

Little Run Elementary School



Home of the Roadrunners

Parent Student Handbook

www.fcps.edu/LittleRunES

4511 Olley Lane | Fairfax, VA | 22032

Direct Line: (703) 503-3500 | Attendance: (703) 503-3535

Health Room: (703) 503 3510

Office Hours: 8:00 am to 4:00 pm

Sharon Baumgarten, Principal

2010-2011

SCHOOL | HOURS

Mondays 8:30 a.m. – 12:40 p.m.
Tuesdays – Friday 8:30 a.m. – 3:10 p.m.

For student safety, students **should arrive after 8:05 a.m.** so they may be properly supervised. *Instruction begins at 8:30 a.m.*

ABSENCES AND TARDIES

Regular attendance is necessary for maximum student achievement in school. In addition, punctuality and dependability are personal behavior habits valued in our society. Students are expected to be punctual and regular in their school attendance. Official attendance is recorded at **8:30 a.m.** each school day. A student is marked tardy at 8:31 a.m. Students who are not in their classrooms by 8:30 a.m. are considered tardy and must report to the office to sign in before going to their classrooms. The number of times a student is tardy and/or absent is recorded on each nine weeks' progress report.

If your child will be absent or tardy, please call the attendance line or the school office or send a note with a sibling. For your convenience, the attendance line at **703-503-3535** is available 24 hours a day to report student absences or tardies.

The school is required to account for all absences **every day**; therefore, school personnel will call to check absentees not reported in advance. Since this is a time-consuming process, your advance notification is greatly appreciated.

Excused Absences

- Illness of the student
- Death in the Family
- Doctor or dentist appointment
- Observance of a Religious Holiday

Unexcused Absences

- Family Trip
- Child care situation
- Oversleeping
- Non-school related activity
- Traffic or missed bus

HOMEWORK DUE TO ABSENCES

Homework is a natural extension of the classroom instructional program.

Little Run teachers will organize homework for students who are absent two or more days consecutively. Parents may call on the afternoon of the first day of absence if they expect their child to be out an additional day or the morning of the second day of the absence to request missed assignments. Assignments will be organized and sent to the office for parents to pick up on the afternoon of the second day a student is absent.

For students who are absent two or more consecutive days, teachers will organize material that review previously taught concepts. Upon the student's return, the teacher will work with the student to learn the newly taught concepts and to provide additional practice exercises for student at that time.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

If a student is to be dismissed early, please send a note to school stating the requested time of release. Release of children to persons other than parents or guardians is prohibited unless authorized by the parent or guardian. The parent or person designated in a signed note must come to the office, present identification and sign for the child. Help us minimize classroom interruptions by ensuring that your child knows the time he or she will be called to the office for dismissal.

HEALTH ROOM SERVICES

The Fairfax County Public Health Department provides health services by employing a school health aide (school health aides are "lay" persons -- not registered nurses). In addition to a school health aide, Little Run receives the services of a Public Health Nurse for at least one day a week.

The school health aide cannot administer medication unless proper forms have been completed (see "Medication at School"). The school health aide provides a first aid service and contacts the home whenever there is a fever, vomiting, injury to the head, moderate to bad cuts and bruises, or if a student requests that a parent be contacted. Parents are expected to come as quickly as possible to the school when called to take home a sick or injured child. Working parents are not excluded from this expectation and should arrange beforehand for a willing neighbor or friend to pick up their child. When a situation exists such that the principal or designee considers emergency care to be needed quickly, the Fairfax County Fire and Rescue Department will be called and the parent notified.

Health room services

- Care of sick and injured students
- Identification and follow-up of communicable diseases and incomplete immunizations
- Vision and hearing screening for Kindergarten, 3rd Grade, and new-to-county students
- Administration of medications according to School Board guideline

MEDICATION AT SCHOOL

Whenever a child must be given medication while at school, an "Authorization for Medication" form is required. Forms are available from the school, and parents complete Part I, authorizing administration of the medication. Part II is to be completed by the physician. In some cases (over-the-counter medication for up to 10 days not prescribed by a physician or for an antibiotic for less than 10 days), the parent or guardian may complete Part II. Medications must be taken to and from school by a parent or guardian in a container appropriately labeled and dated. Most medication schedules can be worked around the child's school day once physician and parent are fully aware of the limitations of the public school environment. Medications must be stored in the clinic and an Authorization for Medication Form must be on file as per county regulation.

WHEN A CHILD IS SICK

When a child is ill or injured at school, the parent will be contacted by phone. When arriving for your child, please report to the office to sign him or her out. If the parent cannot be reached, the office will call the emergency number listed on the child's record.

EMERGENCY CARE INFORMATION

It is of the utmost importance for the safety and well being of your child that we have your correct address and phone numbers. The Emergency Care Information form is sent home with each child the first day of school. It is very important that this card be completed and returned to the school promptly. **PLEASE KEEP THE OFFICE STAFF INFORMED OF ANY CHANGES IN HOME, WORK, CELL PHONE OR EMERGENCY CONTACT INFORMATION.** Changes and/or updates can be done instantly by going to the Fairfax County website, FCPS 24-7, Parent View, weCare.

When providing an alternate emergency number, in addition to your home and work numbers, please provide the number of someone willing to act on your behalf for your child in an emergency situation in the event that you cannot be reached.

ALLERGIES

Life and death allergy problems (e.g., bee stings) should be brought to the immediate attention of the principal so that the staff can be alerted. **Please notify the classroom teacher and the school health aide if your child has an allergy to a specific food. Every effort will be made to alert other families who may send in snacks or treats.**

STUDENT INSURANCE

Medical and dental insurance is available at the beginning of the school year. Information is sent home in the parent packet on the first day of school. Since it is a parent's responsibility, all business concerning the student insurance program is handled by mail between the parent or guardian and the insuring company. FCPS does not insure students for accidents that occur on school property during school hours. Parent insurance or the above mentioned medical and dental insurance is intended to cover such situations.

FOOD SERVICE/SNACKS/BIRTHDAY TREATS

Well-balanced breakfasts and lunches are served daily to students:

Breakfast: \$1.50 Lunch: \$2.65

MEALS

Free and reduced price meals are available if the family is income-eligible. Applications are available from the office staff throughout the school year. Breakfast and lunch menus are sent out every month.

Children may buy their lunch or pack a lunch and bring it from home. If they bring lunch and want to buy only milk or juice, they may do so at a cost of 60 cents. Children are not allowed to bring any soft drinks as part of lunch carried from home.

Parents are encouraged to put money on the student lunch account for school lunches. This is a debit system by which the children can purchase their lunch. Parents can designate that the money be used for lunch **ONLY**, or can designate that it be used for a la carte items as well as breakfast and/or lunch.

Students who do not have a lunch from home or money on their lunch account will be offered a peanut butter sandwich with milk or cereal with milk. They will be sent to the office to make a call home to remind their parents they need money added to their account.

Students bringing lunch from home must (1) bring everything needed during this meal (spoon, napkin, etc.), (2) bring only thermos bottles which are plastic lined and which they can open themselves, and (3) not bring dessert packs, puddings, soft drinks, etc., in metal cans.

PARENTS ARE INVITED TO HAVE LUNCH WITH THEIR STUDENTS. To promote the importance of good nutrition we ask, however, that parents **DO NOT** bring lunch purchased from local fast food chains for themselves or their child. Students are requested to purchase lunch at school or bring it from home. Adult lunches cost \$3.65.

SNACKS

The importance of good nutrition is part of the instructional focus at Little Run. This concept has received positive support from both staff members and PTA members. Please be certain that if your child brings a snack to school for a mid-morning or mid-afternoon break, that the snack he or she brings is nutritious. Fruit, nuts, and cheese are strongly encouraged. Candies, cakes, and other "heavy sugar" snacks are strongly discouraged. We request your support of our school-wide effort to increase awareness of good nutritional habits.

BIRTHDAY TREATS

Frequently, parents like to provide a treat for each member of the child's class in celebration of his or her birthday. Recognition of each child's special day is appropriate, and the school wishes to be supportive to parents who choose to do this. Parents are requested, however, to select a treat other than cakes and candies when possible. Popcorn, ice cream, fancy jello, and other creative treats are much more in keeping with our school's focus on good nutrition. Treats should be single portion, finger foods that do not require adult assistance to serve.

Balloons, gifts, and performers are not permitted. Party invitations may not be distributed at school unless the entire class is invited.

Parents should make arrangements in advance with the teacher when sending in a special treat. The teacher knows of food allergies and will be able to monitor all children's health and safety.

VISITORS / VOLUNTEERS

All persons entering the building during the school day must report to the office first. Visitors are welcome in classrooms; however, prior arrangements should be made with the teacher and an administrator. School-age visitors (i.e., family relatives and friends) are not permitted to attend school as classroom guests or ride the school bus.

If you need to deliver an article to your child, please bring it to the office, and the office personnel will contact your child. This requirement is necessary to protect the instructional program from interruption and to maintain security. Your cooperation in this effort is appreciated.

Parental involvement at Little Run benefits the school experience of our children. Parent volunteers provide additional support and enrichment of school programs. Volunteers enable Little Run to be an active learning environment with the school and community working together. We urge you to become a part of our volunteer program.

Volunteering at Little Run

- In the classroom
- In the art program
- In the reading room
- In the computer lab
 - During library
 - During field day
 - With Class Plays

TRANSPORTATION & BUS BEHAVIOR

BUSES

School bus transportation is provided for elementary students who live more than one mile from school. Parents will be notified of the designated stops for each bus by the end of August. Procedures for safe transportation by school bus riders are discussed with all students at the beginning of the school year. It is also important that parents review with their children the information included on the form. Parents' reinforcement of the rules for safe loading and unloading of buses and of standards for behavior on buses and at bus stops is essential and will promote safety.

Acceptable standards of conduct are expected of all bus passengers. Eating, yelling, swearing, pushing, fighting, harassment of other children or other acts that might jeopardize student safety are not allowed.

A driver may recommend suspension of bus transportation for a student who will not heed the driver's warning as to behavior. The principal takes final action in such cases. During the period of suspension, the School Board is not responsible for transporting the student to school.

A child may ride only the bus to which he or she is assigned according to Fairfax County policy. Exceptions to this policy, such as a student riding home on a different bus with a friend, may only be made by the principal and must be requested in writing by the parent of the child requesting a change of transportation.

Little Run has a new procedure regarding after-school transportation changes. **New Procedure: We will only request a note from the student whose transportation is changing.** No phone calls will be made this year from the front office verifying the arrangements between the two parents. **It is the parent's responsibility to verify with each other that the change of transportation requested is agreeable to both sets of parents.**

We will not require two notes as we have in the past.

In addition, we request that the front office be notified of all transportation changes prior to 12:00 p.m. in order to provide for timely notification to teachers and students.

KINDERGARTNERS ARE TO BE MET AT THEIR BUS STOP BY THE PARENT, A GUARDIAN, OR A SIBLING IN 7TH GRADE OR HIGHER. KINDERGARTEN STUDENTS WILL BE RETURNED TO SCHOOL IF A PARENT, A GUARDIAN OR A SIBLING IN 7TH GRADE OR HIGHER IS NOT PRESENT. This is an expectation throughout the county.

WALKING

Younger walkers are encouraged to travel to and from school with older children from their neighborhoods. Parents may also meet their children at the school at dismissal time to walk home with them.

Walking students are encouraged to use designated paths or sidewalks where safety patrols are stationed.

BICYCLES

Parents may decide to allow their child to ride a bicycle to school. A parent and child must obtain, read, and sign a bicycle contract (attached to this document) before he/she may ride the bicycle to school. The bicycle should be in proper working order and a bicycle helmet should be worn when using the bicycle. Bicycles should be secured at the bike rack next to the playground. The school is not responsible for the bicycle.

CARS

Our school has a designated "Kiss and Ride" area located at the lower parking lot that is used by parents who drop off and/or pick up their children. Kiss and Ride procedures are provided to enrolling families at the start of each school year. For safety reasons, parents are asked not to discharge students anywhere else on the school property.

PATROLS

Under the leadership of a teacher-sponsor, the school has an active group of student patrols whose responsibility it is to help in the safety of all students. Patrols are 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.

INSTRUCTIONAL PROGRAM

COMMUNICATION

Good communication between home and school is vital to a successful school experience for each child. Questions related to your child should be directed to the classroom teacher. The monthly newsletter, the *Roadrunner News Bulletin*, contains school news, a calendar of upcoming events, and other important information.

PROGRESS REPORTS

Progress reports for students in grades 1 through 6 are issued four times per year at the completion of each nine week grading period. The first report to parents includes a parent-teacher conference.

A report of a child's progress in kindergarten will consist of a scheduled conference at the end of the first nine weeks period and written evaluations following the second, third, and fourth grading periods.

PRESCHOOL HOME PROGRESS REPORTS

Preschool students in the Non-Categorical program receive written Home Progress Reports at least three times a year in conjunction with their Individual Education Plans.

PARENT-TEACHER CONFERENCES

Conferences may be requested by either the parent or the teacher to discuss a specific concern or a child's general progress. Parents requesting a conference are asked to write a note to the teacher or leave a message on the teacher's voicemail so arrangements can be made. Drop-in visits or conferences in the hall during the school day or before or after school hours are discouraged as it diverts the teacher's attention from her or his responsibilities. Please respect the teacher's time and make an appointment.

TUESDAY TAKE HOME ENVELOPES

Tuesday Take Home Envelopes are another means of important communication between home and school. A student's work samples with progress notations from the teacher are included in the envelope. Reviewing student work as it is sent home is a good way to keep informed about your child's progress.

In addition, fliers about school and PTA events will be sent home in these Tuesday folders. In an effort to save paper there will be some information that is sent home with your oldest child or only child.

Community information, including fliers, are sent home on a scheduled basis (usually quarterly) using student's Tuesday folders, once approved by the principal. Please call the school office for specific dates in October, December, February and April.

HOMEWORK

Homework is a natural extension of the classroom instructional program. The teacher will consider the grade level, maturity, and ability of the child when determining the type and amount of homework. The work assigned for home study supplements and reinforces the work done in school. It is to be done by the child and should never replace time for necessary play and rest. If you feel that your child is spending an undue amount of time on his or her homework, please contact the teacher to discuss the matter.

Benefits of Homework

- Growth in Responsibility
- Training in good work habits
- Increasing self-direction
- Learning to budget time
- Acquire additional information
- Contact with out-of school learning resources

Responsibility for homework in the elementary school gradually increases for grades one through six. Parents can support their child's school instruction by reviewing spelling words and basic addition, subtraction and multiplication facts, encouraging home reading, and working on other assigned activities and projects.

STUDENT RIGHTS AND RESPONSIBILITIES (SR & R)

Children have the right to learn in an environment that allows them to acquire the best education available. Students are expected to conduct themselves properly. Proper conduct is defined as behavior that reflects favorably on the individual and the school, shows consideration for fellow students, and creates a harmonious school atmosphere. At Little Run, teachers and staff assume responsibility for creating and maintaining an atmosphere that is conducive to learning.

The development of self-discipline and respect for self and others is considered critical to the growth process. The responsibilities and rights of students as outlined by the Fairfax County School Board are contained in the *Student Rights and Responsibilities Handbook*. Teachers and administrators review the content of the booklet with all students at the beginning of the year. Copies are available in the school for parental review. Together we can guide children toward attaining self-discipline and other attributes which are desirable for growing children: honesty, respect, courtesy and fairness.

FCPS has specific rules pertaining to student conduct that are reviewed annually with students in all grades. Students may be disciplined by school officials, including suspension and expulsion, for conduct on school property while engaged in or attending a school activity or while going to or returning home from school. Students may also be excluded from school for expulsion from another school division or private school or for certain illegal acts committed in the community. Details of these rules are found in the current versions of Regulations 2601 and 2610 or the SR&R K-12 booklet, which contains both regulations.

BAND

An itinerant instrumental music teacher provides band instruction with various instruments to interested students in the fifth and sixth grades. Classes meet once a week during the school day.

STRINGS

An itinerant instrumental music teacher provides instruction on string instruments to interested students in the fourth, fifth, and sixth grades. Classes meet once a week during the school day.

LIBRARY / MEDIA CENTER

Little Run's media center contains a large collection of books for pleasure reading and research, as well as tapes, computers with online databases, filmstrips, magazines, and resource files. Classes use the media center for instruction in library/research skills, story time, and book selection regularly. In addition, the library is open for book circulation from 8:20 a.m. to 3:15 p.m.

MISCELLANEOUS

TELEPHONE USE BY STUDENT

It's important that children learn to be responsible. They need adult support to think and plan for each school day. Please help your child develop a routine of placing things to be brought to school in a designated place so that lunches, books,

homework, money, instruments, etc. will not be left at home resulting in frantic phone calls from school for forgotten items. If there is an urgent need to call home, the student may do so from the office.

CELL PHONES

The use of cell phones is not prohibited unless given authorization from the principal. Cell phones must be out of sight and turned off during the school day and at school sponsored events.

WHAT SHOULD MY CHILD DO WHEN HOMEWORK MATERIALS ARE LEFT AT SCHOOL?

Teachers work with students at the end of the day in writing down homework assignments and in collecting the necessary materials to complete these assignments. Even so, every so often a student may forget something at school.

In the event your child needs to return to school for items, please follow these procedures:

Call the school before 3:45 p.m. to see if your child can return to the classroom to secure forgotten materials.

Often times teachers are teaching after-school programs, are involved in grade-level team meetings, or holding conferences with parents. In these cases, access to the classroom is not available.



Upon arrival at school, please check in at the front office.

All children and/or adults must be accompanied by a Little Run staff member into classrooms after hours.

No students or adults will be allowed into classrooms after 4:00 p.m. These procedures help to ensure the safety and security of our building.

PERSONAL PROPERTY BROUGHT TO SCHOOL

Be sure you know what your child brings to school, particularly items for sharing time. Items for sharing should be of interest and value to the class, in connection with some unit of study. Valuable items such as headphones, trading cards, portable video games or dangerous items should not be brought. Very limited storage/security is available in classrooms. The school cannot be responsible for any lost items. Certain items such as radios, pets, glass jars or bottles, or any sharp object, may not be brought to school on the bus. Animals may not be brought to school without prior permission. Arrangements should be made in advance with the principal.

Students should not bring any more money to school than needed for the day. The school cannot be responsible for money brought to school. When students need money for lunch or other items, parents are requested to send exact change.

LOST AND FOUND

Parents are encouraged to mark their child's name with a permanent marker on all articles of clothing and other items that might be misplaced or lost. Found articles are placed in a Lost and Found area in the cafeteria. Encourage your child to check for lost articles. Parents are welcome to inspect this collection at any time.

SCHOOL-AGE CHILD CARE PROGRAM (SACC)

Little Run houses a School-Age Child Care (SACC) center to care for children before and after school. Sports, games, recreational activities, and field trips are an integral part of the child-focused curriculum. To enroll a child in SACC, all adults living in the child's home must be working at least 30 hours a week, and/or attending school or job training programs at least 30 hours a week, and/or disabled. Children with special needs are integrated into SACC centers. If the Little Run SACC center is fully enrolled, families may apply for other centers and request pupil placement from Fairfax County Public Schools. To enroll a child in the SACC program, call 703-449-8989



Little Run Elementary School

**FAIRFAX COUNTY
PUBLIC SCHOOLS**

4511 Olley Lane
Fairfax, Virginia 22032
Phone 703-503-3500

Bicycle Contract

Little Run Elementary school has provided me a copy of a bicycle riding to school fact sheet provided by the Fairfax County Public Schools.

I have read the fact sheet and understand the "rules of the road". I also acknowledge that my child's bicycle is in proper working order and that a bicycle helmet will be worn each time my child arrives and departs from Little Run's school grounds.

In the event that my child does not follow the "rules of the road", I understand that the school will contact me so that we may revisit these guidelines with my child.

For any questions or concerns I may have, I will contact the school at 703-503-3500 for further clarification.

Date _____

Student Name _____

Parent(s) Name _____

Home Phone Number _____

Work Phone Number _____

Emergency Contact _____

Emergency Phone Number _____



SAF- 29
02/07

Bicycle Riding to School



Office of Safety and Security Fact Sheet

In an effort to promote children's physical fitness and develop a sense of independence, parents may wish to have their child ride a bicycle to school. The authority to allow bicycle riding and storage on school property is a school based decision. Administrators should take into consideration the following guidelines when deciding on allowing bicycling students at their school:

- Does the school have a bicycle rack to secure bicycles? Bicycles should not be locked to trees, fences, or light poles. Bicycles should not be left unsecured when unattended.
- Upon reaching the school property, can the student safely proceed to the bike rack without crossing the motor vehicle traffic flow? Is there a better school entrance the student can use?
- Students should walk their bicycles on school property.

The decision of whether a student is capable of riding their bicycle to school should be left up to the parent. Parents should take the following into consideration:

- Their child's age, maturity level, and physical condition.
- Has the child demonstrated proficiency riding a bike?
- Determine the riding route to school. They should also discuss alternate routes in the event the primary route is inaccessible.

If the student does ride a bicycle to school they should consider the following "rules of the road":

- Students should ride their bicycle on the sidewalk when available. Stay to the right side of the sidewalk and watch for pedestrians. Bicyclers should announce their presence to pedestrians prior to passing on the left.
- In the absence of sidewalks, ride as far to the right side of the road as possible, going with the flow of traffic.
- When traveling in groups ride in single file.
- Wear a UL listed bicycle helmet. This is required by law for students 14 years of age and younger.
- Obey traffic laws. Bicyclists should stop at stop signs, red traffic signals, etc.
- Obey instructions of police officers, crossing guards, and safety patrols.
- Use hand signals so that other bicyclist and motor vehicle operators know your intentions.
- Utilize proper safety equipment
 - Horn or bell
 - Headlight or reflectors
 - Light colored or reflective clothing

If you need assistance, call Ken Campo in the safety and health section at 703-658-3760.