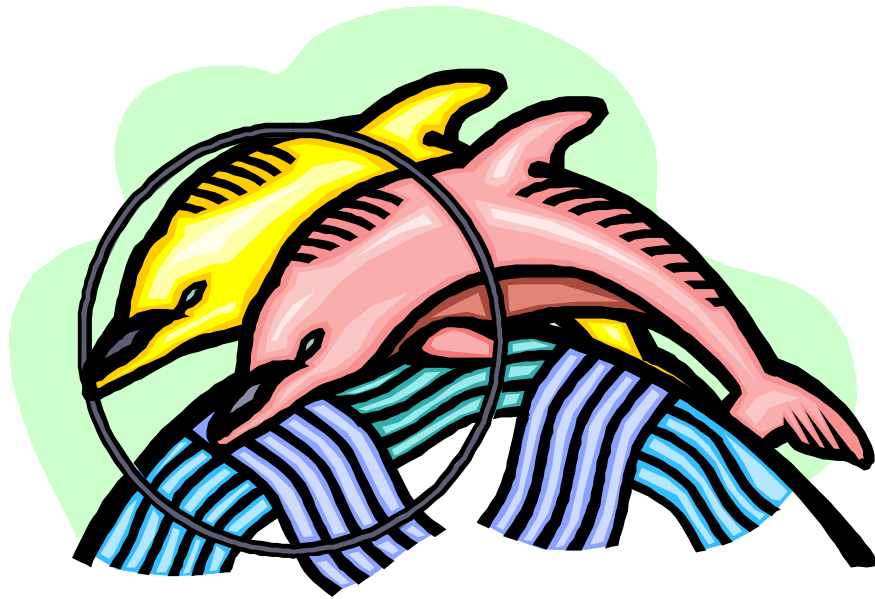


Fort Belvoir Elementary School
Home of the Dolphins



Parent Handbook
2009-2010

**WELCOME
TO
FORT BELVOIR ELEMENTARY**

.....A Fairfax County Public School.....

**5970 MEERES ROAD, BUILDING 1700
FORT BELVOIR, VIRGINIA 22060**

<http://www.fcps.edu/FtBelvoirES>

703-781-2700

Mission: At Fort Belvoir Elementary we provide a quality education for all students.

Vision: A culture of excellence in quality and differentiated instruction, reflective practice and on-going training for all through a collaborative, safe and positive environment.

We strive to maintain a strong partnership with our parents. We encourage all of our parents to become active in a variety of school-wide activities such as PTO, family nights, student performances, curriculum events, and our volunteer programs.

We welcome you and your child to our school and look forward to our partnership with you.

This parent handbook has basic information about our school; its policies and procedures. For ease of reference, it is divided into two parts.

Important Phone Numbers

Attendance-----703-781-2750

Cafeteria-----703-781-2721

Clinic-----703-781-2710

Principal:

Jane Y. Wilson—703-781-2708

Assistant Principals:

Cynthia Jamieson (Grades K-2)—703-781-2735/2703

Pat Raich (Grades 3-4)—703-781-2730/2701

Charles Rascoe (Grades 5-6)—703-781-2705/2702

Counselors:

Teresa Chapman (Grades K-2)--781-2745

Dr. Rose Acker (Grades 3-4)--703-781-2737

Ellen Bowditch (Grades 5-6)--703-781-2732

Voice Mail Boxes for Staff—703-781-2880

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PART TWO- Who We Are

As a Fairfax County Public School:

We follow:

FCPS' criteria for admission, school organization,
Virginia education standards, the programs offered and
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PART ONE

POLICIES & PROCEDURES

SCHOOL HOURS



Student Hours

The *school day* for students begins at 9:25 a.m. and ends at 4:00 p.m. Students may enter the building at 9:05 a.m. for breakfast. All other students may enter and proceed to their classroom at 9:10.

Breakfast Hours

Breakfast is served daily from 9:05 a.m. until 9:25 a.m. *except* on days when the opening of school is delayed.

Breakfast is not served when school opens late.

Serving hours are extended for students whose buses are late.

Staff Hours

Staff is on duty from 8:30 a.m. until 4:30 p.m.

Office Hours

The office is open from 8:00 a.m. until 4:30 p.m.

Clinic Hours

The clinic is open from 9 a.m. until 4 p.m. daily.

Cafeteria Hours

The cafeteria is open for deposits to lunch accounts from 8:30 a.m. until 10:00 a.m.

SCHOOL CLOSINGS/SCHEDULE CHANGES

Parents should make advance preparations for children in the event of late openings and early closings. Local radio and television stations announce decisions about late openings, closings, and early closings due to weather conditions.

E-mails are sent to you when you sign up for "Keep in Touch" with Fairfax County Public Schools. (See **HOME-SCHOOL COMMUNICATIONS—RECEIVING INFORMATION FROM SCHOOL.**)

ATTENDANCE

Absences

****Notifying the school of a child's absence**

Parents should call the school, **703-781-2750**, by **10:00 a.m.** to report their child's absence for the day. This phone line has a 24-hour recorder to accept all attendance-related calls. If no report is phoned in, then the school attendance messenger will call the parents to verify the child's absence. When verification cannot be obtained, the absence is considered "unexcused".

Policy 2232.2

ATTENDANCE REQUIREMENTS AND PROCEDURES

Every student must attend school during prescribed hours.

A. Excused Absences

Absences during prescribed hours shall be considered excused absences for the following reasons: 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 interests of the student.

B. Unexcused Absences

Reasons for unexcused absences may include family and/or student vacations, child care situations, nonschool-related activities, missed school bus, or other reasons unacceptable to the principal.

After the fifth unexcused absence, the school will refer the student to the attendance officer, who will contact the parent. If the student is absent an additional day after contact with the parent, a conference will be scheduled. If a

further unexcused absence occurs, the attendance officer will file a complaint with the Juvenile and Domestic Relations Court or initiate proceedings against the parent.

****Make-up assignments for planned extended absences**

Although the school wishes to cooperate in these situations, it is not possible to duplicate **all** of the missed assignments, many of which are based upon concepts/information gained from teacher-directed lessons. Standard assignments such as journal writing or other curriculum-related tasks associated with the planned absence will be given whenever possible. Parents are expected to make sure that students complete these assignments.

Tardiness

Students arriving **after 9:25 a.m.** are considered tardy. Parents must accompany tardy students to the office and sign them in.

VISITING SCHOOL

We welcome our parents to the school, but for the protection of our students and their instructional time, please follow these procedures.

Sign-in Procedures

****Photo ID's must be presented. The greeter/receptionist will hold your ID/driver's license until you leave the building.**

****Visitors must sign the appropriate visitation log-in on the computer and secure a visitor's badge.**

****A visitor's badge must be visible as the visitor passes through the building. This indicates to school personnel that the visitor has completed the sign-in process.**

****Pre-arrange with the teacher to visit your child's classroom.**

EARLY DISMISSAL OF STUDENTS

****Early dismissal occurs between 9:30 a.m. and 3:50 p.m.**

****Students are released only to those individuals whose names are listed on the child's registration form or emergency care form. All others must have permission given to the office by the parent either in writing or in person. Requests should not be made by phone.**

****Parents are asked to send a note to the child's teacher advising him/her of the time for early dismissal. This helps reduce the parent's wait time, especially if the child would normally be out of the classroom at the time of the early dismissal.**

****Students will not be sent to the office prior to the parent's arrival.**

****Parents should allow 15 minutes for their child to come to the lobby after being paged by the office staff.**

TRANSPORTATION

Bus Riders



****Assignment of buses**

Bus transportation is provided for all students living more than one mile from school, or when walking to and from school is unsafe.

Students are assigned to one specific bus and bus stop.

****Change of Bus Assignment**

A change in bus assignment can only be made when a student has a change of address. By law, a bus may only carry a set number of students. Students are assigned to buses based upon these numbers.

****Expectations of Students Riding Buses**

All Fairfax County students are required to observe the rules of safety, courteous conduct, and good citizenship while riding a school bus or waiting at a school bus stop. These expectations are outlined in **Regulations for Pupils Riding School Buses**. All students receive a copy of these regulations. Parents are asked to review this information with their children and to return the signed portion of the document to the school.

Car Riders



****Kiss-and-Ride Loop**

Students transported in private vehicles should be picked up and dropped off in the designated Kiss-and-Ride Lanes. **(The front driveway is reserved for bus traffic and emergency vehicles only.)** The Kiss-and-Ride Loop is the only place where car riders are adequately supervised to ensure their safety. **Children should not be dropped off or picked up on Meeres Road.**

Bicycles and Skateboards

Students are **not** permitted to ride bicycles or skateboards on school grounds.

Picking Up Students Who Ride the Bus

Students are expected to ride their **assigned** bus each day unless the parent notifies the teacher **in writing** of alternate arrangements to be made for a specific day. Each student is guaranteed one seat on one bus only.

SCHOOL CLINIC/MEDICATIONS

Emergency Care Form-- Important Information for the School:

****Locating parents when a child has an emergency or becomes ill.**

Information listed on the form helps the school locate a parent. This is essential since hospitals and private doctors will not give medication, treatment, or perform surgery without the presence of a parent or guardian.

****Persons authorized as a back-up to the parent when the parent cannot be reached**

Parents may list on this form persons who are authorized to pick up an ill child (as a back-up to the parent), or who may be helpful in locating a parent.

****Alerting the school to a child's special health needs or medical concerns**

This form advises school personnel of any special health concerns a child may have.

Accident and Dental Insurance

Student accident and dental insurance policies provided by independent insurers are available to all Fairfax County public school students. Forms should be returned directly to the insurance company. Parents are encouraged to read the brochures carefully.

The School Clinic

Health services are provided through the Fairfax County Health Department and the clinic aide program. Clinic aides who staff the school clinic are not nurses, but are trained by the health department and work under the supervision of a nurse.

Clinic hours are 9 a.m. - 4 p.m. daily. Clinic phone # is 703-781-2710.



Medication

Students are not allowed to carry any type of medication, prescription or over-the-counter, to and from school.

****All medications, prescription or over-the-counter, must be brought to the clinic by a parent and must remain in the clinic. Students and teachers may not keep them.**

Parents should fill out the appropriate forms (available in the office or clinic) to accompany each medication.

****Prescription medications**

Parents must bring medications in their original containers labeled and dated by a pharmacist.

****Over-the-Counter Medications**

Over-the-counter medications should be age-appropriate. These medications must be brought to the clinic by a parent, and the appropriate medication forms need to be filled out. A physician's order is required for all over-the-counter medications that are administered for more than ten days.



****Extra clothing** is not kept in the clinic. Accidents sometimes happen and we like to accommodate the students as quickly as possible, so that they are able to continue with their learning. It is essential that you provide a change of clothes (shirt, pants, underwear, and socks) for your child in his/her book pack. By placing the clothing in a plastic bag, they will remain clean and then the bag can be used to send the soiled clothes home.



BREAKFAST AND LUNCH PROGRAMS

Menus for the Upcoming Month are sent home monthly & are online at www.fcps.edu

Foods and Meals Offered

****Breakfast-**

Daily except on days when the opening of school is delayed

Students---\$1.50 Adults---\$1.95

****Lunch-**

Daily (includes milk: whole, non-fat, or chocolate)

Students---\$2.65, Adults---\$3.65

****A la Carte**

>Additional servings of items from the menu--- individually priced

>Non-menu items (cookies, puddings, ice cream, etc.)---\$.50

>Double-deal (extra entrée)---\$1.75

****Milk**

Whole, non-fat, or chocolate--\$.60

Payment options

****Daily**

Students may pay each day for meals, milk, and a la carte items as they go through the cafeteria service line.

****Prepayment is encouraged**

Parents may prepay for school meals for the month, week, or day. Bar code cards or Personal Identification Numbers (PIN) are used for prepayments in elementary schools.

****Three Ways to Purchase Meals**

1. Online Payment - Using www.myLunchMoney.com. A \$1.95 fee applies each time the customer charges funds to their credit/debit card through the MyLunchMoney.com website. The service is easy to use, convenient, private, and secure. Once an account is established,

parents can check the fund account anytime from the home computer or phone. The child(ren)'s information stays at school.

2. Check - Write a check to Fort Belvoir Food Services and bring the check to the food service manager's office or send with student in a sealed envelope with your child's name and teacher's name. Parents who want their check payments for meals only should write it on their check or tell the food service manager.
3. Cash - for daily purchases or deposit on you accounts.

Parents should specify which foods/meals may be purchased on the card; ex. 10 lunches, 5 breakfasts. If nothing is specified, then the child will be able to purchase a la carte items or an additional meal, ex. breakfast.

****Free and reduced-price meals**

Application for this service must be completed by the parent and forwarded to FCPS Office of Food Services. This office will review the application and notify the applicant of eligibility.

Application forms are available in the office.

****No charges for meals are permitted**



REPORTING ACADEMIC PROGRESS

Progress Reports (Report Cards)

Report cards for grades 1 - 6 are issued four times a year at nine-week intervals; kindergarten three times a year beginning with the second reporting period.

Teacher Conferences

Teachers will request conferences with parents at the end of the first grading period. Additional conferences may be requested by either the parent or the teacher.

Conferences should be scheduled in advance at a mutually convenient time which does not conflict with the teacher's instructional time.

Middle-of-the-Grading Period (Interim) Reports

Interim reports are sent at the mid-point of a reporting period whenever a student's performance has declined by two or more letter grades or if a failing or unsatisfactory grade is indicated. A parent's signature is required on all interims.

Promotion and Retention

Parents are notified by the end of the third grading period if a child is being considered for retention. The final decision on pupil promotion or retention is made by the principal after reviewing student performance, teacher recommendations, and parent input.

STUDENT RECORDS/ WITHDRAWALS / TRANSFERS

Access to Student Records

****Parent or guardian**

Student records maintained by the school may be reviewed by a child's parent or guardian. Parents or guardians may contact the school to set up a time to review their child's records.

****Those other than a parent or guardian**

As per Fairfax County Public Schools policy:

Parents or eligible students may provide written consent for others to access scholastic records by

- 1. providing a signed document that identifies the student, specifies the records to be released, the reasons for release, and the names of the party or class of parties to whom records will be released; or*
- 2. completing SS/SE-79, "Release of Student Records Authorization" form*

Withdrawals and Transfers

****Notifying the school of withdrawals and transfers**

Parents should notify the school in writing or in person at least one week prior to the child's transfer or withdrawal date. Notification should include the date of the child's last day and the location of the new school.

****Forwarding records to the new school**

At the time of transfer, parents will receive a copy of their child's physical and immunization record in an envelope labeled with the address and fax number of Fort Belvoir Elementary School. The new school will use the information found on the envelope to request scholastic records directly from Fort Belvoir Elementary.

****Returning library books, textbooks, musical instruments**

Parents are asked to return all textbooks, library books and musical instruments on their child's last day of attendance.

STUDENT CONDUCT

Discipline

Teachers have a right to teach, and students have a right to learn. No student will be allowed to engage in behaviors that impede teaching and learning. The Fairfax County School Board has defined the rights and responsibilities of students in Regulation 2601.18P. Fort Belvoir Elementary School's standard of conduct is based on the Board's policy. Copies of the regulations are available in the office or online at www.fcps.edu.

Student Dress Code

****Dressing appropriately for the day's activities**

Students usually have some form of physical activity each day. Shoes conducive to running and jumping are highly recommended for recess and are required for Physical Education. Open toed shoes and flip flops are **highly** discouraged.

**** Inappropriate attire for school:**

Clothing: halter tops, clothing which exposes stomachs and hips, t-shirts with distracting words and pictures, spaghetti-strap tops, waistbands at or below the hips

Hairstyles, Jewelry, and Make-up: any which distract from learning

Use of Telephones by Students

Students will not be allowed to make phone calls during the school day **except in cases of an emergency or under the direction of a teacher or an administrator.**

HOME-SCHOOL COMMUNICATIONS

RECEIVING INFORMATION FROM SCHOOL

Parents have several options for accessing communications from Fort Belvoir Elementary and Fairfax County Public Schools.

****E-mail bulletins and updates**

E-mails/voice messages from Fort Belvoir Elementary

E-mails/voice messages are sent to advise parents of special situations/events at **Fort Belvoir Elementary** such as:

- student absence
- upcoming events that are scheduled at school
- reminders of important dates

E-mails from Fairfax County Public Schools

Two kinds of e-mails are sent from **Fairfax County Public Schools**. The first covers general and timely information about the system, ex. **school closings, late openings, early closings**. The second is information on topics of interest selected by the parent at the time of signing up to receive e-mails.

Anyone interested in receiving e-mail communications may go to www.fcps.edu and click on "**Keep in Touch**". After registering for "Keep in Touch", parents will receive e-mails from Fairfax County Public Schools and Fort Belvoir Elementary.

****Online information**

Fort Belvoir Elementary's web page at <http://www.fcps.edu/FtBelvoirES>

This site has general information about the school as well as an e-copy of the current newsletter.

Fairfax County Public Schools' website at www.fcps.edu

This website has information about the school system: administrative offices, programs, personnel, etc.

****Weekly information packet**

Each Thursday every child receives a packet of information which may include a school newsletter, flyers of family events in the DC area, notices of school activities, items of general interest, etc.

****Monthly school newsletter**

The school newsletter is included monthly in the Thursday packet and is posted online on the school's website. (See online information above.)

SENDING MESSAGES TO SCHOOL

Parents have several ways to send messages to school.

****Handwritten notes**

****Telephone calls**

All staff members have access to telephones. Calls may be taken in the morning from 8:30-9:00, and in the afternoon after the last bus has left until 4:30. **Instructional staff cannot receive phone calls during the student day.** An urgent call to a teacher may be relayed through the office.

****E-mails to staff**

Each staff member has an e-mail account. Classroom teachers send home their e-mail addresses with their students.

All staff e-mail addresses follow a pattern: firstname.lastname@fcps.edu

****Voice Mail**

All staff members have a voice mail account. Parents may call the general school number, 703-781-2880 and then the teacher's extension, to reach a staff member's voice mailbox. The teacher's voice mail box number may be found by dialing 703-781-2880.

LOST ITEMS

Parents are asked to label ALL of their children's book bags, lunch boxes, and items of outer clothing.

All lost-and-found items are placed in the lost-and-found bins located in the school cafeteria. Parents may come and check the bins at any time. The bins are emptied periodically, and all unclaimed items are donated to charities.

ARTICLES BROUGHT TO SCHOOL

Animals

Animals are **not** permitted on the bus, in school, or on school grounds.

Toys and Electronic Devices

Toys, electronic equipment, trading cards, sports equipment, comic books, and exploding devices such as caps and firecrackers are not permitted on the bus or in school.

Look-alike Items

Bringing items which look like guns or knives may result in serious consequences.

Money

Students should bring only the amount of money needed for use that day. Parents are asked to discuss with their children their child's responsibility for taking care of money brought to school.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are issued to students free of charge. Students are responsible, however, for any loss or damage to books assigned to them.

FIELD TRIPS

Field trips coordinated with the curriculum may be scheduled during the year. Each child who participates in a field trip must have a signed permission form. Parents may be asked to chaperone a field trip. The Fairfax County Board of Education, however, does not permit a chaperone's preschooler to ride a school bus used for field trips. **In cases of delayed openings, field trips are automatically cancelled.**

PATROLS

Students in fifth and sixth grades are eligible to be patrols. Patrol assignments and responsibilities are set by Fairfax County Police in cooperation with the American Automobile Association. A member of the school staff serves as patrol sponsor.

PARENT TEACHER ASSOCIATION/ORGANIZATION

All parents are urged to join the PTO and to participate in PTO-sponsored events.

FBPTOPresident@gmail.com

FBPTOMembership@gmail.com

FBPTOVolunteers@gmail.com

**PART TWO
WHO WE ARE
AS A
FAIRFAX COUNTY
PUBLIC SCHOOL**

CRITERIA FOR ADMISSION

To be enrolled in a Fairfax County public school, a child must reside in the county with a parent or legal guardian (court documents must be shown to school officials.) A child who has reached his/her fifth birthday on or before September 30, 2009 is required by the state of Virginia to attend school for the 2009-2010 school year.

ORGANIZATION OF THE SCHOOL

Fort Belvoir Elementary is organized by grades, kindergarten through grade 6. Teachers, specialists, and assistants meet to plan the instructional program. Children are assigned to homerooms by their grade level. Sometimes it is necessary to form a class comprised of more than one grade level. Children placed in combination classes are screened carefully. Children are grouped according to educational needs. During the first weeks of school, however, our enrollment may change significantly, and we would be required to add or de-staff a teacher. Consequently, all class assignments are temporary during these weeks. As instructional needs change, children may be reassigned to another class at any time during the school year.

VIRGINIA'S STANDARDS OF LEARNING---SOL's

In June 1995, the Virginia Board of Education adopted new Standards of Learning (SOL's) in four core subject areas: English, mathematics, science, history, and social science. The SOL's provide standards for educational performance in Virginia's public schools. Schools in Virginia earn accreditation based on their students' achievement on tests related to the SOL's as well as on traditional measures such as courses offered by the school and the qualifications of its teachers.

SOL test are administered to students beginning in third grade. Test results are part of the criteria for promotion or retention at the elementary level, and for graduation at the high school level.

Instruction in English, mathematics, science, history, and social science must include the state's Standards of Learning. In addition, schools provide instruction in art, music, physical education, and health.

PROGRAMS OFFERED AT FORT BELVOIR ELEMENTARY

****Program of studies**

The Program of Studies (POS) is the framework of objectives used to drive instruction at all grade levels. They are the basis for making educational decisions.

****Special program of studies**

Fort Belvoir offers a variety of programs to meet the educational needs of students. Special education services are provided for students who are found eligible. Specific information regarding evaluation, eligibility, placement, and dismissal procedures from special programs can be obtained through discussion with the special education team leader, school psychologist, and/or the learning disabilities resource teacher.

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

The elementary guidance program offers a variety of services including classroom guidance lessons, individual/small group counseling sessions, and parental support.

The school-based gifted and talented program provides enrichment learning activities for selected students in grades 4-6. Children are screened for the program each year. The class meets with a GT teacher once a week and pursues a variety of academic and creative activities. Grades K-3 has a classroom-based enrichment program with specific lessons.

Instruction in band and strings is available to upper elementary students; strings for grades 4-6; band for grades 5 and 6.

ASSIGNMENT OF STUDENTS TO CLASSES

In May and June, teachers complete a placement form for each child. They work with resource and special education teachers, grade-level counselors, and administrators to develop class groupings. When making class groupings, many factors are considered. Student placements are made so that the composition of the resulting class enables the teacher to meet the needs of all of the children. Requests from parents for a specific teacher are discouraged. Honoring requests could result in a placement that is not best suited for a child's educational needs.