

Eagle View



Elementary

2009-10

Parent-Student Handbook

Eagle View Elementary

**4500 Dixie Hill Road
Fairfax, Virginia 22030**

**Main Office (703) 322-3100
Fax (703) 322-3197
Preschool Program Office (703) 322-3112
Attendance Line (703) 322-3131
Clinic (703) 322-3110
SACC (703) 322- 3160**

School Hours

| | Kdg- 6th | Preschool | |
|------------|-----------------|------------------|------------------|
| | | AM | PM |
| M | 9:05 AM—1:15 PM | 9:15 AM—11:15 AM | 11:15 AM—1:15 PM |
| T-F | 9:05 AM—3:45 PM | 9:15 AM—12:30 PM | 12:30 PM—3:45 PM |

Students should **not arrive at school before 8:45 AM**
as supervision will not be available.

Eagle View Elementary School

Our Vision

Eagle View Elementary embraces a vision that empowers students to develop the knowledge, skills, and attitudes needed to be successful, ethical, and contributing members of their community and the global community at large.

Our Mission

Eagle View Elementary believes that all students can and will learn. Our mission is to meet the needs of all learners by creating an inclusive, respectful, and nurturing learning environment that promotes cooperation and academic rigor. Early intervention and differentiated instructional approaches recognize the unique potential of each learner. Our goal is to build upon students' strengths to create lifelong learners and productive citizens.

General School Operating Procedures

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Eagle View Elementary

General School Operating Procedures

Absence, Tardy, Release of Students

Parents are requested to contact the school office when a child will be absent. All student absences must be supported by a valid excuse. Please call the 24-hr. attendance line at (703) 322-3131 by 9:30 AM on the day of the absence.

Classroom teachers will provide parents with their procedures regarding “make-up” assignments at Back-to-School Night.

Special requests for family trips should be reasonable. Although the school is willing to cooperate with parents in these cases, it should be understood that teachers cannot duplicate all missed assignments as many revolve around class discussion, interaction or experimentation. Work cannot be provided in advance for lengthy absences. Standard assignments such as journal writing or other curriculum-related tasks will be given whenever possible. Parents are asked to make sure that students complete these special assignments.

School begins at 9:05 AM. If a student must arrive late, a note from the parent is requested stating the reason for the tardiness. Students must report to the office to sign in and pick up a pass to be admitted to class.

Pupils will not be released during the day except when they have a note from the parent or when the parent comes to the school to take the child. In either case, the child should be signed out in the office by the parent before leaving. Children may not leave the building during the day unless they are accompanied by an adult.

After-School Plans

Students may not ride any bus other than the one assigned unless they have a Change of Transportation form provided by the office. Permission will be given only after notes from **both the parents of the visiting and visited students** have been received. Students should bring these notes to the teacher at the beginning of the school day.

Students who plan to walk or ride home with another student must have notes from **both parents** granting permission to do so. Students should bring these notes to the teacher at the beginning of the school day.

Animals

Animals may not be brought to the classroom unless prior approval has been given by the principal. When they are brought as part of the approved program, animals should be brought by a parent and taken home when the parent leaves.

Announcements

Daily announcements will be made each morning over the Eagle View News Network (EVNN) television broadcast. These announcements provide information for students. Students should listen carefully throughout the broadcast. The daily broadcast will contain the Pledge of Allegiance and a minute of silence.

Arrival

School begins promptly at 9:05 AM. Adult supervision will be available for students arriving prior to the start of school beginning at 8:45AM. Students who will purchase a school breakfast should proceed to the cafeteria. Other students arriving between 8:45 AM and 8:55 AM must go to the gym for supervision.

Bicycles

Due traffic concerns in the Eagle View community, students are not permitted to ride bicycles to school.

Birthday Celebrations

At Eagle View Elementary, every instructional moment is precious! While each teacher wants to recognize the birthday boy or girl on the special day, it is not appropriate for teachers to put instruction on hold for a party to occur in class. The celebration at school will be limited to the singing of a birthday song and the distribution of the birthday treat if the parents choose to provide some for the class.

We are asking parents to help us protect instructional time by following these guidelines when providing treats for the class in honor of a child's birthday:

1. Check with the classroom teacher to identify a time for the birthday treat to be brought to school.
2. If the birthday treat is a food item, make sure the items are easy to pass out as individual servings. For instance, send in a cookie for each child instead of a birthday cake that needs to be cut.
3. Make sure that the item can be served by your child with help from his/her classmates. Provide any necessary paper products.
4. The birthday treat will be served when time for eating has already been planned as part of the normal schedule. For instance, the birthday treat may be distributed by the child and other student helpers at lunch or snack time.
5. Consider healthy options for birthday treats and please avoid treats that contain nuts or nut products. Check with the teacher to find out about possible food allergies.
6. Consider sending a small favor that is not food related such as a special pencil or eraser.
7. The birthday treats may not conflict with FCPS food service. For instance, it is not appropriate to provide multiple pizzas for the class at lunch time.

Please do not bring balloons or gifts to school. Non-school related party invitations may not be distributed at school. This includes birthday invitations.

Bus Transportation

Information about bus pick up and delivery locations, times and routes will be provided as soon as it is made available to the school. During the first few weeks of school, we appreciate your patience as drivers and students become familiar with the new routes.

Traffic and weather conditions in the area may impact the bus routes from time to time. Our goal is to ensure that all students arrive at home safely. It is not always possible to communicate directly with parents when these situations occur. If the school has advance warning, efforts will be made to inform parents via the Keep in Touch system. Otherwise, office staff members will be able to provide available information to parents who contact the school.

As a parent, we know that your number one concern is your child's safety. We also know that it is frustrating—or even frightening—when you need to call someone for information about your student's whereabouts after school hours and the phones are not being answered. To help, if your child has not yet returned home on the expected bus and you can not get in touch with him or her, the FCPS school security office, at (703) 764-2400 can be called to contact transportation staff members after 5:00 PM.

Cafeteria

Breakfast and lunch will be available for students at Eagle View. The student breakfast costs \$1.50. The student lunch costs \$2.65. Menus are sent home in the Wednesday Envelopes and are also posted on the FCPS website.

Parents may prepay for school meals for the month, week, or day. Checks should be made out to "Eagle View Food and Nutrition Services. MyLunchMoney.com which allows prepayment with a credit card. Personal Identification Numbers (PIN) are used for prepayments. Students enter their PIN to access their accounts. Parents may specify how payments are to be used by their children - lunch and breakfast only, or lunch and a la carte items.

Students without lunch money or credit will be provided an alternative, such as a peanut butter sandwich or cereal with milk. Parents will be asked to replenish the funds for these items so that an emergency lunch will be available to other students in need.

Eagle View Cafeteria Guidelines:

1. Walk at all times.
2. Pick up all necessary items as you go through the cafeteria line.
3. Raise your hand if you need help from an adult.
4. Stay in your seat. Do not change seats.
5. Use low or inside voices, talking only with students at your table.
6. Use the restroom before coming to or after leaving the cafeteria.
7. Use good table manners.
8. Clean up after yourself.
9. Do your job if it is your turn to be the table washer, floor sweeper, or tray collector.
10. Speak respectfully to others.

11. Keep your hands away from the cups and table signs.
12. Immediately be quiet when given the Silent Signal. Remain quiet till the lights are turned back on.

Cell Phones and Other Portable Communication Devices

Per FCPS Student Rights and Responsibilities, Regulation 2601.23P, use of a portable communication device, possession of any such device in plain view, or possession of any such device that is turned on is not allowed without express authorization from the principal. The term “portable communication device” shall include, but not be limited to, any beeper, cell phone, or other similar device that is capable of sending and/or receiving audio, video, picture, electronic-mail, or text messages. In the event of a violation of this provision, the student shall be subject to disciplinary action and the portable communication device used or possessed by such student shall be subject to confiscation by school officials. The administrator will return the portable communication device to the student’s parent or guardian or to return the portable communication device to the student and contact the parent or guardian.

Clinic Services

Any child who becomes sick or suffers an injury at school will be brought to the school’s health room (clinic) by the teacher or by responsible students. Parents will be called in case of illness or injury. Please call the health room at (703) 322-3110 for more information. (See also, Medications)

Communication

Frequent, open, and clear communication between the community and school is necessary in order to maintain an excellent instructional program. Staff will provide parents with their FCPS Outlook e-mail address and Eagle View ES phone extension at or before Back-to-School Night. Also, FCPS 24-7 Learning (Blackboard) is another electronic means of communication. You will receive additional information from your child’s classroom teacher.

Wednesday Envelopes will be sent home to parents each Wednesday. Student work, grade-level newsletters, specific classroom information, school-wide and PTA information is some of what will be sent home in the envelope. Parents are asked to sign the Wednesday Envelope each week as acknowledgement that it was received, before returning it to school with their child.

A monthly newsletter will be sent home as part of the Wednesday Envelope. It will also be posted on the school’s website.

The *Familygram* provides parents with additional FCPS information and is issued electronically approximately four times per year. Paper copies will be available in the school office.

Keep in Touch is a county service that allows parents to receive updates about school-related topics and emergency information through their personal email.

FCPS 24-7 Learning/ Blackboard is an online resource that allows FCPS students to extend learning beyond the traditional school day and beyond school facilities. Students and parents are invited to use FCPS 24-7 Learning to access homework and class assignments, view class calendars, explore links to enrichment activities and update emergency contact information. For assistance with a Parent View account, please contact 1-866-434-8880. For assistance with a student account, please contact the child's teacher or Jaime Stanczak, School-based Technology Specialist at Eagle View.

Conferences

Parent and teacher conferences are required for each student at the end of the first grading period. Parents and teachers may also have conferences whenever necessary. Translators can be made available for conferences throughout the year when needed.

Although we make every effort to be available for conferences with you, we ask that you not enter instructional areas during the school day to talk to teachers about your child unless an appointment has been scheduled. Please contact the teacher directly to schedule a convenient time for a conference.

Crisis and Security Plan

The safety of all of our students and staff is a priority. Eagle View has a written Crisis and Security Plan that is updated regularly. The plan is located in the office and may be reviewed by parents after arranging an appointment with the principal.

Delivery of Forgotten Items

Students are encouraged to take responsibility for bringing the things they will need to school each day. Please help your child develop a routine of placing things that must be brought to school in a designated place in order that money, books, jackets, permission slips, notes to the office, musical instruments and homework will not be left at home. Students will not be permitted to call home for forgotten items.

In the event that forgotten lunches are delivered to the school during the day by a parent, parents may leave the lunches on a designated table in the office. Students should check the table on the way to the cafeteria at their scheduled lunch period. Any other items delivered to the school by parents may be left in the main office on a designated table. Students will be permitted to check the table in the front office for forgotten items at times that are approved by the classroom teacher. To protect the flow of instruction, classrooms will not be interrupted to announce that items have been delivered.

Discipline

The long-range goal of our school discipline policy is for children to develop the ability to make sound decisions regarding their own behavior, with a clear understanding of the likely consequences that may result. Students require support in a caring environment, good role models, high expectations, and opportunities to practice assuming responsibility for the decisions they make. Students and staff at Eagle View Elementary are expected to demonstrate respect for themselves and others, as well as for the material

aspects of the school environment. All will emphasize mutual respect and the practice of good manners.

The Positive Behavior Support (PBS) program at Eagle View promotes a school wide positive learning approach to discipline. The objective of PBS is to improve school climate, teach students to be responsible members of our school community, and reduce challenging student behaviors in a proactive, positive, and consistent manner.

School-wide expectations focusing on safety, mutual respect, individual responsibility, and the FCPS Student Responsibilities and Rights (SR&R) regulation are necessary to ensure a safe place for all students and adults. A classroom environment that supports student efforts to reach their potential is necessary. Students need to have a clear understanding that the teacher is in charge in the classroom and that no student has a right to interfere with the learning of others. The SR&R clearly states county expectations for student behavior and should be reviewed regularly as appropriate.

Students are also expected to follow the rules of safety and good conduct outlined in the SR&R while riding the bus and while waiting at the bus stops. Riding the bus is a privilege, not a right. Bus privileges may be suspended for students who violate the SR&R.

Student safety is of the utmost priority at all times, including during supervised recess times. Students are instructed to always stay in sight of the adults on duty. No contact games are allowed. Students should not interfere with the play of others. Throwing of sticks, mulch, etc. is prohibited. Students are expected to line up promptly when the teacher signals and enter the building and classroom quietly and orderly.

Dismissal Procedures

Student dismissals will be announced over EVNN TV, with walkers, **SACC** students, students riding in daycare transportation vehicles, and Kiss and Ride students being dismissed first. Buses will then be announced.

Students being picked up at **“Kiss and Ride”** will report to the cafeteria. They exit through the cafeteria door when their vehicle number is called.

Walkers may exit the building through the front doors or back doors. Those exiting through the front doors **must** cross Dixie Hill Road at the crosswalk.

Bus riders must exit the building through either of the front doors.

Transportation vehicles for daycare centers will pick up students in the kiss and ride lane. Students who will be transported by these vehicles will report to the cafeteria. When the vehicle arrives, they will be dismissed from the cafeteria.

Preschool students who are bus riders will exit the building at door number 2 at 11:15 AM or 1:15 PM on Mondays and at 12:30 PM or 3:45 PM on Tuesdays through Fridays.

Students are expected to cooperate with patrols and walk to buses or home in a safe manner.

Dress Code

All students are expected to dress appropriately for a K-6 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, studded belts, chain belts, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

In the interest of safety, the use of “heelies” during school hours or at after-school events is prohibited. Students who wear these wheeled shoes to school will be asked to remove the wheels or call home for a change of shoes.

Parents or guardians 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 or change their clothes. Parents may be contacted to bring appropriate attire.

E-Mail

Teachers may be contacted at their FCPS e-mail address links on the school website. Because teachers are supervising the learning of students during the school day, it is not always possible for them to respond to e-mail immediately.

Emergency Care Forms

The school must have an emergency care form for each student. These forms will be available in the first day packet or upon enrollment later in the year. Please ensure that we have the necessary (**and current**) information on file for your child. Please make sure you let your child's teacher and the office know if any of the information changes during the year (work number, child care provider, etc.).

Emergency Closing

Late opening, early closing, or cancellation of school due to inclement weather will be announced over local television (including FCPS Channel 21) and radio stations as soon as a decision has been made.

Fairfax County Public Schools Policies and Procedures

Policies and procedures for the operation of Fairfax County Public Schools can be found at <http://www.fcps.edu/Directives/index.htm>

Field Trips

Field trips are planned as an extension of classroom instruction. Notices are sent home in advance describing the details and cost of the trip. Adult chaperons are required on the basis of one adult for every ten students.

Fire Drill

In the event of an emergency or a fire drill, it is essential that the building be evacuated safely and expeditiously. Primary and secondary exit routes are posted in each room. On the first day of school, teachers will discuss all emergency building evacuation procedures with their students. This discussion will continue during the first week of school. Special emphasis will be placed on how to evacuate the building during a class, during the lunch period, or if a primary exit is blocked. On the first day of school, teachers will practice walking the evacuation route with their class in order to prepare students for the first fire drill. During September, a fire drill will be held each week. For the remainder of the year, a fire drill will be held each month.

Handheld Devices (Excluding Cell Phones and Communication Devices)

All items brought to school should be part of the educational experience. Entertainment items such as electronic games, Gameboys, CD players, I-pods and other portable devices **may not be used or brought on school grounds.** Electronic handheld devices and other items that school personnel consider to be distracting may be held in the office for parent pick-up. Refer to the section on cell phones for school system mandates that pertain to communication devices.

Homework

Homework is an excellent means of providing students with the opportunity to reinforce skills they have learned at school as well as developing time management skills and responsibility. Although no hard and fast rules can be made about homework, some generally accepted principles should govern the assignment of homework.

SUGGESTED HOMEWORK TIME ALLOTMENTS

| <u>Grades</u> | <u>Maximum Amount</u> |
|---------------|-----------------------|
| 1-3 | 30 minutes nightly |
| 4-6 | 60 minutes nightly |

Homework policies will be explained to parents at Back-to-School Night and again through individual conversations with parents as appropriate. As parents, you are encouraged to communicate with teachers if your child is routinely taking an inordinate amount of time to complete homework or assignments are not being understood. Parents and teachers working together can make homework a worthwhile learning experience.

Instruction

The FCPS Program of Studies (POS), which incorporates the Virginia Standards of Learning (SOL), provides the basic instructional curriculum to be used by teachers. It provides a series of logical steps toward the implementation of instruction. It includes a philosophy of education in each subject area, the instructional objectives, and ways in which to evaluate that instruction. Teachers follow the POS and Virginia Standards of Learning, incorporating them into long-range and daily planning.

Interim Reports

Interim reports indicate ongoing student achievement toward academic and social goals. Interim reports may be sent home at any time. Many teachers send them at the mid-point of the grading period.

Keeping Students after School

A teacher may occasionally wish to work with a student after school. Parents will be notified and permission will be requested either in writing or by phone a day ahead of the day the student is to stay. Parents will be requested to transport the student home.

Kiss and Ride

Morning

1. In order to maintain a safe and secure school environment, the school is asking parents to drop their children off at Kiss and Ride **no earlier than 8:45**.
2. Parents should pull into the Kiss and Ride drop-off zone and ensure that students have all their belongings before leaving the car. Please, do not get out of your car to help children unload. Patrols and staff will be there to help with large projects or small children.
3. All children should enter through the front door and go to their assigned locations until they are released to their classroom teachers.

Afternoon

1. Numbered hang tags will be distributed to all Eagle View families. Please put your pass on your car's rear view mirror if you are picking up your child at dismissal time. We can provide duplicate passes upon request to the school office.
2. All students not riding a school bus or walking will report to the school cafeteria at dismissal time (1:15 p.m. on Monday; 3:45 p.m. on Tuesday – Friday)
3. Students will be dismissed from the cafeteria according to the numbered hang tag displayed by the driver.
4. Students (even when accompanied by parents) will not be allowed to walk through the Kiss and Ride area to parked cars during the dismissal time (1:00 – 1:25 p.m. Monday; 3:30 – 3:50 p.m. Tuesday-Friday).

Lost and Found

All outer clothing, lunch boxes, etc., should be marked with children's names. Lost articles are kept in the Lost and Found shelves located in the cafeteria. Articles of value such as jewelry, eyeglasses, and wallets are kept in the main office. Please encourage your child to check for lost articles.

Medication

Parents and guardians should bring all medication to school in person and sign the required consent form. The school is not permitted to administer medication to a child without a signed consent from the parent or guardian. Students may not have any medications, prescription or over-the-counter, in their possession. Please call the health room at **(703) 322-3110** for more information about medication or procedures for administering medication.

Office Hours

The Eagle View office is open from 8:00 AM until 4:30 PM.

Parties

Two class parties may be held during instructional time throughout the year. These will be held in the classrooms with the help of the room parents. Parents may not host birthday parties for their children in the classrooms or cafeteria.

Progress Reports

Progress Reports (report cards) are completed four times a year at the end of each grading period. Grades and comments will be used to clearly communicate strengths and concerns for each student. General education and special education staff will work together to determine progress report grades and document IEP progress for special education students. IEP progress updates will also be provided to parents along with the progress report at the end of each grading period. ESOL teachers will consult with classroom teachers to determine grades for ESOL students.

School Security Procedures

Security and safety of students is of prime importance. All exterior doors are kept locked during school hours. Students must use the “buddy system” by traveling in pairs when leaving the classroom. All parents and visitors must come to the office before going to any classroom. **All** parents and visitors must sign in and wear a visitor’s badge. Younger children, friends or relatives of students, or students from other countries will not be permitted in the classroom.

Telephones

All teachers are provided with individual Eagle View Elementary phone extensions in their classrooms. Phones will not ring from 9:00–3:45 (9:00-1:15 on Mondays) when students are in classrooms, but parents may still leave a phone message. Please be aware that teachers may not listen to their messages until the end of the day.

Students are not permitted to make telephone calls during the school day.

Testing

Eagle View students participate in local, state, and federal standardized testing. Parents are notified of testing events by letter at least two weeks prior to the testing sessions. A testing schedule is also posted on the school's website to facilitate long-range planning. Family trips and doctors' appointments are discouraged during state and county testing times.

Tornado Drill

Tornado drills will be conducted annually in March. Classes will move to their designated locations on the lower school halls as quickly and quietly as possible.

Visitors

All visitors, including parents and volunteers, are required to report to the office immediately upon entering the school. Visitors must sign in at the office and wear a visitor's badge. Visitors may be asked to show identification.

Parents should drop off forgotten lunches in the office. All other items may be left on a table in the main office. Students should pick-up their forgotten items at an appropriate time that does not impact the instructional program. Rooms will not be called to protect instructional time.

Parents are welcome to visit classrooms but advanced arrangements must be made with the classroom teacher. No visiting relatives or out-of-town friends will be allowed to come to school with our students. This is a FCPS liability issue.

Volunteers

The faculty, staff, and students appreciate the variety of tasks performed by dedicated volunteers. The many hours devoted by these dedicated volunteers enhance the total school program. The volunteer coordinator(s) work closely with the teachers to match tasks and talents for service and assistance in the classrooms, the library, the clinic, the office, and at school events.

Withdrawal of Student

Notify the teacher or the registration secretary as soon as you know that your child will be withdrawn. Certain procedures should be followed before your child leaves.

2009-10 School Calendar

| | |
|------------------------------|---|
| September 8, 2009 | School Begins |
| October 12 | Columbus Day Holiday |
| October 30 | First Grading Period Ends |
| November 2-3 | Student Holidays |
| November 25 | Students Released Two Hours Early |
| November 26-27 | Thanksgiving Holidays |
| December 23 | Students Released Two Hours Early |
| December 24 -January 1, 2010 | Winter Vacation |
| January 18 | Martin Luther King Jr.'s Birthday Holiday |
| January 23 | Second Grading Period Ends |
| January 29 and February 1 | Student Holidays |
| February 15 | President's Day Holiday |
| March 29-April 2 | Spring Vacation |
| April 9 | Third Grading Period Ends |
| April 12 | Student Holiday |
| April 6-10 | Spring Vacation |
| May 25 | Memorial Day Holiday |
| May 28 | Students Released Two Hours Early |
| May 31 | Memorial Day Holiday |
| June 18 | Last Day of School |