbers have changed.

REPORTING STUDENT PROGRESS TO PARENTS

INTERIM REPORTS will be sent home at the 4th week of each new quarter. PROGRESS REPORTS are sent home every nine weeks, approximately one week after the end of each marking period. The progress report identifies the pupil's strengths and weaknesses as assessed by homework, tests, quizzes, projects, class work, effort, etc. Kindergarten students do not receive a 1st quarter Progress Report and never receive Interim reports. Parent/Teacher conferences are required and scheduled for all students at the end of the first grading period. Additional conferences are encouraged and may be requested by the parent or teacher. Student work folders and notices are sent home in their weekly "Thursday folder." The Kindergarten teachers send work and important messages home each day in a "Daily Folder."

TELEPHONE



Children will not be allowed to make telephone calls during the school day unless asked to do so by a teacher or administrator. The health room aide or secretary will contact a parent/guardian in case of an illness.

TEXTBOOKS AND SUPPLIES

Students are responsible for lost/damaged materials. It is necessary to require payment for items that are lost or damaged through negligence or abuse. Likewise, should a planner be lost, a new planner must be purchased for \$5.00.



BUS TRANSPORTATION

Bus transportation in Fairfax County is a privilege!

School bus riders are required to observe rules of



SAFETY and GOOD CITIZENSHIP while on a bus and while waiting at a designated bus stop. **ALL**

parents & students receive a copy of **Regulations for Pupils Riding School Buses**. All parents should review this information with children and return the signed portion to school. Parents will be responsible for the transportation of a pupil who loses school bus privileges due to poor or unsafe behavior. **Kindergarteners must be met by a parent/guardian or sibling that is in grade 7 or above at the P.M. bus stop. If a parent/guardian or sibling (grade 7 or above) is not at the stop to receive a student, the student will be returned to the school.**

WALKERS

Patrols are stationed at hazardous intersections for the safety of our children. **Walkers are asked to walk only on sidewalks (or sidewalk right-of-ways) and to cross only at intersections.** Students are encouraged to be timely in their arrivals and departures from school, as they are not permitted to walk home alone once patrols have left their posts. Parents are reminded, again, to please talk to all children about accepting rides with strangers. All students are to go directly home after school.

CAR RIDERS

Parents should NOT use the driveway in front of the school immediately before and after school hours. This area is kept clear for buses. **Students must be picked up and discharged in the "Kiss 'N Ride" area of the parking lot.**

VISITORS

Security is an essential part of student safety. ALL VISITORS, including parent volunteers, are required by Fairfax County School Board Policy #1360 to report to the office before visiting any part of the school. **All visitors will need to press the buzzer to gain entry into the building.** All visitors must sign in via our *Ident-a-Kid Computer* and print out a visitor badge for themselves. Volunteer and visitor badges assure that all students and staff recognize that you are an "approved" visitor in the school. This is required for parents going to the SACC rooms as well. Brothers or sisters of students, students from other schools, and/or friends or other relatives of students are not permitted to spend any part of the instructional day in a classroom without permission of the Principal.

