

VIRGINIA RUN ELEMENTARY SCHOOL

PARENT - STUDENT HANDBOOK

2011-2012



Virginia Run Vikings

Explore Today to Prepare For Tomorrow

www.fcps.edu/VirginiaRunES/

VIRGINIA RUN ELEMENTARY SCHOOL

15450 Martins Hundred Drive
Centreville, VA 20120

Phone Numbers

Main Office	703-988-8900
Attendance Line	703-988-8989
Clinic	703-988-8910
Cafeteria	703-988-8921
Fax	703-988-8997

Office Staff

Laraine Edwards, Principal
Jason Pannutti, Assistant Principal
Phyllis Thomas, Administrative Assistant
Sharida Painter, Registrar
Shelley Moore, Office Assistant
Linda Nicklyn, Office Assistant
Barb Kohler, Office Assistant (Library)

School Hours

Main Office Hours: 8:00 a.m. – 4:30 p.m.

Student Hours

	Monday	Tuesday-Friday
K-6	9:15 a.m. – 1:25 p.m.	9:15 a.m. – 3:55 p.m.

Monday Early Closing

Please note the early closing time on Mondays. Students are dismissed early each Monday to provide time for professional meetings, in-service seminars and workshops for staff, as well as parent conferences.

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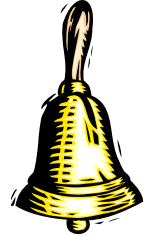
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Absence and Tardy

Absence

Parents are requested to contact the school office each time a child is absent or tardy. Please call the attendance hotline at **703-988-8989** between the hours of **4:30 p.m. until 8:30 a.m.** and leave a message to report a student absence. After **8:30 a.m., parents should call the school office at 703-988-8900**. Families of students not reported absent by 9:30 a.m. will receive a Keep in Touch (KIT) attendance notification message.



Virginia State law requires that each student who is absent from school must be reported each time by a responsible person. An excused absence is one for which parents/guardians have prior knowledge, consent, and a legitimate reason. Legitimate reasons include: illness of the student, death in the family, and observance of a religious holiday. Absences for family and student vacations are unexcused. According to School Board Regulation 2234, after the fifth unexcused absence the school is to refer the student to the attendance officer.

Dental and medical appointments are excused; however, we ask that such appointments be kept to a minimum during the instructional day. If a child must leave early for a medical or dental appointment, parents are requested to send a note in advance and must sign the child out in the office at the appropriate time. **To protect instructional time, students will not be called to the office until a parent arrives at school to pick them up.** Please allow sufficient time for your child to get to the office and for you to arrive on time to your scheduled appointment.

Unexcused Absence

Absences for family and student vacations are unexcused. Students are responsible for completing any missed assignments. Teachers will provide the student and parent or guardian with missed work but are not obligated to provide assignments prior to family or student vacations.

Tardy

Students arriving at school late must first report to the office for correction of attendance records. Car riders arriving tardy should be brought to the front of the school building and accompanied into the office by a parent/guardian. **The first bell rings at 9:05 a.m. The tardy bell rings at 9:15 a.m. Students who arrive in their classroom after 9:15 a.m. will be marked tardy.** Students who are tardy eight or more times in a school year will have a letter placed in their school file. If the student continues to be tardy a meeting with the principal, counselor, student, and parent will be held to discuss the situation.

Advanced Academic (AAP) Program

Advanced Academic Program (AAP) (formerly GT) school-based programs in the elementary and middle school are designed to match the learning abilities and developmental levels of identified students and to support their unique personal and social needs. To qualify for a local school program, students are screened annually in grades K-6. The local school identification-placement committee considers student products, teacher recommendations and ratings, school achievement, and test scores. A student referral may be considered at any time.

- The K-3rd grade school-based program offers a series of Response Lessons in critical and creative thinking for all students. Certain individual students who exhibit characteristics of emerging giftedness are provided with differentiated services. These services are specifically planned for the identified child and offer changes in the child's instructional program that provide more challenging content, alternative resources, activities, assignments, and/or instructional groupings.
- The 3rd-6th grade center-based program offers students a highly challenging instructional program, curriculum differentiation in the depth, breadth, and pace of instruction matched to particular students and content areas.
- The 4th-6th grade school-based program offers a series of Process lessons to all students to increase their critical and creative thinking skills. Thinking skills are emphasized at each grade level, and the skills are integrated into various areas of content instruction. The school-based program offers a weekly session with a gifted and talented resource teacher for students identified by committee review. Expansion of critical and creative thinking skills as well as training in creative problem solving is provided in these weekly sessions.

School based AAP programs are located in every elementary and middle school. Center-based program are located in certain schools, but all children have equal opportunity to be screened for eligibility into this program.

Arrival and Dismissal

Buses

Bus service is provided for children living outside the walking boundaries. Bus riders are expected to:



- Avoid crossing over or playing on private property.
- Arrive at the bus stop 5 minutes prior to the scheduled pick up time.
- Remain seated and talk quietly after boarding the bus.
- Cooperate with the safety patrols and bus drivers.

Procedures for safe transportation are discussed with all students at the beginning of the school year. Parents/guardians are responsible for supervision for safety at bus stops. It is also important that parents review with their children the information included on the form provided to all students who use school transportation. 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.

Student failure to exhibit acceptable standards of conduct while riding a school bus can result in a suspension of bus transportation.

Kindergarten Parents: For your child's safety, ***a parent or guardian is required to meet their child at the bus stop.*** If an adult is not at the bus stop, the child will be returned to school.

Walkers

Parents are responsible for selecting their children's walking routes to and from bus stops, schools, and home. Parents are also responsible for providing supervision that is appropriate to the student's age, the student's maturity, and conditions on the route.

FCPS staff does not assess all possible walking routes, supervise those routes, or guarantee the safety of any particular route. Staff provides general safety information to school communities, and responds to requests for specific information and advice when practicable.

Walkers will enter the school through the main entrance. Students should not arrive at school before 8:55 a.m. but no later than 9:15 a.m. Our morning staff is on duty from 8:55-9:15 a.m. There will be no supervision prior to 8:55 a.m. **The first bell rings at 9:05 a.m. The tardy bell rings at 9:15 a.m. All students should be in their classroom by 9:15 a.m. when the tardy bell rings.**

Car Riders

Car riders must use the Kiss N' Ride area. Parents are required to drop students off using the circular driveway in front of the school. If you **choose to not use the Kiss N' Ride** and bring your child to the front of the building **you must park your car in the parking lot and walk them across the driveway.**



Staff members will be stationed at the Kiss N' Ride to help students get out of the cars safely and enter the building through the front doors. The Kiss N' Ride area becomes very congested. Please follow these safety procedures to ensure the safety of your child and all students:

- Pull forward in front of the SACC door before loading or unloading.
- Load and unload from the passenger side of the car only.
- Do not pass other cars that are loading or unloading.
- Do not park in the Kiss N' Ride lane and leave your car unattended.
- Exit the Kiss N' Ride promptly after loading or unloading children.
- In the afternoon, if your child is not present when you pull up to the Kiss N' Ride area, please pull forward and go around the circle again.
- Please do not pick up or discharge your child on Martins Hundred.

Please treat our staff members monitoring Kiss N' Ride respectfully. Remember that Kiss N' Ride is offered as a courtesy to our parents and these staff members make it possible to offer this service.

Car riders who have not been picked up by 4:05 p.m. (1:30 p.m. on Mondays) will be escorted to the school office until a parent or guardian arrives.

Bicycles

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?

Prior to your child riding a bicycle to school, determine the riding route to school. Discuss alternate routes in the event the primary route is inaccessible.

Bike racks are available in the front of the school. We recommend that you provide a lock for your bike.

Change in Transportation Arrangement

We are unable to process changes in transportation for play dates. Arrangement for play dates and visits to friends should be scheduled after students arrive safely home from school. However, should an emergency require that a child walk or ride home with a friend, the parent should send a note to the main office on the morning of the day permission is requested. A note is required from the parent/guardian of each student involved. Please send your requests in writing, including the date, the children's first and last names, the homeroom teacher, what the change is "**Riding bus # _____**", "**Walking home with _____**." The note should be signed by the parent/guardian and

include a phone number where you can be reached for questions or further information. **We are unable to process changes in transportation unless both students have a note.** In the absence of both students having notes, each student will be instructed to go home as they normally would go home. The students will be allowed to make a phone call to a parent to inform them of the situation. **Please note if a bus is filled to capacity, a student not regularly on the bus will not be allowed to ride the bus even just for one day.** Each family is urged to find a nearby neighbor that your child can go to in the event of an emergency.

Parents escorting their children to school or picking them up at the end of the day may not walk to the classroom.

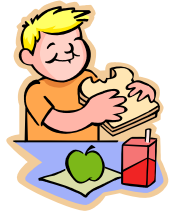
Birthday Celebrations

Parents may **bring a small treat** for their child's classmates to share to celebrate his/her birthday. Please contact your child's teacher **IN ADVANCE** regarding the classroom policies the teacher has in place regarding treats and possible allergies.

Birthday parties for individuals will not be held in school. If your child is inviting classmates to his birthday party, please do not have your child distribute the invitations at school.

Cafeteria

All children are required to eat lunch in the cafeteria. Students may bring lunch from home or purchase lunch at school. Students should not bring canned or bottled drinks or soda to the cafeteria for lunch. Nutritious school breakfasts and lunches are served daily in the cafeteria. The prices for school meals are:



Breakfast:

Students, grades K-12.....\$1.50

Adults.....\$1.95

Reduced-price breakfast for qualifying students – no charge

Lunch:

Student Lunch (with milk).....\$2.65

Adults.....\$3.65

Reduced-price lunch for qualifying students – 40¢

The price for milk is .60¢ and can be purchased separately.

A computerized debit card system is the most convenient way for students to purchase school lunches and breakfasts. This system allows parents to purchase meals in advance on a weekly, monthly, or quarterly basis. This also allows parents to provide an emergency fund should your child forget his/her lunch or lunch money. Students are issued a personalized debit card that is kept by the food services manager under their teacher's name. Students can open, or add money to a meal account by bringing cash or a check made out to **Virginia Run Elementary Food Service** to the cafeteria manager. Parents can also purchase meals online using www.MyLunchMoney.com. The service is easy-to-use, convenient, private, and secure. There is a convenience fee. Once an account is established, parents can check the fund account anytime from their computer.

Money can be placed in the account one of three ways:

- Meals only (no a la carte snacks allowed)
- Cash only (meals and a la carte snacks allowed)
- Meals and Cash (meals and some cash for a la carte snacks--parents specify how many snacks)

This information needs to be communicated to the cafeteria manager each time you send in money. When no preference is given, money is put into a cash account and can be used for all food items.

When your child is running low on money, an "I need lunch money" sticker will be sent home. You will also receive a KIT message (see page 13) from Food Services. Please make your child's account a priority. **Federal regulations prohibit the cafeteria from letting students or adults charge lunches.** If a child forgets their lunch and has no lunch money they will be offered a jelly sandwich or cereal and milk compliments of the PTA.

A menu is sent home each month. You are encouraged to review the menu with your child. The complete lunch consists of a main item, two choices from the fruits and vegetables of the day, and milk. A la carte items, such as cookies and ice cream, are offered at additional cost.

Parents/guardians can make special arrangements for students with milk allergies. Juice will be substituted for milk with the daily lunch after a letter from a physician is presented to the cafeteria manager. Parents/guardians of students with a severe food allergy (such as peanut allergy) should contact the main office. Regulations governing the federal lunch program permit food substitutions for individual children with medical or other special dietary needs but **ONLY** when supported by a statement from a recognized medical authority, which includes recommended alternate foods.

Parents, grandparents, and siblings are always invited to come and eat with a student. Visitors typically either purchase lunch from the cafeteria or bring a bag lunch from home. Sign in at the main office before proceeding to the cafeteria. It is nice for the students to see that grownups also eat nutritious lunches. We ask that you do not bring in soft drinks or “fast-food” lunches. The sale of soft drinks to students is prohibited in all Fairfax County Public Schools, from elementary through high school, during the school day.

Classroom Observations

Parents who wish to observe their child in class or have a private therapist observe their child in class should contact the principal to coordinate the visit at least one week in advance. When an outside therapist observes, feedback following the visit should be shared with the principal or principal designee. Observations are limited to 30 minutes. Parents requesting a private therapist to observe their child in school need to complete a **Parental Consent for Disclosure of Student Information** form available in the front office, prior to the observation.

Clinic Information (School Health Room)

Clinic services in the school, including the administration of medication and modified first aid, are performed by the clinic assistant, parent volunteers, and office staff. The clinic is not staffed with a licensed practitioner and therefore is not able to serve as a source of medical diagnosis, care, or guidance. They provide care only for minor illnesses and injuries.

Illness or Injury



If your child is injured or becomes sick at school, we will notify you immediately. If we cannot reach a parent, we will call a person you have listed on your Emergency Care Form. It is important that we have an Emergency Care Form on file for each student and that the information is updated as changes occur.

Contagious Illnesses

In accordance with the communicable disease policy for Fairfax County Public Schools, students with symptoms such as rashes, skin eruptions, water and inflamed eyes, fever, sore throat, vomiting or diarrhea should stay home until the doctor evaluates their symptoms and determines whether they are contagious or the symptoms are no longer present. **Students with an elevated temperature should be fever free for 24 hours before returning to school.**

Parents will be contacted and expected to take their child home if he/she is sent to school with symptoms of an illness, becomes sick, or develops a rash.

Please notify the school office if your child should contract chicken pox, strep throat, measles, head lice, or any other contagious disease.

Medication

If your child **MUST** receive medication during school hours, you are required to complete the appropriate Fairfax County Public Schools authorization forms available in the school office or at <http://www.fcps.edu/forms.htm#hea>.



Medication will not be dispensed without proper authorization from a physician.

Please complete all medication forms accurately before bringing medication to school. The label on the prescription bottle/package must match the orders on the medication form.

A student may carry and use an inhaler for asthmatic conditions when the student's physician and parent have both completed the necessary form available from the school clinic.

The first dose of any new medication must be given at home. Parents or guardians are 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.

Parents are reminded that children may not transport or possess any prescription or over the counter medication, at any time. **ALL MEDICATION, PRESCRIPTION OR OVER THE COUNTER MEDICATION MUST BE BROUGHT TO SCHOOL BY A PARENT.** However, students may **ONLY** bring over the counter cough drops or throat lozenges provided that they are in the original container or packaging (Medication Authorization form is not required). Students must not share cough drops or throat lozenges under any circumstances with other students. Guidelines are outlined in Regulation 2102.11. Any child, regardless of age, who brings or possesses medication or any drug-related paraphernalia to school, will be disciplined according to FCPS Regulation 2610 (Removal (suspension, expulsion, or exclusion) of students from school).

Communication



Good communication between home and school is vital to a successful school experience for each child. Questions relating to your child should be directed to the classroom teacher. All teachers have voice mail and an e-mail address. The school has a web page which links directly to each teacher's e-mail: www.fcps.edu/VirginiaRunES/staffpage.htm.

Directory Information

Federal law permits the disclosure of "directory information" from a student's records prior to written consent unless the parent has opted out of such disclosure. Directory information is routine information that is generally not considered harmful to disclose. School yearbook photos are included in this category. The following items of student information are established as "directory information":

- Name
- Participation in officially recognized activities and sports
- Height and weight of a member of an athletic team
- Attendance records
- Awards and honors received
- School and grade
- Photographs and other images
- Name of parent or guardian

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. If parents do not wish any or all directory information items to be released, they must return an **Objection to Release of Directory Information to the Public** in the Annual Notice. Parents can choose a Comprehensive or Limited Opt-Out options. Comprehensive Opt-Out Option would completely exclude from your child from all school publications **including the school yearbook**.

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. To do so, they must return the **Objection to Release of Directory Information to the Public** in the Annual Notice.

Annual Notice opt-out booklet can be accessed online list at:
<http://www.fcps.edu/mediapub/publicat/familygram/optout/esoptout.pdf>

The Virginia Run PTA publishes a student directory. When you join the PTA, you will receive this directory for free (1 per household). **Every parent must respond to the PTA's request for inclusion of specific information to be published in the directory. Parents must respond to the PTA's request for specific information with a Yes or No answer.**

Dress Code

Research has proven that children behave more appropriately and perform better at school when they are neatly dressed. Parents and teachers working together can help children learn to make appropriate selections for a given place or occasion.



The Fairfax County Public Schools Dress Code 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 the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited. (See page 13, section II.A.2.1, in Students Responsibilities and Rights for additional information regarding gang-related clothing.) 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, and clothing constructed of see-through materials.”

Parents of students requiring accommodation for 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. The current version of Regulation 2613 provides additional details.

The wearing of shoes that contain wheels in the heel, better known as "Heelys" is prohibited. These shoes when used in school building can cause injury to oneself, other students, and staff when the wearer loses control and slides into other individuals. These shoes are designed to be used outside in an area where children have lots of room to skate and with a helmet.

Students participating in physical education classes taught by a physical education specialist must wear tennis, gym, or running shoes designed to provide support, fit securely, and prevent injury.

Our school suggests:

- Clothing must be safe, comfortable and not restrictive to learning activities. Hats and caps, except for those worn for religious reasons, should not be worn inside the school.
- Shoes should offer proper support and protection, as students are involved in PE and recess activities daily.
- Short shorts, short skirts, (less than fingertip length) or tight skirts are inappropriate school attire.
- Tops should have straps which are at least three fingers wide, no spaghetti straps.
- Messages, logos, and other visual images on tee shirts should convey age appropriate messages to K-6 students.

Emergency Care Form



IMPORTANT!

This form is our “lifeline”. We cannot emphasize enough the importance of having accurate, up-to-date parent information on this form. Your child’s well being at school depends on it!

We appreciate your assistance in providing complete and current information. You will have two options in returning your emergency care information form:

1. Option #1 will be to fill out the blank form provided in the first Wednesday envelope.
2. Option #2 make changes online via weCare@School (you must have an FCPS 24-7 Parent View account), print a copy and return it to your child’s teacher.

If you do not have access to email, please let the main office know so we can use alternative methods to contact you.

We will not release any child to any adult other than the parent/guardian or persons listed on the emergency care form. Please list several friends and/or relatives whom we may contact in the event of an emergency if we cannot reach you at home or work. Do not list pager numbers unless you will be able to return our call promptly. We greatly appreciate your cooperation in completing this form.

Emergency School Closing, Delayed Opening or Early Dismissal

In the event of an emergency, such as extreme heat, cold or snow, the Division Superintendent may decide to:

- Close schools for the day.
- Open schools two hours late.
- Close schools two hours early.

All emergency closings and delayed openings shall be announced in the following ways:

- Listed on the Fairfax County Public Schools web site: www.fcps.edu.
- Sent by electronic mail (e-mail). (Keep in Touch page 13).
- Carried on the division's public access channel, Cox Cable Channel 21.
- Closings and delayed openings are provided to local radio and television stations no later than 5:30 a.m.
- Early closings are provided to local stations no later than 10:30 a.m.

All-Day Closing

- All schools shall be closed for the day.
- Extracurricular activities, interscholastic contests, team practices, field trips, adult and community education classes, and recreation programs in schools and on school grounds are canceled.
- All offices are open unless the closing of offices is specified.

Two-Hour Delayed Opening on Monday

- Elementary schools shall not close early but shall observe the usual Tuesday through Friday schedule.
- Morning field trips are canceled.
- All offices are open on time.

Two-Hour Delayed Opening on Tuesday through Friday

- Students in grades K-6 shall report two hours later than their regular schedule. Schools hours are 11:15 a.m. – 3:55 p.m.
- Morning field trips are canceled.
- All offices are open on time.

With any delayed opening the buses will arrive to pick up the students two hours later than the regularly scheduled time.

Two-Hour Early Closing on Monday

- Elementary schools shall close two hours earlier than the Tuesday through Friday schedule.
- Field trips are canceled.

Two-Hour Early Closing on Tuesday through Friday

- All students shall be dismissed two hours early. School hours are 9:15 a.m. – 1:55 p.m.
- Field trips are canceled.

Equal Opportunity Statement

No student at Virginia Run Elementary school shall, on the basis of sex, race, religion, natural origin, or parental status be excluded from or denied enrollment in any academic activity or course offering.

Fire Drills



An emergency drill for fire is held every week the first month of school and thereafter on a monthly basis. No advance notice is given to staff or students. Drills occur at different times during the day and are timed. Everyone, including adults, in the building is expected to evacuate immediately, regardless of task. Children do not stop for coats and are returned to classrooms as soon as possible. Parent volunteers in the classroom should help teachers as students walk quickly and silently as they exit the building. Home fire drills are encouraged so that there is continuity of experience.

Homework

Homework should serve a positive purpose for learning and support the instructional program. Homework should be a vehicle through which students practice skills introduced in the classroom or expand knowledge by means of research, application, experimentation, or reflection. All students are expected to complete homework assignments. On average, homework across disciplines should not exceed 0.5 hour at the primary level, 1 hour at the upper elementary level, and 1.5 hours at the middle school level.

Parents can help students develop effective study skills and complete homework assignments by:

1. Providing space for doing homework and a specific time for study.
2. Providing books and opportunities to read.
3. Reading to the child.
4. Encouraging the exploration of the world outside the classroom.
5. Providing the tools to aid learning.
6. Maintain communication with teachers and counselors.

If you feel that your child is spending an undue amount of time on his/her homework, please contact the teacher to discuss the matter.

Keep in Touch (KIT)

Keep in Touch (KIT) is an important school-home communication system for parents, students, and community members that enable them to receive timely information from the school system and from individual schools. KIT messages are sent when there is an emergency or an unusual situation at a school as well as for routine messages. KIT also sends attendance notification messages to parents. **In order to ensure you receive messages from Virginia Run Elementary it is vital that you keep your contact information updated.** To update your Keep in Touch information families have two options:

1. Fill out or update your child's emergency care card form and return it to school.
2. Update your child's emergency care contact information via weCare@School, (you must have an FCPS 24-7 Parent View account.)

If you do not have access to email, please let the main office know so we can use alternative methods to contact you.

Lost and Found

Parents, please **label all clothing and lunch boxes** 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. Parents are encouraged to come to school to check for lost items. All unclaimed articles remaining in the lost and found area at the end of each semester will be given to charity.

Meeting with Teachers

Please remember when you are coming to volunteer, drop your child off, or pick your child up this is not a time that teachers are able to meet with you. If you have a concern that you wish to discuss with your child's teacher please arrange a time for a meeting through e-mail or a phone call. Be respectful of the teachers' time. In the morning and afternoon, teachers need to attend to the students. Planning time is used for arranged meetings, collaboration with colleagues, and instructional planning. Even short impromptu meetings make it difficult for the teachers to meet their contractual obligations.

Personal Property

Students are responsible for the personal property that they bring to the school building, on school grounds, on a school-sponsored function such as a field trip, or on a school bus. Fairfax County Public Schools does not assume responsibility for the personal property of students and does not insure their property or otherwise reimburse students for loss of or damage to their property. Students and their parents should consider carefully the value of property brought to school. **Electronic games, expensive equipment, and excess money should not be brought to school.** Students may not bring toys or stuffed animals to school unless the items are related to a current unit of study or approved by the classroom teacher. **Staff members may not accept responsibility for student property on behalf of the school.**

Students may not bring playground equipment from home including footballs and soccer balls, to use at school. If a student brings equipment, his/her teacher will take it and return it to the student at the end of the day. Parents will be called if the item cannot safely be taken home on the bus.

PTA

The Virginia Run PTA is a member of the local, state, and National Parent Teacher Associations. The goals of the PTA are to encourage involvement of the community with the school, its students, teachers and administrators and serve as a network of communication between parents and school personnel. Parent involvement with the school, as classrooms or library volunteers, or directly through support of PTA activities help enrich the school experience for all of our children.

At Virginia Run Elementary School there is a close relationship between parents, the community as a whole, and the school. Much work and many volunteer hours have been needed to develop and maintain the kind of organization, which has enabled the community and the school system to work together for the benefit of our children. We urge you to join in this effort.

Virginia Run Elementary



everychild.onevoice®

The PTA officers for the 2011-2012 school year are:

President	Mark Cutlip
Vice President	Lori Leventry
Vice President	Joan Gorvett
Treasurer	Melissa Tucker
Recording Secretary	Kelly Bobek

In addition to the active volunteer program, opportunities for involvement with the school are also available through membership on the various PTA committees.

Your “Starting School” information packet contains a listing of all PTA committees and chairpersons. The PTA has adopted the following motto: “There is no better investment of time and money than in the life of a child.” If you would like to be part of the effort, call Mark Cutlip at 703-266-9250.

Reporting to Parents

Progress reports are issued four times per year at the completion of each grading period for students in grades 1-6. **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.

Achievement marks are based on but not limited to: daily work, classroom assignments, tests, and related activities. Each achievement mark is based on the evaluation of the child's progress in three areas of learning:

- Concepts for each subject studied.
- Skills or processes needed to learn that subject.
- Ability to apply the learned knowledge in practical situations.

Effort marks are based on the initiative and participation demonstrated by the child.

Progress on the report cards for grades 1-3 is indicated by O (Outstanding), G (Good), S (Satisfactory), N (Needs Improvement) for achievement and effort in each subject area. Grades 4-6 use these same symbols for effort; however, achievement is indicated by A (Excellent), B (Above Average), C (Average), D (Below Average), and U (Unsatisfactory).

Conferences are considered an essential part of the reporting and student evaluation process. A parent-teacher conference is scheduled at the end of the first nine weeks. Other conferences may be requested by either the teacher or parent. Parents requesting a conference are asked to write a note to the teacher, leave a telephone message, or e-mail him/her. Drop-in visits or conferences in the hall during the school day or before or after school hours are discouraged. You are encouraged to **please make an appointment.**

Interim Reports are sent home to all students in the middle of each quarter. Interim reports are used to communicate exceptional progress, improvement, or unsatisfactory progress.

Release of Students

If a child must leave early, parents are requested to send a note in advance and must sign the child out in the office at the appropriate time. **To protect instructional time, students will not be called to the office until a parent arrives at school to pick them up.** Please allow sufficient time for your child to get to the office and for you to arrive on time to your scheduled appointment.

We will not release any child to any adult other than the parent/guardian or persons listed on the emergency care form. Students may be released to either parent unless prohibited by a court order. If restricted custody has been legally established, a parent must furnish a copy of the custody order to be kept on file in the school office.

Safety and Security

All persons entering the building during the school day must report to the office. Visitors to the school will only be able to gain access to the school through the main doors at the front of the school. There is a bell for visitors to ring on the right side of the door. One of the office staff will be able to view the visitor through a camera phone. After being “buzzed” into the school, the visitor will be directed to

the office to sign in and obtain a visitor’s badge. Parents who wait for students during afternoon dismissal time must remain in the foyer area. Visitors are not allowed to go to a classroom, cafeteria, or the gym without acquiring a badge from the office. If you need to deliver an article to your child, please bring it to the office, and the office personnel will contact your child.

Student Council Association (SCA)

Virginia Run School's students in grades 3-6 have an opportunity to participate in the Student Council Association. SCA officers will be elected each spring and serve for the following school year.

The officers and classroom representatives meet regularly and are involved in many aspects of the school program. School faculty members and the school administration sponsor the SCA.

Student Recognition

Citizenship

This award is for all students in grades 1-6. The purpose is to honor all students who remember to show responsibility, caring, respect, honesty and cooperation.

The criteria for this honor are:

- All Os and Gs in Effort and Citizenship and Study Skills each quarter.

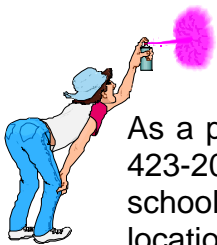
Each student who qualifies will receive a blue ribbon. Students who qualify for this award all four quarters will earn a blue and white ribbon.

Student Rights and Responsibilities (Regulation 2601)

A safe learning environment is essential for all children. We believe that demonstrating respect, responsibility and kindness towards self and others is essential for learning. Classroom expectations and school rules will be discussed in detail the first day of school. We want all children to have a positive experience at school. Please encourage your child to set high standards for behavior, and discuss the importance of respect and tolerance toward others. The Student Rights and Responsibilities book is sent to every family at the beginning of the year. All parents need to read and review the Rights and Responsibilities information with their children **and return to school signed by the end of the third week of school**. Students will be expected to comply with all FCPS regulations, rules, rights, and responsibilities.

Telephone Use by Students

Students will not be allowed to make telephone calls during the school day except in cases of emergency. Please help your child develop a routine of placing books, homework, money, instruments, etc. in a designated place in order that they will not be left at home.



Vandalism

As a parent or concerned citizen, please call the School Security Office at 571-423-2000 if you see suspicious activities at our school, such as persons on the school roof, persons throwing objects at the schools, etc. Give the name and location of the school and a description of what is happening. It is not necessary to give your name. School security personnel or police will investigate.

Trash collection receptacles on school grounds are for the use of school only. Community use of these receptacles are forbidden.

Visiting Pets

Any animal **visiting** must have prior approval from the teacher and be accompanied by a parent. Dogs and cats may stay only as long as the parent is present. If a pet such as a rabbit, hamster or bird is to spend the day, it must be suitably caged, (this means an **enclosed cage**, not one where fingers can be put between bars on the cage). In addition, the teacher will check with all the parents to determine if any student has an allergy. No pet shall remain overnight.

Visitors

Visitors are welcomed in the classroom; however prior arrangements should be made coordinated with the teacher and principal. In order to protect the instructional program from interruption, visits are to be limited to 30 minutes. **School-age visitors (i.e. family relatives and friends) are not permitted to attend school as classroom guests or to ride the school bus.**

Volunteers

Volunteers are essential to the success of Fairfax County Public Schools. Many enriching and worthwhile experiences are afforded to our children through the volunteer help from parents. With this support, teachers are able to provide more direct instruction.



Volunteer sign-up sheets are available in the classrooms at the OPEN HOUSE and BACK-TO-SCHOOL NIGHT. However, volunteers are needed throughout the year, so please contact your child's classroom teacher or the PTA board if you missed the initial sign-up. Please remember when you are coming to volunteer this is not a time that teachers are able to meet with you. If you have a concern that you wish to discuss with your child's teacher please arrange a time for a meeting through e-mail or a phone call. **ALL VOLUNTEERS MUST HAVE A NEGATIVE TB TEST OR CHEST X-RAY ON FILE WITH THE SCHOOL.**

Volunteers are strongly discouraged from bringing younger children with them when volunteering. Volunteers bringing very young children with them are usually not able to adequately focus on the educational process for which they volunteered. There simply are too many distractions for them, for their very young children, as well as for our students, for much meaningful education to take place.

Volunteers must sign in and out of the office each time you come to volunteer. You must also wear your identification badge at all times so you are easily identified as a volunteer.

If you are unable to come in at your assigned time, please call the school office as early as possible and they will notify the teacher. Remember, the teachers and children count on your help.

Confidentiality

As per Policy 2730.1: All employees *and volunteers*, shall be expected to maintain personally identifiable student information, whether oral, written, or automated, in a confidential manner. Personally identifiable student information shall be disclosed within the school division only to individuals who have a legitimate educational interest and a bona fide need for access to the information. Such information shall not be otherwise disclosed within or outside the school division without appropriate consent or as otherwise authorized by law. For purposes of these requirements, *volunteers* shall be held to the same standards as are employees.

Wednesday Envelope

On Wednesday, each student will bring home a large yellow envelope of important communications from the school and PTA. Samples of class work will be enclosed on a weekly basis. 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 in cooperation with the PTA to help families manage the volume of information exchanged between home and school.

2011-2012 School Calendar

September 6, 2011	School Begins
October 10	Columbus Day Holiday
November 4	First Grading Period Ends
November 7 - 8	Student Holidays
November 23	Students Released 2 Hours Early
November 24 - 25	Thanksgiving Break
December 23 - January 2	Winter Break
January 16	Martin Luther King, Jr.'s Birthday Holiday
January 27	Second Grading Period Ends
January 30 - January 31	Student Holidays
February 20	George Washington's Birthday - Presidents' Day Holiday
March 30	Third Grading Period Ends
April 2 - 6	Spring Break
April 9	Student Holiday
May 28	Memorial Day Holiday
June 14	Graduation On or After This Date
June 19	Last Day of School

Makeup Day Schedule	
<u>Days Missed</u>	<u>Makeup Days</u>
1 - 3	No makeup required
4	February 20
5	April 9
6	No makeup required
7	June 20
8	No makeup required
9	June 21
10	No makeup required

*Date for the last day of school may be earlier or later depending on unanticipated events.