

*Graham Road
Focus School for Language &
Fine Arts*

*Student Handbook
2011-2012*



*Main Office: 571.226.2700
Attendance Line: 571.226.2727*

Website: <http://www.fcps.edu/GrahamRoadES/>

*The mission of Graham Road,
Focus School for Language and Fine Art, is*

to inspire students,

to achieve academically,

to think critically and creatively,

to learn independently, and

*to become ethically responsible within a
diverse & dynamic community.*



School Hours

FECEP/Headstart

Monday.....8:40 a.m. – 11:10 a.m.
Tuesday through Friday.....8:40 a.m. – 3:20 p.m.

Grades K – 6

Monday.....8:40 a.m. – 12:50 p.m.
Tuesday through Friday.....8:40 a.m. – 3:20 p.m.

Attendance Regulations

You are expected to come to school each day and arrive on time. When you are absent from school, your parent must call the school office before 7:30 a.m. on the attendance line, 571-226-2727. If not, the school will contact your parent(s). If you arrive after 8:30 a.m., you **must** report to the school office with the adult who brought you to school and pick up a tardy slip. The Code of Virginia now requires that any student who has five or more unexcused absences be referred to the school attendance officer. More than five unexcused absences will result in a petition to the Juvenile and Domestic Relations Court.

If you need to leave school during the day for a doctor's appointment, etc., your parents should send a note to the teacher in the morning; then, your parents will sign you out in the office at the time of pick up. You will stay in your classroom until someone in the office calls for you. You will not be released to anyone except your parents/guardians unless there is a note of permission signed by your parents/guardians. On the emergency care form, your parents/guardians must write the names of all persons to whom they give permission to pick you up from school or whom we should call if you should get sick and we cannot reach your parents.

Family Vacations

Research has proven that time on task is a major factor in student achievement. Thus, it is important that parents plan family vacations around Graham Road's holiday/vacation schedules. If you take a vacation for five or more days when school is in session, the absences will not be excused. A shorter number of vacation days are subject to review by your teacher(s) and the principal.

Family Emergencies

Graham Road staff works with parents who need their children to join them during the school year when family emergencies happen. Your parents need to notify the school as soon as they know of such an absence. You will need to make up all missed work as soon as possible following your return to school. However, it may not be possible **to make up standardized testing missed during a family absence.**



Health Room

The Fairfax County Health Department provides services to elementary schools. The health room aide is on duty 8:10 a.m. – 12:20 p.m. Monday and 8:10 a.m. – 2:50 p.m. Tuesday-Friday. Health room aides are trained to maintain a school health room, give emergency first aid, do health screenings, and keep records for the Health Department. When you are sick, the clinic aide will call your parents and ask them to pick you up. If your parent cannot be reached, the names and numbers listed on the emergency care form will be called. The health room does not have the capability for long time care for children who are sick at school. You should not come to school if you have a fever or have been vomiting in the previous 24 hours.



Medication

The school cannot administer medication to you during school hours without The School Approved Medication Form signed by your doctor and your parent/guardian. If you need any medicine during the school day, your parent/guardian must call the health room to make proper arrangements. If you have bad allergy problems, you and your parents need to tell the health room aide and your teacher immediately.

You may not carry prescription or non-prescription medicines to or from school. This includes cough drops, throat lozenges, and Tylenol/Advil/aspirin, etc. Only a parent may carry medicines to and from school. Parents are permitted to come to school and administer medication to his/her child.



Dress Code

Graham Road Students are expected to dress in a manner that promotes a positive school atmosphere and a readiness to learn. Appropriate clothing is expected. The current version of Fairfax County Public School's (FCPS) Dress Code Regulation (#2613) follows: 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.

Your clothing should fit, be neat, clean and safe, and follow standards of good taste and decency. You may not wear clothes to school that show cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative. Examples of prohibited clothes 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 made 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. If you do not follow the dress code, you will be asked to cover the inappropriate clothing, change clothes, or go home. If you repeatedly wear inappropriate clothing, you will be disciplined. Graham Road School requires students to wear rubber-soled shoes in the gym at all times. "Sneakers" are recommended. You may not wear flip flops at any time.



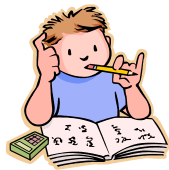
Emergency Care Forms

Your parents must complete an Emergency Care Form at the beginning of the school year. The main purpose of the Emergency Care Form is to help us locate a parent when you are sick or if there is an emergency. It is very important that we be able to find your parents at any time. Parents should include all work, home, pager, and cell phone numbers on the form and list phone numbers of neighbors, friends, and family members who may pick you up when your parents are not at home. Parents should also list any special arrangements that you may have for another person regularly picking you up. Please let us know when any of these telephone numbers has changed. Parents should update emergency care cards when you change your address, phone numbers, etc.



Going Home with a Friend

If you plan to go home with a friend and need to change your normal way of getting home for that day only, whether you will walk, ride the bus, or be driven home with another student, both you and that student must bring notes from your parents. Those notes must be taken to the office by 9:00 a.m. When riding the bus home with a friend, both of you will receive a bus pass that you will give to the bus driver.



Homework

On average, students in Grades 1-3 should have about ½ hour of homework per night. Students in Grades 4-6 can expect about 1 hour per night. Your homework should help you review or practice something that you have been working on with your teacher. If you are spending more than one hour on homework, or if you don't understand what the teacher wants you to do, it is very important that you or your parent talk with your teacher. All Graham Road students in Grades K-6 have an Agenda Book to help them organize their work. **You** are responsible for writing your homework assignments in this book every day and for having an adult family member read and sign the book each school night. **A second agenda will cost \$5.00.**

If you have to be absent from school three or more days, you or your parent/guardian should ask for your homework assignments from your teacher(s). These materials may be picked up in the school office **after dismissal**. You or your parent should ask for these assignments the day before or the morning of the day when your parent expects to pick up these assignments.



Late Opening, Early Closing, Cancellation of School

The Superintendent of FCPS decides when there will be a late opening, an early closing, or cancellation of school because of heavy snow and other emergency conditions. These decisions are announced over local radio and television stations as soon as the Superintendent makes his decisions. You may also call the FCPS hotline at 800-839-3277. Or you may get the latest information at <http://www.fcps.edu>. The information on radio, television, or the FCPS website is the most up-to-date. For this reason, you should not call the school. The school gets its information from the media, as well. **Be sure to plan with your parent/guardian what to do if there is an early closing and you get home early, but no one is at home.** You need to have

this conversation in October or early November, well before bad winter weather conditions are expected. **We are Fairfax County Public Schools, not Falls Church City Public Schools.**



Money

You should never bring large amounts of cash to school. If you bring money (cash or checks) to school, it should be put in an envelope with your name, your homeroom teacher's name, and the purpose of the money.



Party Invitations/Birthdays

Because students' feelings are easily hurt, you may not pass out party invitations at school unless the whole class will be receiving one. Your parents may bring birthday treats to school but they need to talk with your teacher before the day they plan to bring treats. Please put treats in individual baggies or divide in individual portions. **If you bring a birthday cake, lit candles and knives for cutting the cake are prohibited.**



School Lunch

Our cafeteria operates under the National School Lunch Program and serves breakfast and lunch each day. A monthly menu is given to each child.

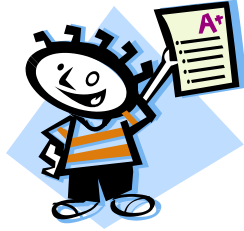
Breakfast = \$1.50

Lunch including milk = \$2.65

Reduced price breakfast = no charge; reduced price lunch = \$0.40

If you or your parent has money to give to the cafeteria, it should be taken there first thing in the morning. Parents should make checks out to Graham Road ES. The cafeteria also accepts cash. Families are encouraged to pay for lunches by the week, by the month(s), or by the year. Lunch records will be kept on each student's meal card in the cafeteria. Your parents may designate

money on your meal cards to be used to buy snacks and other extra foods. Outside food such as McDonald's, Wendy's, or any other fast food restaurants is NOT permitted.



Student Behavior Expectations

Classroom Rules

Graham Road has three rules – **RESPECT, RESPONSIBILITY, SAFETY**. Students and teachers in each classroom and at each grade level define exactly what it means to be a respectful, responsible, and safe member of the classroom.

Student Rules for Common Areas

The rules for Graham Road's common areas are the same for all students at all grade levels.

Bathroom Rules:

- Respect bathroom property
- Use quiet voices
- Keep bathroom clean and dry
- Use the bathroom closest to where you are

Cafeteria Rules:

- Use kind words
- Stay in your seat
- Use quiet voices
- Keep your hands and feet to yourself

Playground Rules:

- Take turns
- Keep hands and feet to yourself
- Use playground equipment properly
- Include everyone

School Hallways:

- Walk quietly
- Walk together
- Walk to the right
- Follow directions

Graham Road students may not...

- bring mouthwash, breath spray, carbonated drinks, or anything in glass bottles
- bring toys, radios, electronic gadgets, or trading cards
- buy, sell, or trade personal property at school, on the bus, at the bus stop, on the way home or to the bus stop, or at school-sponsored functions
- wear hats, bandanas, or any other decorative head gear inside the building unless there is a special celebration
- bring or eat candy at school without the principal's permission
- bring or chew gum in school
- bring more money than is needed for the price of a day's breakfast or lunch (See "Money.")



FCPS Student Rights and Responsibilities Handbook

The *FCPS Student Rights and Responsibilities* handbook (Regulation 2601) is distributed and discussed with all students. Parents and students must sign the signature sheet in the handbook to acknowledge receipt, review, and understanding of the handbook's contents. The following are a few of Fairfax County Public Schools regulations that are detailed in the handbook:

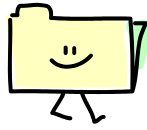
- Do not bring any weapon or "look alike" weapon, including real or toy guns, knives, slingshots, etc., or any item that is used with the intent of threatening, or harming any individual
- Do not engage in using, distributing, selling, giving away, or manufacturing any alcohol or drug product, or "look alike" item
- Do not fight or engage in any gang activity
- A student may possess a cell phone on school property, both during the school day and while in after-school events. However, the cell phone must be **OUT OF SIGHT AND TURNED OFF.**

In addition, the following disruptive activities are violations for which students may be suspended:

- bullying and harassment
- intimidating /threatening behavior
- fighting
- cursing or gesturing
- damaging school property
- use or possession of fireworks
- violations of attendance regulations
- willful disruption of school activities
- defiance of authority
- theft
- gambling
- illegally using or accessing computers

The handbook states that all rules of conduct apply to students during school, while attending a school activity (at any time and at any location), and while going to or returning home from school or a school activity.

It is your responsibility to report incidents that violate school rules and situations that may become potential problems. This is not tattling.



Thursday Packet

The Graham Road staff thinks it is very important to keep your parents/guardians informed of your progress. Your teacher will be sending home a yellow envelope every week on Thursday. We are asking you to review all of your papers and other school information with your parents/guardians. Please talk to them about the work and have them sign the envelope next to the date. You should return the yellow envelope to your teacher the next day, Friday. You will receive these special envelopes at the beginning of the school year to use for the whole year. **If you lose your envelope, you will have to pay \$0.25 cents for a new one.**



Transportation

Bus Riders

Riding the bus to and from school and on field trips is a privilege. Students must follow all safety and good behavior rules in order for the driver to operate the bus in a safe manner. Regular bus transportation is provided for students who live more than one mile from the school or when an unsafe situation exists. **Students designated as bus riders may not walk to/from school because of safety issues.** Graham Road students must behave in a cooperative and positive manner at bus stops and on the bus. Due to field trips and other occasional uses of buses by walkers and car riders, all students will receive **a copy of Regulations for Pupils Riding School Buses in the Students Responsibilities and Rights booklets (page 4, K-3 and page 39, Grades 3-6).** Students and parents should request to review the information. If you do not follow bus rules, the principal will take disciplinary action that may include suspension from riding the bus.

Walkers

Walkers must arrive in the morning between 8:05-8:30 a.m. There are no adults on duty to supervise and ensure your safety before that time. Walkers who cross Monticello Drive should use the crosswalk and cross only when a safety patrol or staff member is on duty. It is a good idea to walk in pairs or groups and to practice good walking safety. **Walkers must go directly home at the end of the school day and check in with parents before going anywhere else unless a parent note has been brought to the school. Students may not cross Graham Road without an adult, on the way to or going home from school.**

Car Riders (Kiss and Ride)

Car riders must be dropped off between 8:05-8:30 a.m. and be picked up by 3:35 p.m. (1:05 p.m. on Mondays). Car riders should be dropped off and picked up in the staff parking lot where an adult is on duty. Car drivers need to wait in line and must not pass any cars in the line. **If you are not at Kiss and Ride when your ride gets to the head of the line, the driver will be asked to circle around to the end of the line. After 8:30 a.m. and 3:35 p.m. (1:05 p.m. on Mondays) your parents must drop you off and pick you up at the office.**



Visitor's Policy

Your parents are welcomed in classrooms but should first make arrangements with the teacher so that the visit will not interrupt instruction. Fairfax County School Board policy indicates that all persons must come to the office when entering the building. If parents, friends, or community members visit the school after 8:30 a.m. they must press the buzzer at the main door. Someone in the office will let them into the building. They must come directly to the office to complete the visitor's sign-in and get a visitor's sticker from the office staff. Younger children, friends of students, or students from other schools may not visit in the classroom unless the principal gives permission.

If your parent or another adult comes to school with you in the morning, please say goodbye to him/her at the door or in the main hall. We ask that your parent not walk with you to the classroom. **If your parent needs to speak with your teacher, he/she may leave a note or phone message in the main office. The teacher will get back to your parent within that day, or no later than 24 hours.**

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE SCHOOL
OFFICE AT 571-226-2700**

Graham Road Elementary Home-School Compact

Staff Members' Responsibilities

I will:

- treat all of our students, parents/guardians and colleagues in the school community with respect
- provide high-quality instruction for every child, as defined by the state, the division, and by our focus school objectives
- provide an effective teaching-learning environment that enables our students to meet division, state and federal grade-level benchmarks
- provide an inclusive, caring, and safe environment for all of our students
- communicate with parents/guardians about student progress by phone, email, newsletters, conferences, agenda books, Thursday packets, and progress reports
- provide information about education and school events to parents/guardians through Partners in Print, grade-level meetings, principals' coffees, Keep in Touch, and Thursday packets

Parent's and Guardian's Responsibilities

I will:

- make sure that my child is in school, dressed appropriately, before 8:30 a.m. each morning
- check my child's agenda book each evening to see what the teacher(s) has assigned for homework
- sign my child's agenda book each evening after seeing that my child has finished the homework
- let the teacher know when my child is having trouble doing homework or having a problem at school, using a note in the agenda book, a phone call, or an email
- look at all papers in the Thursday Packet each week, sign the front of the packet, and return it no later than the following Monday morning
- attend Back-to-School Night in September and meet with my child's teacher during the parent/teacher conference days at the end of the first grading period
- make sure that my child reads for at least 20 minutes every evening

Student's Responsibilities

I will:

- treat all adults and students in the school and at home with respect
- treat the school building and all items in the school with respect
- cooperate with other students and adults to make school a safe place
- show responsibility by doing all of my homework, all my class work, and following directions
- expect to learn and improve in my knowledge and skills each day
- be in my homeroom no later than 8:30 a.m. everyday