

GREENBRIAR WEST ELEMENTARY

Parent/Student Handbook

2011-2012



MAIN OFFICE HOURS
8:00 a.m. – 4:30 p.m.

SCHOOL ADMINISTRATION

Lori M. Cleveland, Principal
Lauryn Campbell, Assistant Principal

MAIN OFFICE: 703-633-6700

FAX: 703-633-6797

ATTENDANCE: 703-633-6767

HEALTH ROOM: 703-633-6710

PTA OFFICERS FOR 2011-2012

Sandy Jones, President
Stella Pekarsky, Vice-President
Jenny Bowers, Secretary
Christine Myers, Treasurer

2011-2012 SCHOOL CALENDAR

September 6	School Begins
October 10.....	Columbus Day Holiday
November 4..	First Grading Period Ends *+
November 7-8	Student Holidays
November 23.....	Students Released Two Hours Early
November 24-25.....	Thanksgiving Holiday
December 23-Jan 2.....	Winter Vacation
January 16.....	Martin Luther King Jr.'s Birthday Holiday
January 27.....	Second Grading Period Ends *+
January 30-31.....	Student Holidays
February 20	Presidents' Day Holiday#
March 30.....	Third Grading Period Ends*+
April 2-6	Spring Vacation
April 9	Student Holiday#
May 28	Memorial Day Holiday
June 19	Last Day of School*+#N

+ Report cards are provided at the end of each grading period

Date subject to change if more than 3 school days are lost due to inclement weather

* School in session

N Early release on the last official day of school

DAILY SCHEDULE

MONDAY:

Grades K - 6.....9:15 a.m. – 1:25 p.m.

TUESDAY – FRIDAY:

Grades K - 6.....9:15 a.m. – 3:55 p.m.

DAYS MISSED

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

MAKE-UP DAYS

- No make-up required
- No make-up required
- No make-up required
- Feb. 20
- April 9
- No make-up required
- June 20
- No make-up required
- June 21
- No make-up required

Register to receive email notification of emergency announcements and FCPS news at www.fcps.edu and click "Keep in Touch."

INTRODUCTION

Welcome to Greenbriar West Elementary where we have pride in school and pride in performance! This Parent-Student Handbook 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 (703-633-6700) between 8:00 a.m. and 4:30 p.m., Monday through Friday.

SCHOOL ARRIVAL

Children should arrive at school no earlier than 8:50 a.m. Classes begin at 9:15 a.m.

TARDINESS

Children are considered tardy when they arrive after 9:15 a.m. We appreciate your help and cooperation in encouraging your child to be on time. **Parents must bring students into the Main Office when arriving late for school.**

STUDENTS WALKING TO AND FROM SCHOOL

Many children walk to school. Crossing guards and patrols are posted along routes for the safety of walking students. In order to ensure supervision of walking children by patrols and guards, students should time their morning trip in order to arrive at school no earlier than 8:50 a.m. At dismissal, students are required to leave the building and school grounds promptly and go directly home. Students are not allowed to ride bicycles or skateboards to and from school.

KISS & RIDE

From time to time, it is necessary to drive students to and/or from school. The parking area on the side of the school has been designated as the "Kiss and Ride" area for loading and unloading students in private cars. **The school driveway in front of the school is closed to all traffic other than FCPS school bus traffic from 8:45 - 9:10 a.m. and 3:20 - 4:20 p.m.**

BUS RIDERS

Bus transportation is provided for those children who live more than one mile from the school or when an unsafe condition exists. School bus riders in FCPS are required to observe **rules of safety and good citizenship** while riding on a bus and while waiting at the designated bus stops. 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 **Regulations for Pupils Riding School Buses**. All parents are requested to review this information with their children and return a signed acknowledgment form to school. **Bus driver reports of student misconduct occurring more than once can result in suspension of bus riding privileges.**

PERMISSION TO GO HOME WITH ANOTHER STUDENT

Permission for a student to go home with another student may be granted for school-related projects only. **A note is required (by noon) from parents of both children** if a child is to go home with another child after school.

EARLY RELEASE OF STUDENTS

If you wish your child to be dismissed early, a note should be sent to the teacher that day. Parents or guardians must come into the Main Office to sign out a student. Students will remain with their teacher until notified by office personnel. Release of children to adults other than parents or guardians is prohibited unless authorized by the parents or guardians.

ABSENCES AND LATE ARRIVALS

All student absences must be supported by a valid excuse. When your child will be absent from school or arriving late, please call the Attendance Line (available 24 hours) at **(703) 633-6767 by 9:00 a.m.** For absences that will occur in the future (out of town plans for example), parents are requested to provide the school with a written note before the absence occurs.

SCHOOL SAFETY AND SECURITY

The safety of our students is a priority. School security must be everyone's responsibility. All visitors (including parents) must report to the Main Office immediately upon entering the building, sign in, and obtain an identification badge to wear within the building. Staff members will challenge all adult

visitors not wearing an identification badge. As a safety precaution, students use the "buddy system" when traveling outside the classroom.

PARENT VOLUNTEERS/VISITORS

Volunteers are always welcome at Greenbriar West! We encourage you to spend time at our school – come to a performance, join your child for lunch, and participate as a classroom volunteer. However, in an effort to avoid instructional interruptions, we ask that you make a request for a classroom observation, in advance, with administration. A classroom observation (limited to 30 minutes) will be approved on an individual basis. Please note that non-school aged children may not accompany parents when visiting or volunteering, except for lunchtime visits to the cafeteria.

EMERGENCY SCHEDULE CHANGES

Weather conditions such as extreme heat, heavy snow and ice, and/or any other unexpected safety issue may necessitate changing the school schedule. When a delayed school opening or full-day cancellation decision is made, the Division Superintendent will notify local television and radio stations by 6:00 a.m. **Please check these local radio stations, Cable Channel 21, or the FCPS.edu website. Please do not telephone the school for this information.** Our phone lines need to be kept open to receive instructions from school officials.

Full-Day School Closing - All activities, field trips and recreation programs in schools and on school property will be cancelled. **SACC centers will be closed.** The Main Office will open on time.

Two-Hour Late Opening - Monday schedules will automatically switch to the Tuesday-Friday full-day schedule. Morning field trips will be cancelled. **SACC centers will open by 8:00 am.** The Main Office will open on time.

Two-Hour Early Closing – A decision will be announced by 10:30 am. All extracurricular activities, field trips, and recreation programs in schools and on school property will be cancelled. Monday schedules will automatically switch to the Tuesday-Friday full-day schedule.

KINDERGARTEN ENROLLMENT

Fairfax County Public Schools offers a kindergarten program to any Fairfax County resident whose fifth birthday falls on or before Sept. 30 of the given school year. Commonwealth of Virginia laws do not permit waivers or consideration based on student's skills for a child born after Sept. 30. All children who will be five years of age by Sept. 30 must be enrolled in school unless the school principal is notified by the parents that they do not wish to enroll until the following year.

STUDENT REGISTRATION

Before a child is admitted for the first time to Fairfax County Public Schools, the child must have a comprehensive physical examination completed no earlier than 12 months prior to beginning kindergarten. The law requires that every child furnish a certificate from a licensed physician stating that the following immunization shots have been administered: diphtheria, tetanus, whooping cough, polio, mumps, measles, German measles (rubella), hepatitis B and varicella. **Prior to entering sixth grade**, all students in Virginia are required to receive a booster dose of Tdap vaccine if at least five years have passed since the last dose of tetanus toxoid-containing vaccine (DTP, DTaP, DT, or Td). Students lacking required documentation of immunization will be barred from attendance. Schools will provide the necessary forms. It is the parent's responsibility to return the completed forms to the school. The original birth certificate of the child and proof of residency are also required.

EMERGENCY CARE FORM

The main purpose of this form 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 staff a number where you can be reached during the day. Also, if your child has any allergies or serious medical

conditions, please list them on the form. **It is essential that the information on the emergency care form be updated and kept current throughout the school year.**

THE HEALTH ROOM

Fairfax County Health Department and FCPS have a rather strict set of expectations for the operation of school health rooms. The purpose of our health room is to determine whether a student is well enough to remain in school; it is not a "sick room." The School Health Aide or secretary will contact parents when students become ill or injured during the school day. Parents are requested to make alternate arrangements to care for a sick child when they are not able to be at home. Please note these arrangements clearly on the **Emergency Care Form**.

MEDICATION

The School is not permitted to administer any medications unless a parent has filled out a Medical Permission Form that may be obtained in the school office/health room or on the FCPS website. Students that are required to take medication for more than ten days **must have** the Medical Permission Form signed by their physician. Parents are required to bring any medications to school in the original container labeled by the physician or pharmacy. Any questions about medication should be directed to the school Health Aide at 703-633-6710.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the office immediately if your address, home, or work phone number changes. It is vital that the emergency care form information remain current.

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.).

HOMEWORK AND MAKE-UP WORK

No hard and fast rules concerning homework can be made. The purpose of homework assignments is to enrich, enhance, and/or extend school experience. Some of the desirable outcomes of good homework are growth in responsibility, training in good work habits, opportunities for increasing self-direction, reinforcing skills, and learning how to budget time wisely. Allowances for individual differences are considered when making homework assignments. Generally, assignments in the primary grades do not exceed 30 minutes of work each night, Monday through Thursday. In grades 4-6, homework assignments should not exceed one hour. 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 and work cannot be provided in advance of lengthy absences.** Standard assignments such as journal writing or other curriculum-related tasks will be given whenever possible. Parents are expected to make sure that students complete these special assignments.

PROGRESS REPORTING TO PARENTS

Progress reports will be sent home one week after the end of each marking period. The purpose of the progress report is to help each parent and student identify a student's strengths and weaknesses and to help teachers evaluate each student and plan their instruction accordingly. Teachers will request conferences with parents at the end of the first grading period. Additional conferences are encouraged and may be requested by the teacher, the parent, and/or the school administrator. To protect valuable instructional time, conferences should be planned either before or after the regular instructional day. Parents interested in having a conference are asked to either send a note with your child or send an email message to the teacher. You may also call the Main Office at (703) 633-6700 to leave a message in the teacher's voice mailbox.

SCHOOL TO HOME COMMUNICATION

In our efforts to "go green," we send out most school and community information via Keep in Touch (KIT) email. For those families who do not have internet access, hard copies are sent home in the weekly **Thursday Folder**, along with student work and classroom notices.

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 to set up an appointment.

STUDENT RIGHTS AND RESPONSIBILITIES

To achieve the goal of providing a quality education, the Fairfax County School Board has defined the responsibilities and rights of students in elementary schools. The document, available in the school office or on the FCPS website, is used in all schools to ensure due process.

STUDENT DRESS CODE

Student dress is important, as it relates to the atmosphere that affects learning and development of wholesome attitudes. Students demonstrate better behavior and show more attention to school work when they are neatly dressed. All students should wear shoes that allow for safety during an active physical education program. Hairstyles must not interfere with vision or the learning atmosphere. While student dress and grooming instruction are prime responsibilities of parents, it is hoped that the school and parents can work together to encourage the development of positive attitudes and habits of proper dress and healthy personal hygiene in our students.

Undesirable clothing items are as follows:

1. Halter, strapless, tube or sleeveless tops
2. Cropped tops allowing midriff exposure
3. Low riding pants or skirts allowing hip exposure
4. Hats worn indoors (**Hats worn for sun protection are acceptable**)
5. Any clothing displaying offensive and distracting words or pictures

STUDENT DISCIPLINE and SCHOOL EXPECTATIONS

The Responsive Classroom approach to teaching and learning fosters safe, challenging, and joyful elementary classrooms and schools. Teachers will use this teaching approach with students to develop standards of behavior to maintain an atmosphere that will maximize learning throughout the building and build positive social skills. No student will be allowed to engage in any behavior that is not in his/her best interest or in the best interest of others, or is disruptive to the instructional program or staff of Greenbriar West Elementary. Certain forms of misconduct such as fighting, bullying, discourteous behavior, and other chronic misbehavior will result in immediate administrative action. GBW school expectations are to: be kind, be cooperative, be responsible, be respectful and be a positive participant.

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.

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 the loss of such items.

TELEPHONE USE BY STUDENTS

Children are not permitted to make telephone calls during the school day except in cases of emergency. In case of student illness, a staff member will make any calls home. Please help your child develop a set routine of placing items which must be brought to school such as money, lunch, homework or books in a designated place to avoid leaving them behind. In the event that it is necessary to bring forgotten items to a student during school hours, parents are to leave the items in the Main Office. We would like our classrooms to be free from interruptions.

STUDENT FOOD SERVICE PROGRAM

All children in grades 1-6 are required to eat lunch at school. Lunch may be brought from home or purchased in the cafeteria for \$2.65. Breakfast is also available before school for \$1.50. For your convenience, there are three ways to purchase student meals:

1. Online using www.myLunchMoney.com - The service is easy, convenient, private and secure. There is a \$1.95 convenience fee. Once parents open an account, they may check the balance at any time.

2. Check - Make checks payable to GBW Food Services and bring the check to the food service manager's office. A local address and phone number are required to be either printed or handwritten on the check. The student name and PIN number are required on the check memo line. Parents who want their checks for meals only should write "MEALS ONLY" on their check.

3. Cash - Cash may be brought to the food service manager's office for deposit on student's account, or students may pay cash on a daily basis.

Parents are encouraged to prepay for their child(ren)'s meals so lunch money is always available.

SPECIAL NOTES ON LUNCH ACCOUNTS:

- Remind child(ren) not to share their personal identification number (PIN) with friends.
- Payments may be specified for meals only or meals and a la carte snacks.
- A printed summary of child(ren)'s account is available by contacting the food service manager or by signing on with MyLunchMoney.com. **You do not need to use the online account for this service.**

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 are available in the Main Office and must be completed by a parent and forwarded to the FCPS Office of Food Services annually, these do not renew automatically. For more information visit the Food Services website at fcps.edu and select Lunch Menus.

CAFETERIA EXPECTATIONS

It is the right of every student to eat lunch and socialize in an atmosphere that is safe, orderly, and calm. Therefore, students must observe the following expectations:

- Use good manners
- Stay in your seat
- Use quiet voices
- Raise your hand for help

FIELD TRIPS

A field trip that coordinates with a curriculum area may be scheduled for your child's class during the school year. A signed permission form to participate in a school field trip must be returned to the teacher in advance of the trip. In case of a delayed school opening, field trips will be **automatically** cancelled and then rescheduled when possible. 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.

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

The Virginia Board of Education adopted the Standards of Learning (SOL) in four core subject areas: English (Reading and Writing), Mathematics, Science, and History/Social Science. The Standards of Learning (SOL) provide a framework of instructional objectives for kindergarten through high school. Students are tested in grades 3 - 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 includes the SOLs and prepares students to take the tests that are mandated by the Commonwealth of Virginia.

SPECIAL PROGRAM SERVICES

Advanced Academic Center – Greenbriar West provides a full-time academic placement for highly gifted students in grades 3 - 6. Teachers follow a curriculum framework to differentiate the depth, breadth, and pace of instruction based on the POS/SOL objectives. Advanced Academic Center eligibility is determined by the FCPS central screening committee.

Advanced Academic Programs - This program provides opportunities for all students to develop academic strengths through a more rigorous and challenging program. Response Lessons are offered for K-2 students, while Thinking Lessons are offered in 3-6 classrooms. Identified students who receive Advanced Academic school-based services from an Advanced Academic resource teacher are challenged through lessons, models, and strategies designed to extend and enrich the POS in the four core subject areas.

English for Speakers of Other Languages (ESOL) - Greenbriar West provides services for students with little or no English proficiency. Students in grades 1-6 are placed in the regular classroom setting ~~for part of the day~~ and receive additional support from the ESOL teacher.

Elementary School Guidance Counselors - Guidance counselors meet each student's needs through group guidance lessons, individual sessions, small group discussion, and parent/teacher conferencing. Students may refer themselves or be referred by school staff or parents.

Foreign Language in the Elementary School (FLES) – is an approach to language learning that allows students to develop basic communicative skills in a language while reinforcing and enriching content in other disciplines. The FLES model is taught during the school day.

Band and Strings – An itinerant instrumental music teacher provides band instruction to interested students in grades 5-6, and strings instruction to students in grades 4-6. Classes meet once a week during the school day.

On Site Child Care - School-age childcare (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. **For more information please call the SACC Registration Office at (703) 449-8989. To reach the SACC office at Greenbriar West, call (703) 633-6761.**