

Information Handbook for Parents and Students

2011-2012



5401 Danbury Forest Drive, Springfield, VA 22151

Kings Glen Elementary School

Office (703) 239-4000
Attendance Line (703) 239- 4040
Counselor (703) 239-4016
Clinic (703) 239-4010

Principal: Sam Elson
Assistant Principal: Kay Mallory
Family Liaison: Chris Kamerow

Fairfax County Public Schools

Fairfax County Public Schools is the eleventh largest school system in the nation. Kings Glen Elementary is one of the 138 elementary schools in FCPS. Kings Glen was established in 1969 as the first grade four through grade six elementary school in the county and has remained in partnership with Kings Park Elementary (preschool through grade three) ever since.

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SCHOOL HOURS

Main Office (Monday - Friday) 7:30 AM - 4:00 PM

Students

Monday (Early Closing) 8:20 AM - 12:30 PM

Tuesday - Friday 8:20 AM – 3:00 PM

Students will not be allowed in the building before 8:05 AM.

Students will not be allowed in the building after 3:00 PM unless they are here for an after school activity such as Kings Jesters, Good Will Gators, tutoring, etc. Students will not be allowed in classrooms after 3:00 PM to retrieve forgotten musical instruments or homework.

Tardy bell rings at 8:20

For safety reasons, if your student is arriving after 8:20 we ask that a parent/guardian escort the student to the office for check-in.

When the school day is interrupted or canceled because of inclement weather, bulletins will be issued on all local radio and TV stations.

EARLY CLOSING ON MONDAY

Students will be dismissed early each Monday to provide time for professional meetings, in-service seminars and workshops for staff, as well as parent conferences. Refer to the FCPS school calendar online for additional in-service days and conference days during the school year.

EMERGENCY CARE CARD

It is imperative that we have a completed, up-to-date emergency care card for each child so we can reach parents/guardians in case of an emergency. It will be used for in-school use and will accompany students on all field trips.

Children may be released only to those adults authorized by the parent on the emergency care card. It is crucial that parents list relatives, neighbors or friends who could be contacted if the parent cannot be reached. Please notify the school if your address, phone numbers or emergency contact person(s) change so we can update the emergency care card. In special cases, you may wish to call and give the school secretary a number where you can be reached for the day. Also please list any special arrangements you may have for transportation.

Please complete the Emergency Care Card when it is received and return it to school immediately --- update this information whenever changes occur. We need to be aware of any chronic illness (asthma, severe allergies, etc.) your child may have. Please include this information on the card (in red, if possible) in the section "Allergic to Medication" and notify the office.

ATTENDANCE

To help students develop desirable patterns of behavior and to maximize learning, FCPS requires that students be regular and punctual in attendance. Excused absences include: illness, death in the family, personal religious obligations, medical or dental appointments, or others at the discretion of the principal.

Official attendance is recorded at the beginning of each school day. Excessive absences/tardies will be brought to the attention of the school guidance counselor who will work directly with the principal, school social worker, and parents to rectify the situation.

Absence Notification Procedures - If your child is going to be absent for the entire day or late for any reason, we ask that you call the school attendance line at (703) 239-4040. Parents will be contacted whenever a child is marked absent by his/her teacher and there has been no prior parent notification. This system is used as a safeguard to assure both parents and school that the child does, indeed, arrive at school after he/she leaves home.

Virginia State Law requires each absence to be supported by a valid written excuse. Each child who is absent from school must be called in each day by a parent/guardian explaining the reason(s) for the absence.

Late Arrival - A child arriving at school after 8:20 AM must first report to the office for correction of attendance records. We request that a parent/guardian accompany the student to the school office. Students who arrive after 8:20 A.M. will be marked tardy.

Extended Absence – When a child is expected to be absent due to illness for an extended period of time, the school should be notified so that provisions may be made for a home study program.

Release from School Before the End of the Instructional Day - To protect valuable instructional time, non-school activities should not be scheduled during school hours. If a child must leave early for a medical or dental appointment, a parent should send a note in advance and sign the child out in the office at the appropriate time. It is not necessary to call the school in this case.

Parents Must Come into the Office and Sign Out Their Children. - Children will not be released during the school day to anyone other than the parent/guardian or persons listed on the emergency care card. In the event that a parent must send another person to pick up the child, parental authorization will be required. Please make a note on the Emergency Care Card, and update this information whenever changes occur. Students may be released to either parent unless prohibited by court order. If restricted custody has been legally established, be sure to furnish a copy of the custody order to be kept on file in the school office.

Receiving Homework During Absences - If you wish to come in and pick up your child's make-up work, please call by 10:00 AM. and the homework will be ready for you in the office by 3:30 PM. FCPS policy allows one day of make-up for each day of excused absence. FCPS

policy requires that any child who is absent from school for 15 consecutive days or more be withdrawn officially from our attendance records. Upon the child's return, the parent must re-enroll him/her.

Vacations During the School Year - Parents who want their children to join them on trips and vacations during the school year should be aware that absences for these reasons are typically considered unexcused absences. Such extended vacations can interrupt sequential learning, and it is impossible for the teacher to provide a complete and stimulating academic program for the child or to provide assignments to accommodate the length of an extended vacation. Therefore, it is the parent's responsibility to provide reinforcement and drill activities while the child is away. It is also expected that all work missed while on a trip will be made up as soon as possible following the child's return to school. FCPS policy allows one day of make-up for each day of excused absence.

EMERGENCY CLOSING / DELAYED OPENING

Weather conditions (extreme heat, snow, ice) may make it necessary to close schools or alter the normal time schedule. On days of inclement weather, please turn on your radio, television, or cable **Channel 21** for news of schedule changes. Please plan with your child what to do should he/she arrive home early and you are not there. **Please Do Not Call the School.** Our telephone lines must remain open for emergency calls, student absences, and requests to reschedule appointments. The decision to alter the normal schedule is made by the Division Superintendent.

When schools are closed for the day, all field trips, PTA, community use, and recreation programs will be canceled. School-Age Child Care Centers will be closed all day. Parents should listen for pertinent radio announcements regarding weekend school-related activities.

When schools open one hour late (including Monday), all students report to school one hour late and leave at their regular Tuesday through Friday closing time (9:20 AM – 3:00 PM).

When schools open two hours late (including Monday), all students report two hours late and leave at their regular Tuesday through Friday closing time (10:20 AM – 3:00 PM).

When schools close one hour early (including Monday), students will be dismissed at 2:00 P.M., an hour earlier than the regular Tuesday through Friday closing time. School-Age Child Care (SACC) Centers will remain open until the children are picked up. (Parents may be required to arrange for an early pickup where necessary.)

When schools close two hours early (including Monday), students will be dismissed at 1:00 PM, two hours earlier than the usual Tuesday through Friday schedule. School-Age Child Care (SACC) Centers will remain open until the children are picked up. (Parents will be required to arrange for an early pickup where necessary.)

When schools close early due to snow or inclement weather, PTA, community-use, and recreation programs will be canceled.

FAMILY PLANS FOR SCHOOL CLOSING

Parents are urged to make arrangements early in the year for the care of their children when schedule changes are made (and to provide for the rather rare situation when it is necessary to close an individual school because of power failure or other circumstances). It is impossible for the school office to contact every parent within a safe time frame following the announcement of schools closing. Your child should be familiar with several alternatives that are satisfactory to you.

FOOD SERVICES

Breakfast - Students may purchase breakfast at Kings Glen at a cost of \$1.50. Adult breakfasts are \$1.95. The weekly breakfast menu includes juice, milk, and a choice of cereals, biscuits, and other breads. A menu is sent home monthly. To participate in the breakfast program, students should proceed directly to the cafeteria serving line after the 8:05 arrival time.

Lunch - Nutritious school lunches are served in the cafeteria daily at a cost of \$2.65 per student lunch. Adult lunches are \$3.65. A menu will be sent home monthly. Milk is served with each lunch or may be purchased separately. Ice cream and other a la carte items may also be purchased by children, but not in lieu of lunch. Federal and state subsidies are allowed for only one lunch per student. A juice machine is also available for student use during lunch.

Carbonated soft drinks are not permitted during lunch and bottled drinks and other glass containers should not be brought to school or the cafeteria. Injuries can result from broken glass.

Lunch-on-Loan Program - We encourage parents to assist their children in remembering to bring a lunch or lunch money to school each day. However, on those occasions when a child is without a lunch or does not have money to purchase one, cereal and milk is provided. It is the child's responsibility to tell the cafeteria manager that he/she does not have a lunch. The manager will give the child a note indicating the need for additional lunch money. It is the child's responsibility to inform the parent.

Purchasing Lunch - A computerized cash register system (www.myLunchMoney.com) enables families to purchase meals in advance on a weekly, bi-weekly, monthly or quarterly basis. This system allows parents to provide an emergency fund should the child forget his/her breakfast or lunch money. Students who prepay for their breakfasts and/or lunches receive a personal ID number to use for meals and a la carte purchases.

To open or add to an account, parents may send a check or cash to the cafeteria manager or access the student's account online. Students are asked to go directly to the cafeteria upon arrival to school if opening or adding to an account. Checks should be made payable to Kings Glen Elementary Cafeteria. To restrict use of the prepaid lunch account, indicate your preference on your check or by note: lunch only or lunch and a la carte. Unless a preference is indicated, your child may use the account to purchase both a full lunch and/or a la carte items (milk, ice cream, pretzels, cookies, etc.).

Have Lunch with Your Child - Parents are encouraged to join their children for lunch. No advance reservations are needed. Please check in at the office for a visitor's badge before

meeting your child's class in the cafeteria. Remember, lunch times on Mondays are different from the rest of the week.

Breakfast and Lunch Subsidies - Applications to receive a free or reduced price breakfast, lunch, and milk are available at the school throughout the year. Renewal applications are sent directly to parents. They should be completed and mailed to the listed address at the beginning of the school year. All requests are confidential and prescribed state guidelines are applied to each request. Federal regulations prohibit the use of meal eligibility information for any purpose other than providing free and reduced price meals.

HEALTH SERVICES

Screening - Vision and hearing screening of all FCPS students, including newly enrolled, is conducted each fall by the public health nurse and clinic volunteers. Because this is only a cursory check it cannot be assumed that all vision and hearing problems will be detected. Parents should continually be alert to identify vision or hearing difficulties which indicate need for examination by a specialist.

Health Room – Health Room services in the school are performed by the health room aide, parent volunteers, and office staff. Services include the administration of medication and modified first aid. Because health room services are limited by the State Department of Health and Education to the care of minor illnesses and injuries, parents will be contacted if the child's condition requires more attention. Therefore, it is very important that the Emergency Care Card be returned to school at the beginning of each year with the correct telephone numbers for parents and other emergency contact persons. Please update these numbers by notifying the school office whenever changes occur during the school year.

Contagious Illnesses - The objective of the communicable disease policy for FCPS is to control and manage student exposure to contagious diseases. All children with symptoms of disease such as rashes or skin eruptions of any type, watery and inflamed eyes, fever, sore throat, vomiting or diarrhea, etc., should stay home until the doctor evaluates their symptoms and determines whether or not they are contagious. The Fairfax County Department of Health recommends that a child remain home fever-free for 24 hours after an illness prior to returning to school.

Parents will be contacted and expected to take their child home if the student is sent to school with symptoms of disease, becomes sick, or develops a rash. This policy is designed to protect your child against unnecessary exposure to disease. Because some rashes, pink eye, impetigo, ringworm and scabies can be highly contagious illnesses, the school requires a note from the physician for any child with a contagious illness, stating that the child is no longer contagious, before the child can return to school.

Please notify the school office if your child should contract chicken pox, strep throat, measles, or other contagious illness. This information will help us monitor the classroom situation.

Optional Insurance: Accidental and Dental - Student accident and dental insurance policies are available throughout the year. Forms are sent home at the beginning of the school year or upon enrollment.

Medication at School - In accordance with Fairfax County Public School Regulations, no medication of any type may be given in the schools unless it meets certain criteria as specified in the policy (see "Authorization of Medication" see below).

One of the criteria is that students may not take medication at school (over-the-counter and prescription), except under the strict supervision of an adult and in accordance with School Board guidelines. All students must go to the clinic to receive medication.

If a child needs to have medication administered during the school day, parents should obtain from the clinic or office staff and complete the required "**Authorization for Medication**" form(s) which communicate the directions under which the student is able to take medication during the school day. In other instances, a physician's order is also required. Parents may authorize the school to administer an antibiotic for less than 10 days.

Parents/guardians must familiarize themselves with all rules and regulations regarding the facilitation of any medication in school. If the forms are not completed properly (often including a physician's signature), staff will not be able to administer the medication at school. Please contact the school if there are any questions.

Authorization of Medication includes the following important information:

- **The parent or guardian must transport the medication to and from school.**
- Except for over-the-counter (OTC) medications, all medications, including physician samples, must be sent to the school in a container labeled and dated by the pharmacist or physician and should include required information.
- The first dose of any new medication must be given at home.
- The parent or guardian is responsible for submitting a new form to the school each time there is a change in the dosage or in the time at which the medication is to be taken. Time for taking medication must specify time or activity, not "give as directed."
- All medication kept in the school will be stored in a locked area accessible only to authorized personnel.
- Within one week after expiration of the effective date on the physician order, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.
- Evidence that the student is being monitored by a physician *is required* every semester for psycho-stimulants, antipsychotic, antidepressants, anxiolytics, and seizure medication. (Orders renewing these medicines may be dated up to 60 days prior to the beginning of the semester.) These medications are required to be counted by parent and school personnel upon receipt and documented on the "Medical Receipt" form.
- The Fairfax County Health Department and the Fairfax County Public Schools do not assume responsibility for unauthorized medication taken independently by the student himself or herself.

REQUESTS BY PEDIATRICIANS AND PRIVATE PRACTITIONERS

To request that school personnel complete forms or checklists for pediatricians or other private practitioners, the following are required:

- A **release of information form** must be signed by the parent. The release may be obtained by the private practitioner and mailed directly to the school.

- A **stamped envelope addressed to the practitioner** who requested the information must also be provided. The forms will be completed and mailed directly to the requesting office. The private practitioner may then interpret the data for parents within the context of his/her evaluation process.

RELEASE OF DIRECTORY INFORMATION

Student information including the following is established as "directory information:"

- student's name
- student picture

This information may be made available on an individual basis or printed in school directories, class lists, school yearbooks, etc., without parental consent. In addition, a student's address and telephone number is classified as "directory information" but may be released to others only for school-related activities such as PTA, room parents, volunteer activities, and to Fairfax County agencies at the discretion and with the permission of the Assistant Superintendent for Student Services and Special Education. If parents do not wish any or all of the above directory information items to be released, they must notify the school in writing by September 30, or within 15 days of the child's first day of school if enrolling during the year.

During the school year, Fairfax County Public Schools (FCPS) may produce or participate in videotape, motion picture, audio recording, or still photograph productions which may involve the use of students' names, likenesses, or voices. Such productions may be used for educational or exhibition purposes by FCPS, may be sold to other school systems or education professionals, and may be copied, copyrighted, edited, and distributed by FCPS. Parents have the right to object to the use of their child's name, picture, or voice in these productions. Parents will be notified in advance of these special productions. The right to object must be communicated to the principal in writing.

REGISTRATION

Before any child is admitted for the first time to a public school, parents must present the following:

- **Certified birth certificate.**
- **"Commonwealth of Virginia School Entrance Physical Examination and Immunization Certification"** - form needs to be completed documenting that a comprehensive physical examination has been administered and signed by a physician. This physical examination must have taken place no earlier than 12 months prior to the date of first entering the public school.
- **Proof of Residency** – A deed or lease agreement.

The law also requires that every child furnish a certificate from a licensed physician stating that the following immunizations have been accomplished:

DTP-3 doses of DTP with 1 of the 3 administered after the 4th birthday. If any of these doses must be administered on or after the 7th birthday, ADULT Td should be used instead of DTP. **Effective July 1, 2006, the Commonwealth of Virginia requires that students receive a booster dose of Tdap vaccine prior to**

entering sixth grade if a t least five years have elapsed since the last dose of tetanus toxoid-containing vaccine.

OPV -3 doses of trivalent OPV with 1 of the 3 administered after the 4th birthday or 3 doses of eIPV with 1 of the 3 administered after the 4th birthday.

MEASLES - 2 doses of live virus measles (rubeola) vaccine, 1 dose given at 12 months of age or older, and a 2nd dose administered prior to entering KINDERGARTEN or 1st grade for the first time. **The Virginia General Assembly requires that all students entering sixth grade have documentary proof of having received two doses of measles vaccine.** This immunization may be obtained from your private physician or from the Health Department. Students lacking required documentation of immunizations will be barred from attendance (objections based on religious grounds may be discussed with the principal).

MUMPS -1 dose of mumps vaccine received at 12 months of age or older for students entering school on or after August 1, 1981.

RUBELLA - 1 dose of rubella vaccine received at 12 months of age or older.

In addition to the above requirements evidence of tuberculin screening is needed to enroll non-citizens, and U.S. citizens who have resided in a foreign country during the last 3 years for a consecutive period of 5 months or more.

TRANSFER TO ANOTHER SCHOOL

If you are planning to move any time during the school year or during the summer, please notify us several days prior to the move so that we can complete transfer records that will be needed at your new school.

CHANGE OF ADDRESS / PHONE

Please notify the school office immediately if your address or home/work phone number changes so that we may contact you in case of emergency. It is vital that emergency card information remain current.

TRANSPORTATION

Walking Students and Bicycle Riders - Children who walk to and from school must stay on sidewalks and not cut through yards. Please help to impress upon children the importance of this. Bicycle riders must wear a safety helmet (The Virginia General Assembly requires that all bicycle riders under 14 years of age wear a helmet), and observe traffic safety rules at all times, always watching for pedestrians and moving vehicles. Students should come to the office to request a "Bicycle Contract". Once it is signed by the student and parent, bicycling will be allowed. Parents are requested to instruct children to:

- Cooperate with the crossing guards and patrols.
- Use the "Buddy System" at all times. The Buddy System is having students travel together with one or more other children.
- Bus Riders - Bus service is provided for children who live more than one mile from school. Schedules for bus riders are mailed to each student prior to the opening of school. While pick-up and drop-off times remain fairly constant after the first two weeks of operation, there are circumstances which will alter some individual bus schedules. Inclement weather, especially heavy snow, unusual closing schedules, etc., may cause buses to run late.

Children should be at the bus stop about 5 minutes before the bus is due. Parents are requested to help children develop behavior habits which will contribute to safety at the bus stop and a safe ride on the bus. School bus riders in Fairfax County are required to observe rules of safety and good citizenship while riding on a bus and while waiting at a designated bus stop.

It is essential that bus riders cooperate and adhere to the bus regulations. All children will receive a copy of **Student Rights and Responsibilities that includes a section on riding the bus**. Please read these standards with your children and help them to understand the importance of appropriate conduct while riding a FCPS bus. **Riding the school bus is a privilege. Students reported for misconduct may be suspended from riding the bus for a set time period.** Additionally, please note that band instruments are permitted on the bus **only if space is available**. Any carry-on items, including band/strings instruments, must fit safely in the student's lap.

Change in Transportation Arrangements – Please send a written message before 2:00 PM the day of the requested change to school officials any time there is a change in a student's transportation to or from school. If you email a change of transportation, the email should be addressed to at least three people who work in the office. Should an emergency require that a child walk or ride home in a car with a friend, both children are required to bring notes from their parents to the school office on the morning of the day permission is requested. **Because many buses are filled to capacity, students are not allowed to ride a bus other than his/her assigned bus.** If a student is going home with another student by car, the parent/guardian who is providing this transportation will need to come into the office and sign out both students.

Parking and Traffic Safety - Transportation by car is recommended only for special or emergency situations. Due to traffic congestion at the entrance of the school during opening and closing hours, we request that no cars be in the traffic circle in front of the school before school or after 2:30 PM. This one-way lane is reserved for the arrival and departure of our buses. **Please remember that parking along the yellow curb in front of the school is prohibited at all times.** This lane must be clear for the arrival of emergency vehicles and the arrival/departure of buses. If accompanying your child into the building, please park your car in a designated parking space.

Please always watch for children, buses and other cars when driving near the school or discharging/picking-up your child. It is extremely important that you do not discharge/pickup passengers along Clydesdale Road or Danbury Forest Drive.

An increase in automobile traffic on rainy days creates an added safety problem for both walkers and car riders. Please try to rely on school transportation when at all possible during poor weather conditions. This will greatly reduce traffic in the school vicinity and provide safer conditions for all of our children.

Kiss and Ride - Parents transporting their children to school during arrival/dismissal times should use the "Kiss and Ride" to discharge/pickup their passengers. Please do not discharge/pickup passengers along Clydesdale Road or Danbury Forest Drive. Remember to have your child leave and enter from the passenger side of your car. Staff members and safety patrols are assigned to the "Kiss and Ride" area and will assist your child getting out of and into your car. Only one car at a time should be loading or unloading. Please pull your car forward as far as possible along side of the curb and do not pass other cars while children are being loaded or discharged. **Please note that school doors do not open until 8:05 AM. Please do not drop children off before 8:05 because there is no adult supervision before that time.**

VISITORS and MESSAGES

Parents are welcome to visit our school. All visitors must report to the office upon entering the building to receive a visitor's badge. Parents who would like to visit their child's classroom should make prior arrangements with the teacher. Younger children, friends of pupils, or students from other schools will not be permitted in the classroom except with prior approval from the principal. Messages to children, forgotten lunches, lunch money, etc., should be sent or brought to the office to prevent interference with classroom instruction.

SAFETY AND SECURITY PROCEDURES

We have initiated the following actions to increase school safety and security of our children at Kings Glen:

- Students should plan to arrive at school no earlier than 8:05 AM and before the 8:20 AM late bell. Before that time, teachers are busy preparing the classroom for the day.
- The front doors are the primary entrance to the school and will be open for students, staff, visitors, and guests. All other doors will remain locked, although panic bars will enable classes to exit from any door in an emergency.
- All visitors must obtain a visitor's badge from the school office before leaving the lobby area. Parents may not proceed to a classroom, the cafeteria, library, or the gym without acquiring this badge from the office. Parents must report directly to the main office to sign in a child who is arriving late/returning to school.
- **Only parents or others (age 18 or older) listed on the "Emergency Care Card" may sign out children from school.** These persons must proceed directly to the office to sign out their children. Parents awaiting school dismissal must remain in the lobby area.
- Staff members will be required to question any visitor seen without a visitor's badge. Suspicious individuals in the building or on school grounds will be reported immediately to the office. The Fairfax County Police Department will be notified if appropriate.
- Students may use central bathroom facilities or move about the school only when accompanied by a "buddy".
- If a child is detained after dismissal time for any reason, parents will be notified by the teacher, an administrator, or the main office.

- Please have children come directly home each day before going elsewhere unless the school has been notified.

Safety Patrols - Under the leadership of a teacher-sponsor, student patrols assist in the safety of all students. Students are stationed at school crossings to assist children and are also assigned to the various buses and bus stops. All students are expected to obey the patrols' instructions at all times. Patrols report to the Patrol Sponsor any students they observe who are not following school safety procedures, and parents will be notified either through a note sent home by the classroom teacher, phone call, or letter from the principal.

EMERGENCY EVACUATION DRILLS

During the month of September, a fire drill will be scheduled each week. Fire drills occur monthly for the remainder of the year. Bi-annual bus evacuation drills, tornado drills, and lockdown drills are also conducted. On the first day of school, teachers will instruct the children about the correct procedure for leaving the school building in the event of a fire or other emergency.

PETS

Animals may not be brought to school unless prior arrangements have been made with a school administrator through the classroom teacher. This policy was instituted by the Fairfax County Health Department as a safety measure. Additionally, we realize that dogs need exercise, but remember that children constantly use the playground so please do not walk or exercise your dog on school property.

LOST AND FOUND

Parents are urged to label all articles of clothing so lost items can be quickly identified and returned to the owner. Articles found in classrooms are temporarily held by the teacher until identified by the child. After a reasonable time, these articles are placed in the "lost and found area" in the cafeteria. Lost eyeglasses and jewelry are taken to the main office. Children should report lost or found items to the office. Parents are welcome to come to school to check for lost items.

MONEY

Students must be responsible for taking care of their own money, and should be discouraged from bringing extra money to school. Please send only the amount required for the day to avoid problems of loss. When large sums of money are being brought to the school, please enclose it in an envelope labeled with your child's name, room number, and purpose.

TELEPHONE

Children will not be allowed to make telephone calls home during the school day except in emergency situations. If a student becomes ill, a staff member will make the call home. Please help your child develop a routine of placing things which must be brought to school in a designated place in order that money, books, musical instruments, and homework will not be left at home. This will help your child become more responsible

RESPONSIBILITY FOR STUDENTS' PERSONAL PROPERTY

Students and parents should carefully consider the types of property and the value of belongings that children bring to school. Students have the responsibility to respect personal property rights of other students, teachers, and administrators as well as the public's property, including equipment and school buildings. Students are responsible for the personal property that they bring to school, on a school-sponsored function such as a field trip, or on a school bus. The school system does not assume responsibility for students' personal property and does not insure or otherwise reimburse students for loss of or damage to their belongings.

Students are not allowed to bring the following to school: toys, card collections, electronic games, portable radios, portable CD players, iPods, etc.

Students are allowed to have cell phones but they must be turned off and in students' backpacks while on school property and on school buses.

STUDENT DRESS CODE

Fairfax County School Board states:

“ 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 gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited.

Examples of prohibited clothing 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, studded belts, chain belts, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

Parents or guardians of students requiring accommodation religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this code will be asked to cover the non complying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action.”

Because it has been observed that students demonstrate better behavior and show more attention to school work when they are neatly dressed, our school dress policy is that:

- “Heelys” (sneakers with wheels) are prohibited for safety reasons.

- Silly Bandz (or Crazy Bands) are prohibited.
- Extremely short or tight shorts, including spandex outfits, are not to be worn.
- Rubber-soled athletic shoes or "sneakers", secured with laces or Velcro, should be worn during physical education and at any time children are using playground equipment.
- Hairstyles must not interfere with vision or the learning atmosphere.
- Hats and caps, except those worn for religious/medical reasons, should be removed prior to entering the building.
- Pajamas are to be worn only on designated "pajama spirit days."

A parent will be notified if a child is dressed inappropriately and asked to provide the necessary change of clothing before the child is returned to class.

CLASS ASSIGNMENTS

All class assignments are made with the best interest of students in mind. Each child's academic and social/emotional maturity, learning styles, and needs are carefully considered when establishing classes. Maintaining balance in gender, range of student talents and abilities, and creating a match between teaching and learning styles are key considerations when determining the total class configuration.

Changes in enrollment often occur during the school year, requiring some adjustments in class placement. In order to reduce class size and balance enrollment, it may become necessary to regroup children after the school year has begun. If the need to do this arises, parents will be given ample notification. Even though a specific teacher has been assigned, other teachers/specialists may also provide instruction for the child during the school day.

THE FAIRFAX COUNTY PUBLIC SCHOOLS CURRICULUM

The curriculum of Fairfax County Public Schools is the **Program of Studies** (POS) and is available for parent review in the school office.

Language Arts - In FCPS, students gain language arts skills through a balanced approach to instruction. Teachers show the connections between reading, writing, listening, and speaking, with each of these skills being integrated throughout the school day. Students read from a variety of texts, including fiction and nonfiction trade books and textbooks. Teachers are expected to provide direct instruction of skills, while continually assessing student needs as they read, write, and orally communicate. They are also expected to provide specific skill instruction to meet identified student needs.

Learning to read is a complex, problem solving process, which begins with the alphabetic principle of phonics. In addition to phonics, students must learn the structure of language and how to use cues in the text to gain meaning. Students are taught to consistently monitor their own reading to be sure that what they have read makes sense, sounds right, and looks right.

Research has shown that one of the most meaningful ways to teach the relationship between letters and sounds is through writing that is, helping students go from the sounds of language to written symbols. Teachers use student writing as a resource to teach the conventions of written language and incorporate writing across the curriculum.

Oral language is the first language process developed. It then becomes the vehicle for the development of reading, writing, thinking, and learning. Children use what they know about oral language to make sense of what they read and write. By offering opportunities for children to express themselves orally, teachers provide a catalyst for reading and writing growth. Teachers

structure learning experiences to create a balance between formal and informal discussions throughout the day. Children need to hear expressive language modeled by proficient speakers. Students also need many opportunities to interact with each other and with adults.

Upper elementary students use oral language in a variety of contexts as they learn. Their purposeful conversation can be heard throughout the day as they engage in curriculum-related student conversations. Teachers plan for meaningful uses of talk in every curriculum area, particularly when students are learning new information.

Mathematics - Instruction in mathematics supports the National Council of Teachers of Mathematics (NCTM) Standards through concept development and the frequent use of math manipulatives and technology, with the textbook not being the sole source of instruction. Six specific mathematics strands are sequentially taught at each grade level: Problem Solving / Applications; Number Concepts / Number Theory / Number Sense; Operations; Data Analysis / Statistics / Probability; Geometry; Measurement; and Patterns / Functions / Pre-Algebra. Instruction also emphasizes the teaching of Problem Solving / Application across all strands of the curriculum in an attempt to prepare our students' thinking/problem solving skills for use in the work force.

Health Education - Health is taught at each grade level. The four instructional units are: substance abuse prevention; nutrition education; personal health and safety; and mental health. FCPS developed the health curriculum guide, Ready, Set, Go.

Science Education - FCPS developed and designed the Elementary Science Study program (ESS kits) to combine hands-on activities with reading resources. Students are expected to gain a working knowledge of the scientific method through specific lesson experiences. Science trade books directly support the elementary science units and foster the integration of science instruction and other disciplines. Sixth graders also have science textbooks.

Social Studies - Instruction in social studies focuses on Fairfax County and Virginia (grade 4), expands to learning about ancient civilizations and world cultures (grade 5), and culminates with the study of United States History up to 1865 (grade 6).

Technology - Use of technology across all curricular areas and in all classrooms is expected. This effort is supported by a full-time school based technology specialist who assists teachers and students in learning/using technology.

Supportive Curriculum Areas - The basic core curriculum also includes regular and sequential basic skill instruction in art, music, and physical education. In all curriculum areas at Kings Glen, much attention is given to the task of providing an education of the highest possible quality for all children in a carefully planned program using a combination of approaches.

SUPPORT PROGRAMS / SPECIAL SERVICES

English for Speakers of Other Languages (ESOL) – The ESOL program has as its primary goals to: facilitate the rapid acquisition of English and literacy skills in order to allow ESOL students to fully participate in the general education program; provide instruction which satisfies the cultural as well as linguistic needs of students; and promote the contributions of different cultures and languages to our society.

Advanced Academics (AA) - Identified fourth, fifth, and sixth grade students are given the opportunity to participate in a center-based (grades 3-6) advanced academic program. Keene Mill Elementary is the center-based school for Kings Glen students. In the center program, highly academically gifted children are served. Participants are grouped in the center for academic work but are integrated into the other activities of the school housing the center.

Kings Glen also provides a school-based program for children identified as gifted and talented. Identification is made on a yearly basis and reflects the input from the current and past year's classroom teacher, the AA itinerant teacher, and others serving on the school's selection committee. An AA itinerant teacher works with these identified children for approximately 1.5 hours each week. The AA itinerant additionally serves as a resource for teachers by providing guidance in the identification of gifted and talented students and by supplying teachers with activities to enhance thinking skills and classroom enrichment materials.

Special Education Programs - Following testing and eligibility for special education services, teachers provide support to students who have been identified. Services for these programs are based upon each child's Individual Education Plan (IEP) and unique needs, and are provided in a variety of ways: in an inclusion classroom with a regular education teacher and special education teacher/instructional assistant; in pull-out classrooms with small groups of students; in a learning center/self-contained classroom where more intense remedial teaching is warranted; or in some combination of these options. No child is tested for, nor placed in a special education program without parental knowledge and written permission.

Speech and Language - Speech and language services are provided to students with communication disorders in oral language, articulation, voice, and fluency. Full program services include assessment, consultation and direct instruction, and these are based upon each child's Individual Education Plan (IEP) and unique needs. No child is tested for, nor receives speech and language services without parental knowledge and written permission.

School Counselor - The elementary guidance program supports and complements the efforts of the classroom teacher to facilitate student learning and social/emotional development. Elementary school counselors must spend at least 60% of their time in direct services to students and/or their families. This time, however, does not include extended individual counseling which is more properly within the jurisdiction of a psychologist or psychiatrist. Typically, the Kings Glen Elementary counselor works with students on: developing personal strategies toward an increased sense of self-worth; establishing/maintaining friendships; adjusting to a new school or the loss/separation from loved ones; or establishing good study skills. Students may refer themselves to the counselor or a parent/teacher may seek help in working more effectively with an individual student.

School Psychologist - A school psychologist consults with the staff on a referral basis and is available to parents on a limited basis. The psychologist also evaluates children for possible

special education services. Written parental permission must be given for any psychological testing and the parents will be notified before evaluation begins. Results are always discussed with parents.

Reading Specialist - The primary role of the reading teacher is to enhance language arts services for children by modeling and implementing strategies to address student, class, and grade level needs and working with classroom teachers to plan a balanced literacy program. Other responsibilities include working directly with students as necessary to improve their language arts skills; serving as a team member with teachers and staff to identify students who have low achievement in language arts; helping teachers and specialists to develop an instructional plan to address the needs of low achieving students; assessing student strengths and needs to determine the scope and sequence of instructional programs; and/or providing teachers with appropriate instructional materials.

LIBRARY / MEDIA SERVICES

The Kings Glen Library provides materials and services to Kings Glen students, their parents, and school staff. A variety of books and magazines are available for research and reading.

Check-out - All materials are checked out through the Inlex system (the same used by the public library). Students may check out the following number of items: **Grade 4** (four books); **Grade 5** (five books); and **Grade 6** (six books). Fiction and non-fiction books can be checked out for two weeks. Encyclopedias and some reference books may be checked out overnight for homework assignments and are due in the library before 9:00 a.m. the next morning. Overdue notices and bills for lost items are sent home in Take-Home-Tuesday folders and fees are collected in the library.

Online Library Catalog - There are four stations where students can search to find what materials are available in the Kings Glen Library. The menu at the computer stations also allows students to directly access the public library catalog. Children may ask the library staff and volunteers to call a public library for a book. A note will be sent home to the parents with the title of the book and where/when to obtain it.

KGES-Morning TV Program - Kings Glen produces a daily morning news show. Students anchor the broadcasts and provide school and class news, musical and sports event news, daily weather reports, historical moments and student birthday announcements. On occasion, special broadcasts are aired.

General Music Instruction - The elementary general music program in FCPS is a sequential program beginning in kindergarten and extending through grade six. Activities are presented which integrate the six general music skill areas: singing, listening, music-reading readiness, rhythms and movement, playing instruments, and improvisation.

Band Instruction - Students in grades 5 and 6 may receive instruction in band free of charge. Instrument selection and mouthpiece testing will be conducted in class. Students must furnish their own instruments. FCPS has an instrument rental policy and provides free instruments for

those students whose families meet certain requirements. Complete information about the band instrumental program will be sent home during the first week of school.

Strings Instruction - Students in grades 4, 5 and 6 may receive instruction in strings free of charge. Instrument selection testing will be conducted in class with demonstrations. Students must furnish their own instruments. FCPS has an instrument rental policy and provides free instruments for those students whose families meet certain requirements. Complete information about the strings instrumental program will be sent home during the first week of school.

Chorus Instruction - Chorus is offered 45 minutes per week at the fifth and sixth grade levels for interested students. Chorus students are expected to enjoy music/singing and desire to work in a group. They do not need to have good voices, just love to sing. Chorus members will need to come to chorus every week ready to work hard and to learn more about singing. Chorus members will be expected to be at every concert and special performance. Concert dates will be sent home to parents as soon as dates are scheduled.

TAKE-HOME-TUESDAY ENVELOPES

On Tuesday of each week, students will bring home a large envelope of important communications from the school and PTA. Class work will be enclosed on a weekly or bi-weekly basis, as explained by individual teachers at Back-to-School Night. Please review the contents, sign and date the envelope, and ask your child to return the envelope to school the next day. This system has been instituted to help families manage the volume of information exchanged between home and school.

HOMEWORK

Homework is assigned to reinforce skills already taught in the classroom or to enrich, enhance, and extend the school experience. It should serve a definite purpose, stem from the consideration of the total educational background of the individual child, and never be viewed/used as punishment.

A routine of daily reading is strongly encouraged at all levels. A cooperative effort on the part of teachers and parents to encourage children to assume responsibility for completing assignments and developing good study/work habits is encouraged at Kings Glen.

Parents can also enhance good study and work habits when they:

- cooperate with the school to make homework effective;
- provide their children with suitable study conditions (desk or table, lights, books, and supplies);
- reserve a time for homework, turn off the television and remove other potential distractions;
- encourage their child but avoid undue pressure;
- show interest in what their children are doing, but allow the child to do the work
- understand that the school expects homework to be completed on time.

Students will become better at studying and completing work on time when they:

- bring all necessary materials to class
- are active participants in the classroom, listen well, and take part in discussions

- ask questions if they do not understand the discussion or have a problem
- make sure they understand and write down the assignment in assignment notebooks before leaving class
- plan their work and schedule time for homework each day
- use what they learn, see how each subject applies to the other subjects
- strive to do their best, not just enough to get by.

HOMWORK ASSIGNMENT NOTEBOOK

The Kings Park/Kings Glen PTA has provided each student a homework assignment notebook. In the event that a student loses his/her homework assignment notebook, a second one may be purchased from the office for a minimal fee. The homework assignment book is expected to be completed daily by the student, and it provides parents an opportunity to monitor assignments and communicate with the teacher on a regular basis.

PARENT - TEACHER COMMUNICATION

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note, email or by telephone. If you call during the school day, the secretary will leave the teacher a note to return your call or you will be directed to the teacher's voicemail. If you wish to have a conference with your child's teacher, please call ahead to make an appointment as our teachers' schedules do not allow time for drop-in conferences. Visits to children's classrooms should be arranged in advance.

FAMILY LIFE EDUCATION (FLE) PROGRAM

FCPS offers a comprehensive Family Life Education (FLE) Program in "Alcohol, Tobacco, and Other Drugs," "Mental Health," and "Human Growth and Development." An opt-out provision is available for those families who wish to exclude their children from all or part of the FLE program. Human Growth and Development is taught during a one-week period in December to fifth and sixth grade students. To help parents make an informed decision, Human Growth and Development lessons, program descriptions, and media annotations are available for parent review, with a special night for parents to preview all instructional materials prior to the instruction. In compliance with the state mandate, children will be included in the FLE lessons unless parents inform the school in writing.

STUDENT ACADEMIC RECORDS

Each child has a cumulative/academic record that continues with her/him while in school in Fairfax County. Results of individual screening for special programs are kept in separate special services files with restricted access. Parents/guardians have the right of access to information in their children's permanent records and any special service files. Please call to make an appointment if you wish to review the contents.

STUDENT PROGRESS REPORTS

The established policy for Fairfax County students requires reporting on student progress every nine weeks. A written progress report is given for each reporting period in grades 4-6, with a scheduled parent conference at the end of the first nine-week period. This conference is considered an essential part of the reporting and student evaluation process. Other conferences may be requested by either the teacher or parent as necessary. The Elementary School Progress Report (Grades 1-6) is intended as a guide in reporting to parents the school performance/progress of their child(ren). Assessments of student progress should be straightforward with teacher judgments based on objective data. Progress is evaluated in terms of achievement on the grade level to which the child is assigned unless otherwise indicated in the Teacher Comment section of the Progress Report. For each subject the child has two marks, one for ACHIEVEMENT and one for EFFORT.

The Achievement Mark is based on, but not limited to, daily work, classroom assignments, tests, and related activities. There is no numerical calculating scale used to determine student achievement marks in elementary school.

The Effort Mark is based on the initiative and participation demonstrated by the child. It is indicated by: **O** (outstanding), **G** (good), **S** (satisfactory), or **N** (needs improvement). These marks can be documented by interims, notes to the student on the student's work, notes to parents, notes after observations, and other anecdotal records and assessments.

Interim Reports are used to communicate students' progress. They will be sent home half way through each academic quarter for all students. However, teachers and parents are encouraged to bring questions or concerns to the attention of one another at any time. Parents will be notified by teachers of their systems for sending papers home so that parents may share in monitoring academic progress.

STUDENT LEADERSHIP OPPORTUNITIES

Students assume a variety of leadership positions at Kings Glen:

- **Newcomers Hosts** – Students in each homeroom greet newly enrolled classmates, helping them acclimate to their new classroom and school programs.
- **Elected SCA Officers/SCA Classroom Representatives** – Students work with adult sponsors to provide special school activities, initiate projects and community service experiences.
- **KGES TV News Team Anchors** - Students broadcast morning announcements and student-related news on a rotation basis throughout the year.
- **Patrol Officers/ Walking and School Bus Patrols** - Under the direction of adult sponsors, these students provide supervision for students traveling to school. Patrols serve Kings Glen and Kings Park Elementary Schools.

DISCIPLINE POLICIES

The Kings Glen staff is committed to an instructional program which encourages academic excellence; encourages the prevention of gang activity, violence, vandalism, drug use, and crime; appreciates multiculturalism; and fosters improved self-concept, school climate, achievement, and discipline. We believe that children have the right to learn and teachers have the right to teach in an environment which is safe and conducive to the process of teaching and learning. The Kings Glen staff believes that through our joint efforts (home and school) we can build a positive school community and guide children toward self-discipline and those attributes desirable for growing children - honesty, respect, responsibility, restraint, and kindness. Although children have a responsibility to behave in such a manner that it does not interfere with the safety and welfare of others, it is the overall responsibility of parents to ensure this occurrence. At our school, staff joins in this responsibility by creating and maintaining a positive school community. The Code of Virginia (Section 22.1-279.3) and FCPS regulations expect that this joint responsibility begins at the time a student leaves home for school and extends until his/her return. It is the responsibility of parents and students to report to a school staff member any behavior that might endanger the safety and well-being of others.

Student Rights and Responsibilities- To achieve the goal of providing education of the highest quality, the Fairfax County School Board has defined the rights and responsibilities of students in all schools in the booklet, "Student Rights and Responsibilities". This booklet, available in the school office, is given to all students at the beginning of the year and whenever new students arrive. The information contained in the booklet is reviewed with all students by their teachers and the administration at the beginning of each school year.

Parent Signature Sheet - Parents are provided a form, "Parent Signature Sheet --- Acknowledgement of Parental Responsibility!" as part of the "FCPS Student Rights and Responsibilities" handbook. Parents are expected to sign the form (one for each child at Kings Glen) and return the signed form to Kings Glen. Parents who enroll students after the beginning of the school year are expected to sign and return the form as soon as possible when arriving new to the school. Parental signature acknowledges that the parent has received the FCPS school board's standards of student conduct and is familiar with his/her parental responsibility and involvement requirements as contained in Section 22.1-279.3 of the Code of Virginia.

After School Detention - will be held on Thursday from 3:00 PM. to 4:00 PM under the supervision of a Kings Glen staff member. Students may be assigned detention as deemed appropriate by the teacher or principal. In all cases, notification will be given to parents at least one day prior to the day of detention. Parents will be responsible for providing transportation home from school on these days and are expected to be at school by 4:00 p.m.

FIELD TRIPS

Classes may take field trips during the school year that relate directly to the regular instructional program. These most often involve transportation by FCPS bus; however they can require students to walk to some nearby location such as Kings Park Park. Field trips may also include a nominal fee. Parental permission forms are required for all field trips, and these must be returned to the teacher in advance of the trip.

Parents are often asked to help chaperone field trips. Chaperones are asked to sign in at the office. For safety reasons, younger siblings may not accompany chaperoning parents on field trips.

TEXTBOOKS

The Department of Instructional Services has established continuous procedures for the examination, recommendation, and selection of materials coordinated with the instructional programs of FCPS. Questions or concerns about any instructional material should be directed to the school administration.

There is no textbook rental fee. Textbooks are the property of FCPS and will be loaned, as required, to students. Payment will be required for books which are lost or damaged through negligence or abuse.

PARTIES

The instructional program is our first priority. In keeping with this, class parties are limited to two per year. Arrangements will be made jointly between the teacher and the PTA room parents.

Birthday parties or activities planned by parents to celebrate a child's birthday are not to be held in school or under the auspices of the school. Balloons are also not allowed at school because of safety precautions and because of their distraction to instructional programs.

PARTY INVITATIONS

Please do **not** send party invitations for distribution at school. Social arrangements should be made from home to avoid hurting the feelings of classmates, and to limit distractions that detract from the school's academic focus.

BIRTHDAY TREATS

Please check with the classroom teacher in advance if you would like to celebrate your child's birthday with a small class treat to be shared during lunch. To avoid interruptions to the school day, please arrange to deliver treats before class begins at 8:20 a.m. or prior to the class lunchtime. Parents must check-in at the office to receive a visitor's badge before taking treats to the cafeteria. Delivery of balloons and gifts to children at school will not be permitted, nor will persons dressed as clowns, gorillas, strolling minstrels, etc. be allowed. Please help us maintain our academic focus and arrange celebrations for after school.

KINGS GLEN / PTA MONTHLY NEWSLETTER

Each month, the PTA distributes a newsletter that includes important information about the school and our community. Grade level highlights, upcoming events, special articles, a message from the principal and a school calendar for the following month are regular additions to the newsletter. Parents are encouraged to use this monthly publication to keep informed of what is happening at Kings Glen and within the PTA.

VOLUNTEERS

Kings Glen enjoys the support of an extensive volunteer program. Parents and community members are welcome and invited to participate by contacting the PTA Volunteer Coordinator, a PTA officer, classroom teacher, or the school office. Volunteers work with students, assist in the library, help with art projects, perform clerical jobs, prepare instructional materials, or work on PTA projects. Volunteers are asked to obtain a "Volunteer" badge from the main office and wear it while they are in the school.

COMMUNITY ACTIVITIES / EVENTS

Organizations wishing to publicize information on community activities should phone the school office at (703) 239-4000 to receive information regarding centralized FCPS approval procedures. A Parent Resource bulletin board and display area is located in the front hallway between the main office and the cafeteria.

COMMUNITY USE OF SCHOOL FACILITIES

Schools are available for community activities during the school year. Applications are available at www.fcps.edu/fts/comuse. Applications should be filed at least two weeks in advance of requested date of use.

DAY CARE: SCHOOL AGE CHILD CARE CENTER (SACC)

Day care is offered in Fairfax County for children who are enrolled in FCPS. The Kings Glen SACC program is operated by the Fairfax County Government Office for Children. For information, call (703) 449-8989.