



## London Towne Elementary

### London Towne Elementary

6100 Stone Road  
Centreville, VA 20120

**Attendance Line** 703-227-5454

**Clinic** 703-227-5410

**Direct Line** 703-227-5400

**Website**

[www.fcps.edu/LondonTowneES/](http://www.fcps.edu/LondonTowneES/)

### PRINCIPAL'S MESSAGE

London Towne Elementary School has served the Centreville community since 1969. Our school is composed of a diverse student population with a wide range of ethnic backgrounds, talents, learning styles, and abilities. London Towne is proud of its history, warmth, and inviting school climate. The staff values teamwork, professional growth, and family outreach. Each day we reap the rewards of working with a culturally diverse population.

At London Towne, we strive to stretch all learners with a rigorous curriculum tailored to the strengths of each child. London Towne offers small class sizes and also has many different programs to support our students.

Mentors and volunteers are visible daily as they work with students and staff members. Through coordination with our school counselors, we have mentoring partnerships with different organizations. In addition, we are very fortunate to have active parents and senior citizens who also contribute their time and talents. Together, we truly make a difference!



### SCHOOL BELL TIMES

<b>School Hours</b>	<b>8:10-12:20 (Mon)</b>
<b>School Hours</b>	<b>8:10-2:50 (Tues-Fri)</b>
<b>First Bell</b>	<b>7:55</b>
<b>Tardy Bell</b>	<b>8:10</b>
<b>Office Hours</b>	<b>7:30-4:00</b>

### SCHOOL ATTENDANCE

#### **Absences and Tardiness**

It is the responsibility of the parent or guardian to contact the school if the child is going to be absent or tardy. Valid excuses are for illness, death in the family, a medical or dental appointment, and observances of religious holidays.

We discourage parents from taking children out of school for vacations. Teachers are not able to provide make-up work unless the child misses school for one of the valid excuses.

A child coming to school late, after 8:10, should report to the attendance secretary in the lobby where he/she will receive a tardy pass in order to enter the classroom.

**IMPORTANT:** A student going home with another student must have a note from his/her parents plus a note from the parent of the friend he/she is visiting.

#### **Arrival to School**

Students should not arrive before 7:55 a.m. Students eating breakfast at school may arrive at 7:50.

#### **Bus Riders**

Parents are requested to help children develop behavior habits that will contribute to safety at the bus stop and a safe ride on the bus. Children should obey all safety rules enforced by the safety patrols. Children who interfere with the safety of others may be

suspended from riding the bus. Children who are bused are NOT allowed to walk to or from school or ride bicycles or roller blades. Parents and students are requested to review the information located in the SR&R Booklet.

#### **Kiss & Ride**

Our Kiss and Ride entrance is located off of Billingsgate Lane. To ensure that our children have a safe Kiss & Ride environment we recommend that each parent participate in a *Partner in Safety: Kiss and Ride Contract*. This contract gives details on the appropriate way to enter and exit this area. It also gives each student a Kiss & Ride Pass that needs to be visible in each and every car that enters the parking lot. The contract and map will be distributed and available in the school office.

### CONTACT INFORMATION

#### **Clinic Procedures**

Medication must be taken to the school by the PARENT or GUARDIAN in the original container for over the counter medication or in a container appropriately labeled and dated by the pharmacist or physician including: name of student, name of medication, exact dosage to be taken, exact time at which the dosage is to be taken in school.

THE FORM REQUIRED FOR PARENTS AND DOCTORS TO SIGN MAY BE OBTAINED FROM THE CLINIC OR OFFICE.

In the event that a child becomes ill, the clinic aide will contact the parent by telephone. If the parent cannot be reached, the office will call the emergency number listed on the child's Emergency Care Information form.

### **Emergency Care Information**

We must have an emergency data sheet ("Emergency Care Information") on file for each student. Your signature at the bottom of the form authorizes a physician to provide emergency treatment for your child if you are not present. It is essential that these be returned to school as soon as possible for your child's safety.

These forms must be kept up-to-date. Notify the school immediately if there are any changes in your address, phone number, diagnosed allergies, or with your emergency contact person. There have been times when we needed to contact a parent or other person in an emergency but were unable to do so due to incorrect/out-of-date information on the emergency care form.

### **CAFETERIA**

Students will have a 30-minute lunchtime daily in our school cafeteria. During this time, students eat at designated tables along with their classmates. While eating, students will enjoy conversations with students who are sitting at their tables. While in the cafeteria, students are supervised by a variety of staff members who serve as hostesses. Hostesses support students by providing assistance with lunchtime needs and monitoring student behavior. Students are expected to follow the London Towne Expectations for student behavior during their lunchtime.

In addition, students are expected to clean up after lunch regularly. Students will help by cleaning up their own trash/food and weekly classroom helpers will wash tables and sweep up.

### **Purchasing Food From the Cafeteria**

Free and reduced lunch fees are available to families. Please visit the office or see the cafeteria manager, Silvia Ewell, for an application. New applications are needed for each school year.

#### **Breakfast**

Your child may eat breakfast at school. Breakfast cost is \$1.50 and is served between 7:55 and 8:10 daily.

#### **Lunch**

Students may bring lunch from home or purchase lunch from the cafeteria. Student lunch cost is \$2.65 and includes an entrée, milk, and 2 side items. Milk cost is .60 if purchased separately. You may place money into your child's lunch account by sending in a check or cash, or by accessing your child's account at [www.myLunchMoney.com](http://www.myLunchMoney.com). There is a convenience fee for using the website. If you send in money, please place the money in an envelope and include your child's name, teacher, and grade.

If you have any questions regarding lunch accounts, please contact Silvia Ewell, the cafeteria manager, at (703) 227-5421.

#### **Forgotten Lunches**

If students come to school without a lunch or money, the PTA or school will provide funds to purchase cereal or a peanut butter & jelly sandwich with milk. This money must be repaid as soon as possible.

### **SAFETY & SECURITY**

Fairfax County Public Schools Office of Security Services is on call 24 hours a day. If you observe an act of vandalism or other suspicious behavior around the school outside of normal school hours, call (571) 423-2000 to report it. A security officer will be dispatched to the school.

All doors to the building will be locked and will remain locked during the school day. Entrance to the building is accessible to students and teachers by using the automated system at entrances 1, 3, 4, and 5.

It is a policy of Fairfax County Public Schools that all visitors report to the office, sign-in, and obtain a visitor's pass. Volunteers and visitors should sign in and out in the main office.

Students will not be permitted to leave the classroom or group alone or unsupervised anywhere in the building or on school grounds.

Teachers stand in their doorways at the beginning and end of the school day to supervise the hallways. Teachers stress the importance of not talking to strangers on the way to or from school. Students are encouraged to walk with others whenever possible.

#### **Safety Patrols**

The school safety patrols help to supervise and support student safety on buses, at bus stops, in school hallways and at neighborhood crosswalks. Please encourage your child to give safety patrols their complete cooperation. The safety patrols are not allowed to discipline students. They report infractions of the safety rules or potentially dangerous situations to the safety patrol sponsors.

#### **Expectations for Student Behavior**

We believe that in order to maximize learning, students must be active participants in all aspects of their school program. Active participation includes a positive attitude and the willingness to comply with established



guidelines for behavior. In addition to the *Fairfax County Public Schools Students Responsibilities and Rights*, the staff at London Towne has established the following school-wide expectations for all students:

- Be Respectful
- Be Responsible
- Be Safe
- Be a Peaceful Problem Solver

These expectations are broad and therefore apply to **all** school settings including classrooms, cafeteria, hallways, playground, bathrooms, special classes (e.g. art, music, library, physical education), and on school buses. We welcome your questions and feedback and thank you for your ongoing support.

#### **Student Rights and Responsibilities**

The Fairfax County Public Schools School Board has specific student conduct rules that are reviewed annually with all students. School officials may discipline students for or on school buses. Students may also be disciplined for inappropriate conduct traveling to school or returning home from school. Each September an updated [Student Rights and Responsibilities](#) booklet is given to students. Please review the booklet with your child and return the signed form to London Towne during the first two weeks of the school year.

#### **Student Dress**

The Fairfax County School Board has implemented a student dress code. All students are expected to dress appropriately for the K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene or clothing that promotes illegal or violent

conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited. 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. Parents of students requiring accommodation for religious beliefs, disability, or other good cause should contact the principal.

#### **INSTRUCTION**

Fairfax County Public Schools bases its *Program of Studies* (POS) on the *Virginia Standards of Learning* (Va. SOL) for each grade level and content area. Within the POS, Fairfax County Public Schools has embedded the essential knowledge and skills within the Va. SOLs and has included objectives that reach beyond the Va. SOLs in order to meet the needs of all students. Specific curriculum and instruction information is available to families at [www.fcps.edu](http://www.fcps.edu).

#### **COMMUNICATION**

##### **Conferences**

Conferences are scheduled with teachers at the end of the first grading period, on November 7 & 8. You may schedule a conference at other times during the school year by contacting your teacher either by note, phone call, or email.

##### **Staff**

London Towne staff members welcome communication with parents. Teachers are available before school and after school to meet with parents. Parents are encouraged to contact the teacher to schedule a meeting. Please understand that the teachers have responsibilities in the morning and

afternoon that limit their ability to meet immediately. By calling ahead and scheduling an appointment, you are guaranteed uninterrupted time to discuss matters of importance.

Each teacher has a phone mailbox and will check for messages regularly. The teacher will provide parents with FCPS phone mail numbers and their e-mail address. All FCPS email addresses follow this pattern: [john.doe@fcps.edu](mailto:john.doe@fcps.edu). (First name.Last name@fcps.edu)

Expect a phone/email response from teachers and staff members within a 24-48 hour timeframe. If you have an emergency or urgent message, please call the school office at 703-227-5400.

##### **Tuesday Folders**

Communication folders are sent home every Tuesday. At times, the folder will contain a sampling of student work that your child has done in class. This also includes important information from the school and PTA. Thank you for reviewing the folder each week and signing your name on the front before your child returns it to school the next day.

Please note that work samples enclosed in the Tuesday folder does not represent ALL the learning activities that your child has been involved in. Many learning activities including writing, learning journals, and math are not always sent home on a weekly basis.

##### **Assignment Books**

All students in grades 3-6 have assignment books that will come home daily. Please review and initial these each day. These help your child learn to organize and to become more independent in planning time for upcoming school projects/due dates

and homework projects. For questions, please contact your child's teacher.

## **BEFORE AND AFTER SCHOOL**

### **Basketball Courts**

Students are not permitted to use the basketball courts before or after school until after 6:30 p.m.

### **Playground Use**

School personnel are not able to supervise students on the playground before or after school. Therefore, students should go directly home after school.

## **HOMWORK AND GRADING**

### **Homework**

Homework is defined as an activity, (e.g. reading, written work) assigned for completion outside the school day. Homework should be a review or practice of information learned at school. Students should be able to complete homework on their own with minimal support from a parent. Parents are encouraged to discuss homework with their children and to ensure that homework is completed. If you have questions, please contact your child's teacher.

### **Progress Reports**

Progress Reports will be sent home after each 9-week grading period. Parents should keep the copy of the report, sign the envelope, and return the envelope along with any comments to the teacher on the next school day. Interim reports are sent home in the middle of the grading period if there is a significant change in a child's progress.

## **PTA/VOLUNTEERING**

### **Volunteering**

There are many opportunities to volunteer at London Towne. We are always in need of parents to participate on field trips, as room parents, or assisting students with academic studies.

All of our volunteers must complete an Emergency Care Card and submit a recent Tuberculosis test result. If you are interested in volunteering at London Towne please contact your classroom teacher or the main office for additional information. To volunteer for PTA events or to discuss additional ways to volunteer, please contact the PTA.

### **PTA**

You are invited to join the PTA. Membership information will be sent home at the beginning of the school year. Dues are used for field trips, assemblies, and special events. You will receive additional information regarding meeting dates and special events from the PTA.

### **PTA Board**

President - Maria Baylock  
1<sup>st</sup> Vice President - Kathy Siragusa  
2<sup>nd</sup> Vice President - Donna Garica  
3<sup>rd</sup> Vice President - Geneva Ardanan  
Treasurer - Sandi Williams  
Secretary - Ed Hau

### **Parent Resource Center**

The Parent Resource Center promotes parent awareness of the services provided by Fairfax County Public Schools for children with special needs and their families. The Center provides seminars, training programs, and other resources.

The Parent Resource Center  
Dunn Loring Administrative Center  
2334 Gallows Road  
Dunn Loring, Virginia 22027  
(703) 204-3941  
[www.fcps.edu/DSSSE/prchomep.htm](http://www.fcps.edu/DSSSE/prchomep.htm)

### **INSURANCE**

Optional accident and dental insurance is available to all Fairfax County School children. The insurance covers children before, during and after school, as well as at school-related activities. Please mail the applications and checks directly to the company. Applications are in the back-to-school packet.

### **MOVING?**

Please inform the school in advance if you plan to move to another school. If you move to another Fairfax County Public School, you still must go to the new school to register. We do not transfer records until we get a call requesting them from your child's new school.



## SCHOOL CALENDAR 2011-2012

September 6	School Begins
September 21	Back-to-School Night Gr. K-2
September 22	Back-to-School Night Gr. 3-6
October 10	Columbus Day Holiday
November 7 & 8	Teacher workdays
November 9	Second Grading Period Begins
November 23	Two-hour early closing
November 24 & 25	Thanksgiving Holidays
December 23 - January 2	Winter Vacation
January 16	M.L. King Birthday Holiday
January 30 & 31	Teacher Workdays
February 1	Third Grading Period Begins
February 20	Washington Birthday Holiday
April 2- April 6	Spring Break
April 9	Teacher Workday
April 10	Fourth Grading Period Begins
May 28	Memorial Day Holiday
June 19	Last Day of School

### Make up Days

Virginia state law requires that students have a minimum of 180 school days each year. There are 183 student days built into the calendar. If days are missed due to inclement weather, they will be made up accordingly.

Days Missed	Makeup Days
1-3	Will not be made up
4	February 20
5	April 9
6	No make-up required
7	June 20
8	No make-up required
9	June 21

**FOR UP TO THE MINUTE UPDATES REGARDING SCHOOL CLOSINGS, DON'T CALL THE SCHOOL. INSTEAD, WATCH CABLE CHANNEL 21 AND/OR YOU CAN GET E-MAIL ANNOUNCEMENTS FROM THE SCHOOL SYSTEM BY SIGNING UP FOR "KEEP IN TOUCH" VIA THE WEB AT:**

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

*June 27, 2011*

*The information in this attachment is current as of the publication date. Visit <http://www.fcps.edu/LondonTowneES/> for the most up-to-date information.*