

Island Creek Crocodiles

Parent/Student Handbook 2011-2012



Island Creek Elementary
7855 Morning View Lane
Alexandria, VA 22315



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Fax 571-642-6397
Attendance 571-642-6363
Clinic 571-642-6310
SACC 571-642-6360
Cafeteria 571-642-6321

School Website - www.fcps.edu/islandcreekes/
Fairfax County Schools Website - www.fcps.edu
Island Creek Attendance email - islandcreekes.attendance@fcps.edu

The heart of Island Creek rests in the people who make the school all that it is. The high academic standards that Island Creek embraces and its vision for developing the citizens of tomorrow, reflect a shared investment in student success. The school's academic mission represents collaboration and a singular commitment to excellence. It is responsive to data-based instructional decision making. School-wide priorities emphasize student achievement in language arts, mathematics, science, social studies, the arts, and the development of valued character qualities. Island Creek provides an inclusive educational program that defines success when all students achieve and view themselves as valued learners.

The information in this booklet is for Island Creek parents and students to use as a reference throughout the 2010-2011 school year. This information is arranged alphabetically. If you need additional information or would like to make suggestions about school procedures please call 571-642-6300. We encourage all families to stay connected to our website, www.fcps.edu/islandcreekes, and sign up for Keep in Touch, <http://www.fcps.edu/kit/>, for access to current information and emergency announcements.

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ABSENCES AND TARDIES

When parents know their child is going to be absent or tardy from school, they should call Island Creek's Attendance Line answering machine at 571-642-6363 by 8:40 am. Messages can be left on this line 24 hours a day. Parents can also send this information via email to IslandCreekESAttendance@fcps.edu. This system is designed as a safeguard to ensure that children reach school. Parents should give their child's name, the teacher's name, reason for absence and/or nature of illness. This will eliminate the need for the school to make a call to the home or workplace to confirm absences. In addition, it is important for the school to know if your child has contracted a communicable disease such as chicken pox, conjunctivitis, or strep throat. State law requires that parents provide a satisfactory explanation for a child's absence for all or any part of the school day. Absences are understandable in situations of: Illness; death in the family; medical or dental appointment; observance of a religious holiday; or a family emergency.

Respecting the importance of attendance, parents of students with excessive absences and unexcused tardies can expect follow up from the school administration. An accumulation of unjustified absences and/or tardies is reason for the school administration to follow up. The attendance guidelines for Island Creek are as follows:

- When unexcused absences or tardies accumulate during a quarter, a letter from the principal's office will be sent home.
- When additional absences or tardies accumulate, a follow-up letter will be sent.
- If unexcused tardies or absences continue, a conference and a referral could be made to Fairfax County Public Schools attendance officer.

Families are expected to make travel plans during times of school vacations. Parents should seriously consider educational implication of disrupting educational progress for family holidays. Absences for family holidays when school is in session are considered unexcused. Teachers do not provide homework assignments for family holidays. Make up class work can be requested from the teacher after two consecutive days of absence from school due to excused absences.

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ADMISSION IN FAIRFAX COUNTY PUBLIC SCHOOLS

Please refer to the Fairfax County Website for Registration requirements.

<http://www.fcps.edu/dss/osp/StudentRegistration/index.htm>

Please contact the school office for registration forms and additional information at 571-642-6300.

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ALCOHOL AND DRUGS

The Island Creek school grounds and building are designated as tobacco, drug, and alcohol free. County policy dictates that any student buying, selling, or giving drugs or alcohol or anything identified as a tobacco, drug, or alcoholic beverage to anyone will be recommended for expulsion from Fairfax County Public Schools. Strict alcohol, tobacco, and drug regulations are enforced with all students and employees. Parents and visitors are also expected to observe this policy.

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ANIMALS IN SCHOOL

All visiting animals must be prearranged with the approval of the teacher **and the principal**. Animals are not permitted on school grounds. This includes the ball fields and playgrounds.

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BEFORE SCHOOL/AFTER SCHOOL CHILD CARE INFORMATION

Parents are asked to inform the school office in writing of changes in child care arrangements at least 24 hours in advance. Please insure that your child's Child Care Procedures form is updated (pink form available in the office).

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BICYCLES

In the interest of student safety and age responsibility, we maintain the following school policy. Students in grades 4, 5, and 6 are permitted to ride bicycles to school. All bicycle riders are asked to walk their bicycles across all streets leading to Island Creek and on Island Creek school property. We also ask that all bicycles be locked when at school. Helmets are required at all times while students ride their bicycles. In the interest of safety and security, we ask that students not use scooters/skateboards, roller blades/skates, or Heelys on school grounds and that they not be kept at school during the day.

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24/7 LEARNING, PARENT VIEW and BLACKBOARD.COM

[FCPS 24-7 Learning](#) is the online resource that allows Fairfax County Public Schools students to extend learning beyond the traditional school day and beyond school facilities. Students, parents, and teachers are invited to use FCPS 24-7 Learning to access homework and classroom assignments, view class calendars, explore links to enrichment activities, and much more. A log-in username and password is given to all Fairfax County students.

Parents also have the opportunity to create an FCPS 24-7 Learning account of their own. The parent's access into FCPS 24-7 Learning is called Parent View. The Parent View account gives parents the opportunity to view their children's assignments and other information online. Parent accounts will also give parents access to other important features like weCare@schools. weCare@schools is the online system that allows parents to submit emergency care information for their children online.

To get your own FCPS 24-7 Learning Parent View account, please follow these steps:

1. Online Registration

- Using your Internet browser, go to <http://fcps.blackboard.com>
- Log on using username: **parentreg** and password: **newuser**
- Under the Parent Portal Registration heading, click on **Click here**.
- Fill out the online form and follow the prompts (information should match that already in FCPS databases, i.e. no nicknames).
- At the end of the process, print or write down your unique registration key.

2. Onsite Verification

- Bring a photo ID and the unique registration key to the front office your child's school. Do not send this with your child. You must do this in person.
- Validation is done **during regular office hours between 7:30 am and 4:30 pm, Mon. – Fri.**
- The school will give you your FCPS 24-7 Learning Parent View username and your password will be emailed to you.

3. Log in to the FCPS 24-7 Learning Parent View (Blackboard) Portal

- Using your new username and password, you can log in to the FCPS 24-7 Learning Parent View and have access to all of your children's Blackboard accounts. If you need assistance contact the FCPS 24-7 **Help Desk** at **1-866-434-8880**.

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BOOK FEES

Books are provided free of charge to all students. It is expected that students will care for books and will cover the cost of a book that is lost or damaged. Students are encouraged to cover textbooks to minimize damage. Students may also be charged for loss or damage to library books and textbooks.

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BUS TRANSPORTATION

Fairfax County Public Schools provides bus service for all elementary pupils living more than one mile from school unless walking conditions are hazardous. Parents may request exemption to the distance requirements. Contact the school office for a Request to Ride School Bus form.

Safety on the bus requires acceptable behavior by all riders. All parents and students are expected to be familiar with the FCPS rules for bus riders found in the Students Rights and Responsibilities booklet. Students who fail to meet standards will be denied bus service. A pamphlet is provided at the beginning of each school year and should be signed and returned to the classroom teacher.

FCPS requires that all kindergarteners must be met at the bus stop by a parent, guardian or 7th grade or older sibling.

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CAFETERIA AND FOOD SERVICES

All students must have a lunch. Students are encouraged to bring or buy well-balanced nutritious meals everyday. A nutritious breakfast and lunch are available in the cafeteria daily (breakfast is optional). A menu is sent home every month. Milk is served with each lunch, or may be purchased separately. Students may also purchase ice cream, pretzels, juice, and cookies, but not in place of lunch. The cost for breakfast is \$1.50 and lunch is \$2.65 both meals include unflavored milk. The cost of milk is 60¢. Vanilla soy milk is available upon request for 75¢. Parents are welcome to join their child for lunch. The cost on an adult lunch is \$3.65 (adult breakfast is \$1.95). For more specific information on cafeteria food services refer to http://www.fcps.edu/fs/food/food_at_school/ which refers to “Lunch Menus.”

Parents have three options to pay for their child’s lunch account:

- **Online** – Using www.myLunchMoney.com. The service is easy to use, convenient, private, and secure. There is a convenience fee of \$1.95 per transaction. Once the account is open, parents may check the fund at any time from computer or phone.
- **Check** – Write a check to Island Creek Elementary Food and Nutrition Services and bring the check to the food service manager’s office.
- **Cash** – Cash may be brought to the food service manager’s office for deposit on student’s account, or students may pay cash on a daily basis.

Meals may be purchased in advance for the week, month, or longer. Please specify if the money is to be used for the purchase of breakfast, lunches, milk, or ‘a la carte items. Each student is issued a personalized account number. When purchasing lunch or another food item in the cafeteria, students enter their account number at the register and the purchase is deducted from their account. Please reserve carbonated soft drinks (soda pop) for an “at home” treat. Glass containers and bottles are not allowed in the cafeteria.

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CAFETERIA PROCEDURES

FOOD SERVICE PROGRAM:

The following lunch guidelines have been established to clearly explain procedures used when students do not have lunch or lunch money.

If there are **3 lunches** or below on a student's meal card, the student will receive a sticker that should go home reminding parents that money needs to be added to their account. The student will receive a sticker each day until money is put into their account.

If a student lunch account drops below \$8.00, a **Keep In Touch** message is sent from food services, via phone and email alerting parents that their students account is low on funds.

DAY 1 without lunch money...

The student will receive lunch and the cost of that lunch will be deducted from the Principal's Account. The student will receive a sticker which states their account does not have any money. A **Note** will be sent home requesting repayment of the cost of one lunch (\$2.65). There will also be a request that the student bring additional money to be placed on their account.

DAY 2 without lunch money...

The student will receive lunch and the cost of that lunch will be deducted from the Principal's Account. The student will receive a sticker which states their account, does not have any money. A **Note** will be sent home requesting repayment of the cost of one lunch (\$2.65). There will also be a request that the student bring additional money to be placed on their account.

Day 3 without lunch money...

The student will receive a bread and cheese sandwich and milk provided. A **Note** will be sent home notifying parents that their child has no money in their account and request that money to be placed on their account. Students will continue to get a bread and cheese sandwich, and milk until money is added to their account.

Applications for free and reduced-price lunches are sent to each student's home at the beginning of the school year. All requests are confidential and prescribed state guidelines are applied to each request. **All applications need to be renewed every year.** Time is critical. Please submit early in the school year.

Any remaining funds on your child's lunch card from another Fairfax County Public School will be transferred to Island Creek.

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CELL PHONES / PERSONAL COMPUTING DEVICES

Information Regarding Personally Owned Communication Devices

Use of a portable communication device without express authorization from the principal, possession of any such device in plain view, or possession of any such device that is turned on is prohibited. 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 hereunder, and the portable communication device used or possessed by such student **shall be subject to confiscation by school officials. Principals may elect to 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.**

Information Regarding Personally Owned Computing Devices

Island Creek encourages students in grades 4-6 to bring in personally owned computing devices to support access to online digital instructional resources.

- A permission form and registration of your personal computing device is required.
- FCPS bears no liability for loss, damage or theft of personal devices.
- Personal devices are only allowed in school as part of the instructional mission at the discretion of the teacher.
- No personal devices are allowed in bathrooms, the cafeteria or changing areas.
- Personal devices may only connect to FCPS wifi and students may not access the internet at school via 3G networks and personal data plans.
- Personal laptops must have virus detection software.
- The use of personal devices is a privilege, not a right, and that the school can restrict or deny this privilege at any time.

The following information is provided to give guidance regarding the use of personally owned computing devices within FCPS as well as a set of best practices to consider.

- [Personally Owned Computing Devices Permission Form](#)
- [Personally Owned Devices Best Practices](#)
- [DIT Technical Bulletin #302-Use of Privately Owned Computing Devices on FCPS Networks](#)
- [Regulation 6720- Desktop and Laptop Operational Computing Standards](#)

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CONFERENCES

Parent/teacher communication is essential to maintaining an effective partnership for students. The teacher or parent can request conferences. To protect valuable instructional time, conferences should be planned before (8:40am) or after the school day (3:20 pm). Parents may request a conference by sending a note or email to the teacher or by calling the office at 571-642-6300. The teacher will return the call so that a mutually agreed upon time can be arranged.

The Fairfax County Public Schools policy requires reporting on pupil progress every nine weeks. The report for kindergarten through sixth grade will consist of scheduled parent conferences at the end of the first nine weeks and written evaluations for the second, third, and fourth grading periods. During this initial conference, the parent and teacher will plan together and provide the best learning program possible. Conferences are an essential part of the reporting and student evaluation process. If a translator is requested, the parent should notify the teacher or the office.

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CROCS CREED CAFETERIA INCENTIVE PROGRAM

Island Creek students and community prides itself on our Crocs Creed. Our students model all six characteristics of Crocs Creed in the hallways, classrooms, and on field trips. Our cafeteria incentive program is called “Monthly Fine Dining Award Program”.

The Monthly Dining Award program is designed to fit smoothly into Crocs Creed goal of teaching students the positive behaviors associated with our valued character qualities.

Cafeteria Hostesses and staff members will be looking for the following four characteristics (Cooperation, Respect, Responsible, and Safe). Parents/staff will hand out gold croc stock as they would green croc stock to “classes” i.e., Mrs. Keller’s class. Each time a class receives a gold croc stock it goes into their class plastic box.

Once monthly a drawing is made from each grade level K-6. The winning class from the drawing is the “fine dining winner” and their class gets to have the “fine dining treatment” for that month.

The class that is chosen then receives a “golden plate” they can display in or outside of their classroom.

The fine diners will have their lunches at their regular tables in the cafeteria. The other students will be able to see their enhanced table décor.

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DELAYED OPENING/EARLY CLOSING

Inclement weather, snow, extreme heat, etc. may result in school closing, delayed opening, or early dismissal. These decisions are made on a county-wide basis. Radio and television stations carry this news when such decisions are made. Channel 21 is the official channel for Fairfax County Public Schools information, and carries continuous messages throughout the day. Parents and students are urged not to call Island Creek Elementary for this information. Families are strongly encouraged to sign up for “Keep in Touch” on the school website, <http://www.fcps.edu/news/emerg.htm> , to receive all FCPS emergencies, and reminders addressed to your website.

Parents should make advance arrangements for child supervision in the event of a late opening or an early closing, and make sure the child understands these arrangements.

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DISMISSAL

School dismisses at 3:20 pm. Parents who are picking up their students (Kiss-N-Ride) are expected to pick their students at 3:20 pm. There is no supervision for students after school (or before) hours.

Parents are strongly encouraged to plan for dismissal changes ahead of time. For the safety of the students, we ask that you do not ask for dismissal changes during the last part of the day. When there are changes to a student's dismissal procedure, the school must notify several staff members (classroom teacher, bus driver, and teacher on afternoon duty) to make for a safe transition. Please plan accordingly and let the school know by a written permission slip 24 hours in advance of any changes to your child's dismissal procedures (including pick up by another adult).

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DRESS CODE

The Student Responsibilities and Rights, Regulation 2613 states that:

All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene or clothing that promotes illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited.

Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, lowcut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, studded belts, chain belts, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

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

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EMERGENCY CARE CARDS

Current and complete information on the Emergency Care Card is essential for contacting parents in emergency situations. Parents are expected to update any changes to the emergency care card for each child in the beginning of the year and whenever information changes throughout the year. This information can be updated in the school office or through the weCare system as outlined below.

weCare@school (weCare) is a wireless emergency care information service for schools. The weCare system is geared toward three groups of end-users, parents, student database operators, and first responders to emergency situations.

Parents can access weCare through FCPS 24-7 Parent View at:
<http://fcps.blackboard.com/webapps/portal/frameset.jsp>

To obtain a Parent view account please do the following:

Using your Internet browser, go to <http://fcps.blackboard.com>
Log on using username: parentreg and password: newuser

Parents will only need to update their child's emergency information online using weCare or use the standard paper version. It will not be necessary to complete both.

This information helps locate the parent in the event of an illness or emergency. Hospitals and private doctors will not give emergency medication or treatment, or perform any kind of surgery except when the parent or guardian is present. Phone numbers are needed of friends, relatives, or neighbors who will know where you are for emergency calls and who may pick up your child when he/she feels ill and you are not at home. Please include a phone number where you can be reached-not just phone mail or message. In special cases, you may wish to call and give the school a number where you can be reached for the day. List on the card any allergies or serious medical problems. Please list any special arrangements you may have for another person to pick up your child regularly, such as daycare.

This information is kept in the office of the school. **ONLY PEOPLE NAMED ON THE EMERGENCY CARE CARD WILL BE PERMITTED TO PICK UP YOUR CHILD SHOULD YOU NOT BE AVAILABLE.**

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FAMILY LIFE EDUCATION

Descriptions of grade level Family Life Education lessons are available for review at any time. These lessons will routinely be included in classroom lessons for all students unless the parent specifically requests that the child be excluded. To have a child excluded from any or all lessons, the parent must complete an “opt out” form (available in the office). Alternative instruction in another setting will be provided for students who are “opted out.” Contact the school office if interested in reviewing these materials.

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FIRE, TORNADO, AND LOCKDOWN DRILL PROCEDURES

During the school year, fire drills are held weekly the first month of school and monthly thereafter. During a fire drill, all persons are to evacuate the building immediately. There will also be other drills such as Tornado and Lockdown. These preparedness activities provide an essential proactive training for behavior during any emergency situation.

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GOING HOME WITH ANOTHER STUDENT/FRIEND

In the interest of students, we ask parents to arrange after school visits after your child arrives home from school. Students are not permitted to use office phones to make after school arrangements. A student requesting to go home with a friend after school must present written permission from his or her parent, **and** the friend's parent must also give written permission. **Both children must have notes from their parents.** The notes should be brought to the office that morning and a bus pass would be issued.

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GUIDANCE PROGRAM

Island Creek Elementary School counseling program is part of the total school program and compliments learning within the classroom. The purpose of the elementary guidance program is to support learning and assist students to maximize their potential. The school wide commitment to developing valued character qualities, resolution strategies, and peer mediation are a few examples of the school counselor's contributions.

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HEALTH INFORMATION

There are several medical forms that can be filled out to help assist the school to understand the health concerns of your child. Please access the following forms as necessary:

[Health Information Form](#) (this form required for enrollment and each school year)

[Medication Authorization](#)

[Inhaler Authorization](#)

[Epinephrine Authorization](#)

These forms can also be obtained at the school office.

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[HOURS](#)

Office Hours

7:30am – 4:30pm

School Hours

Kindergarten - 6th Grade

Monday	8:40am - 12:50pm
Tuesday - Friday	8:40am - 3:20pm

Preschool

AM Session	Monday	9:15am - 11:15am
	Tuesday - Friday	9:15am - 12:30pm
PM Session	Monday	11:15am - 1:15pm
	Tuesday - Friday	12:30pm - 3:45pm
PAC class	Monday	9:15am-1:15pm
PAC class	Tuesday, Thursday, -Friday	9:15am-3:45pm
PAC class	Wednesday	9:15am-12:30pm

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INSTRUCTION

The basic instructional program for Fairfax County Public Schools is defined in the Program of Studies (POS) which follows the state Standards of Learning (SOL). The POS contains the instructional objectives for all subjects at each grade level, as well as the SOL objectives, which are included in the POS. These documents are available in the school office for parents' review and can also be found on-line at <http://www.fcps.edu/academic.htm> which refers to "Academic Programs."

Our school offers a wide range of instructional services through a full-time librarian, reading, general music, physical education, and art teachers. Instruction in strings (grades 4-6), chorus (grades 5-6) and band (grades 5-6) are also offered.

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INSTRUCTIONAL TIME

Every effort is made to protect the instructional time from outside interruptions. Only emergency telephone calls and personal visits with students are permitted if approved by an administrator. The teacher has a responsibility to all children in the classroom from the time of their arrival to the end of the day and cannot stop instruction to talk with parents or visitors. If you have a need to talk to the teacher, please call and make an appointment or leave a message on voice mail or email. Classroom observations must be arranged in advance, and require 24 hours notice.

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INSURANCE

Accident insurance and dental insurance plans are available to those families who wish to purchase them. Information will be sent home in the beginning of the school year and should be returned directly to the insurance company.

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INTERIM REPORTS

An interim report is a tool used to communicate to parents. An interim report may be sent home during the middle of the grading period. This is a tool that sometimes contains information regarding academic performance or behavior of your child.

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INTERNET SAFETY

At Island Creek, children are supervised when accessing the internet and are given specific web destinations which enhance the educational mission. FCPS has filters in place to limit exposure to advertisements and inappropriate material. As part of the Acceptable Use Policy, students agree to refrain from accessing personal accounts and web material unrelated to their learning. In order to best protect your children, we recommend the following steps be taken at home:

- Supervise all activity on the internet
- Be aware of and monitor all personal accounts for your children. Keep track of passwords.
- Teach your children to refrain from providing personal information and from communicating with unknown persons.
- Sign up for an [I-Safe](#) parent account. Take the free online course and educate yourself to the perils of internet predators, cyber bullying, identity theft, and more.

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ITEMS BROUGHT TO SCHOOL

Please assist Island Creek in making sure students do not bring balls or toys, including electronic games and game cards, to school due to the disruption they cause. The school cannot be responsible for the safety and security of items brought from home. Parents are asked to make sure they know what their child brings to school. Be sure to monitor what your child selects for sharing time. Items for sharing should be of interest and value to the class and in connection with some phase of study. Animals should not be brought to school without prior permission from the teacher and the school principal (please refer to Animals in School.)

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KEEP IN TOUCH

Keep in touch is the system that Fairfax County uses to give parents information they need to know regarding the county and Island Creek in particular. Communication is key to our relationships with families and the community. In order to sign up to receive the keep in touch alerts, go to: <http://www.fcps.edu/index.shtml>.

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KISS AND RIDE/CAR RIDERS

Parents are encouraged to have their child follow their assigned transportation arrangements. If your child is provided bus service, we encourage them to travel by bus. If you live close to the bus transport line and wish to request permission to ride the bus, a request form is available from the school office.

As always, the safety of our students is a top priority. We are continually reviewing and assessing procedures and policies to ensure safety at Kiss and Ride. Please remember the following:

Morning Drop-Off

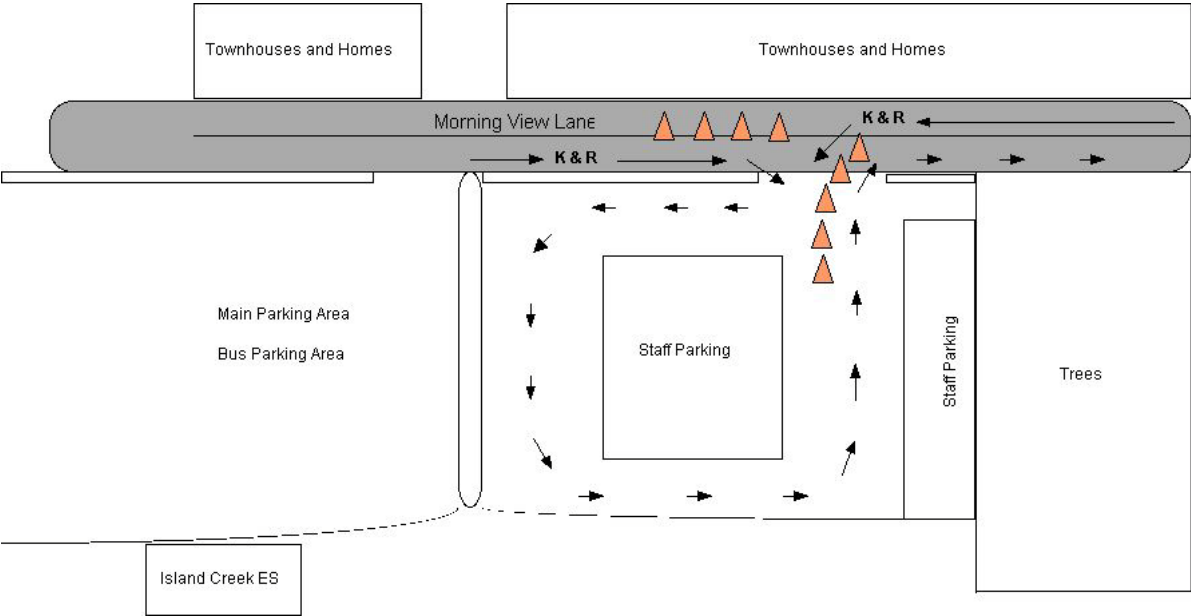
- Kiss and Ride starts at 8:20 and ends at 8:35. If you arrive toward the latter part of the Kiss and Ride line, there is a good chance that your child will be late. Students are not allowed to be dropped off prior to 8:20. The school does not provide before or after school supervision. Please make sure there is an adult outside before you drop your students off in the morning.
- Students can only be dropped between the two orange cones placed at either end of the Kiss and Ride area. Do not drop children off until you have reached the designated area.
- Although every effort is made by patrols and teachers to open the car door for your child, children are allowed to get out of cars themselves—as long as a teacher is present in the Kiss and Ride area.
- Please do not pass cars in the Kiss and Ride line or get out of the car.
- If you need to have a discussion with an adult, the Kiss and Ride is not the place. Please park your car and come to the office. Discussions at Kiss and Ride hold up the Kiss and Ride line.
- You will notice red cones guiding a right hand only exit from the “Kiss and Ride” lot. The purpose of the cones is to restrict vehicles from making left hand turns from the “Kiss and Ride” driveway onto southbound Morning View Lane.
- After 8:40, if Kiss and ride is closed, parents must sign their student(s) in at the office.

Afternoon Pick-Up

- Please write your child’s FIRST and LAST NAME in big letters on a Kiss and Ride car tag and place it on the dashboard of your car. Kiss and Ride Car Tags are available in the office.
- You will be motioned to pull all the way to the end of the line for pickup. Your child will be called over to stand behind the patrol. After the patrol sees you have come to a complete stop, he/she will open the door and assist your child into the car.
- If your child is not outside when you arrive, you will need to drive around and re-enter the Kiss and Ride line.
- Please do not get out of your car.
- Remember, if your child is a walker, they should be coming out the front door (Door #1). Please remind your student(s) to stay on the sidewalk and to go straight home.

Special Note: The bus parking lot will be closed from 8:15-8:40 am and from 3:15-3:35 pm. Cars will not be allowed to enter or exit the lot during these times. We recommend that you utilize “Kiss and Ride” to pick up your student or that you park on Morning View Lane if you need to come into the school during these times.

Please refer to the diagram below for additional guidance:



We appreciate your support of our efforts to ensure the safety of all our students.

P.S. Thank you for always maintaining a slow and safe speed in the “Kiss and Ride” lane and parking lot.

P.S.S. Thank you for always making sure your child’s seat belt is fastened.

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LOST AND FOUND

The teacher will temporarily hold lost articles found within the classrooms until called for by the owner. After a responsible amount of time, these articles are turned over to the “Lost and Found”. When parents are in the building, they are encouraged to check for lost articles near the cafeteria. If a child has lost glasses, keys, or jewelry, check with the front office. Articles remaining at the end of each quarter will be donated to a local charity.

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MEDICATION

School Regulation 2102 prohibits school personnel from administering any medication unless a parent has completed an Authorization for Medication form, available in the school office or clinic. Students, who are required to take any medication other than antibiotics for more than 10 days, must have the form signed by their doctor. Medications are administered by the clinic aide. Parents, **not students**, must bring medicines to and from school. Any questions about the medication policy should be directed to the clinic room aide at 571-642-6310.

- Over the counter medication may be given for up to three consecutive days with parents' or guardian's signature.
- Over the counter medication may be given on an as needed basis throughout the school year with parents' or guardian's signature for pain relief for headaches or muscle aches.
- All medication must be hand delivered to the school by an adult.

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MOVING / TRANSFERS

Please inform the **SCHOOL OFFICE** in advance if you anticipate a move or a transfer to another school. This will ensure that the proper forms are ready on the day your child leaves. Student records will be forwarded by written request to the new school.

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PARENT TEACHER ASSOCIATION (PTA)

The Island Creek Parent Teacher Association (PTA) exists to promote the education and welfare of the students at Island Creek. Parents are encouraged to join and participate in the activities of the PTA. Special events will be scheduled periodically throughout the year. Meetings are held on the first Tuesday of every month. PTA Officers are listed on the PTA website. The PTA website is www.islandcreekpta.org.

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PARENTS' RIGHTS IN FAIRFAX COUNTY PUBLIC SCHOOLS

Divorcing parents often have questions about their rights to information, decision-making and access in the Fairfax County Public Schools (FCPS). This is a summary of those rights, which apply to all parents including legal guardians and parents who are married, separated, divorced, or have never been married. For more information, consult FCPS regulation 2240 (www.fcps.edu/directives), the principal of your child's school, or the school's webpage. If you believe an employee of your child's school is improperly denying you the rights summarized here or detailed in FCPS regulation 2240 (which is the official policy), please provide a copy of this summary to that employee and ask him or her to contact the school principal. Principals with questions should contact the Cluster Assistant Superintendent.

Right to Student Information and Records

Any parent, regardless of whether he or she has custody, and regardless of whether the other parent objects, has the right to review or have copies of records about his or her child. The parent need only ask the school for the record he or she wants. Requests will be denied only if there is a court order that specifically limits or denies the parent's right to school records.

It is FCPS practice to provide a copy of school communications to the parent with whom the child lives the majority of the school week and who registers the child at school (the enrolling parent). It is the responsibility of the enrolling parent to share such communications with the other parent. Some parents request that the school provide separate copies of every type of school communication on an ongoing basis. Parents do not have the right to such "standing orders" for duplicate copies of all information that may be generated in the future. Principals will attempt to accommodate such requests if they have the resources.

You can learn a great deal about your child's academic program and about school activities through Blackboard (24-7) and the school and FCPS websites. Read about establishing a 24/7 parent account at <http://www.fcps.edu/fcps247.htm>. If you need help, contact your school's principal.

Right to Visit Child at School and to Participate in School Activities

Any parent, regardless of whether he or she has custody, and regardless of whether the other parent objects, has the right to attend school events open to parents generally, such as parent lunches, parent-teacher conferences and assemblies. A parent may exercise this right at any time, not just at times or on days that the parent has visitation with the child pursuant to a visitation schedule. For exceptions, please see the Additional Limitations section below.

Right to Have the Child Released from School

Any parent who has legal custody of the child may have the child released to him or her on request, regardless of whether or not the other parent objects. A parent with legal custody may exercise this right at any time, not just at times or on days when the parent has visitation with the child pursuant to a visitation schedule. Please note that FCPS assumes that all natural parents have legal custody of their children unless the school has been presented with a valid court order denying the parent that right. In cases of separation, divorce or other custody dispute, FCPS will consider court orders stating that a parent has sole legal custody or has legal custody in a shared arrangement with the other parent (joint, shared, or split) to be confirmation that a parent has legal custody of the child. If the parent has been denied legal custody rights by court order, he or she may not pick up the child after school, or have the child released to him or her during the school day, unless the custodial parent consents. Please see the Additional Limitations section below.

Rights Relating to Emergency Care Card

The enrolling parent is responsible for completing the emergency care card. The other parent, however, has the right to be listed on the card along with the enrolling parent. Being listed on the card

means that a parent may be notified and provided information about an emergency, but does not mean that a noncustodial parent can pick up or remove the child from school without the consent of the custodial parent (see “release” section above).

Rights to Make Educational Decisions

When parents share legal custody of the child, both parents may participate in educational decisions regarding their child. The enrolling parent is responsible for attempting to reach consensus when the parents disagree. In the event of continuing disagreement, the principal will follow the decision of the enrolling parent. If sole legal custody has been awarded to one parent, however, the principal will follow the decision of that parent. Both parents, regardless of custodial status, may be involved in decisions regarding special education services for the child.

Additional Limitations

If a parent is on the sex offender registry or has been ordered by a court to stay away from the school, that parent will not be allowed on school grounds at any time. If there is a court order requiring the parent to stay away from the child, or to be with the child only on a supervised basis, that parent will not be allowed to participate in school events at which the child is present or have the child released to him or her. Additionally, the principal may ban from school grounds any person, including a parent, who is disruptive or presents an immediate danger to health and safety, regardless of the rights that person may otherwise have.

In situations where a parent is not allowed on school grounds, the principal will make alternate arrangements for the parent to participate in the child’s education, such as arranging for parent-teacher conferences to be held by telephone.

Your Objections or Concerns about the Other Parent’s Participation in your Child’s Education

Principals cannot limit one parent’s right to participate solely on the basis of the other parent’s objection. The objecting parent must present the school with a court order that does one of the following: denies the other parent legal custody, prohibits the other parent from coming to the child’s school or having contact with the child, restricts the other parent to supervised visitation, limits the other parent’s access to school records or denies the other parent any role in educational decision making. Without such a court order, school staff will assume a parent has full participation rights.

Please note that when one parent believes the other is violating a court order, or presents a danger to parent or child, the parent should seek relief from the court, the police, or appropriate social services agency, such as Child Protective Services.

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PARTIES/BIRTHDAY TREATS

Classes may celebrate three class parties during the year. Seasons and dates of parties are at the discretion of the teacher. Often room parents are asked to assist with these parties.

Birthday “treats” in the classroom require prior approval of the teacher and treats are limited to cookies or cupcakes. In order to limit disruption of instructional time, we request that juices and fruit drinks **not** be brought. Cakes, favors and/or balloons are not permitted since they create a distraction, not only for the recipient’s class, but also for other classes in the building. We also request that flowers and balloons not be delivered to students during school hours. In the best interest of our entire student body, we ask that all private party invitations be handled outside of school time and not distributed at school.

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PETS

Please make the necessary arrangements to see that your pet does not follow the children to school. Please refer to the section labeled "Animals in School."

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PROGRESS REPORTS

The Elementary Progress Reports will be sent home approximately one week after the end of each marking period. The purpose of the Progress Report is to communicate student progress with regard to grade level expectations and to help parents and pupils identify the pupil's strengths and weaknesses. Individual conferences are routinely held at the end of the first grading period. A parent/teacher conference can be held at any time by contacting your child's teacher.

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RECESS

Individual teachers provide a “break” or “recess” for the class. Each class has a scheduled outdoor recess time Tuesday through Friday. Children should be dressed with appropriate clothing and shoes (tennis shoes) for active outdoor play each day.

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RELEASE OF STUDENTS

For the safety of the students, the following are the procedures for students leaving early from school:

If a student needs to leave school during the day for an appointment or any reason, please send a note to the office 24 hours in advance of the appointment. There is no need to call ahead. When you come to the office to pick up your child, please sign the child out and a secretary will call for your child. **Students will not be called to the office until you arrive. Students will not be released to anyone except the parent/guardian or those listed on the emergency care form unless other arrangement have been given in writing by the parent/guardian.** This permission slip should state who is picking up the child. Photo identification will be required. Students may be released to either parent/guardian provided there is no contrary court order on file.

Children wishing to go home with another student must have a note from both sending and receiving parents. If the child is taking the bus, the office staff will provide a bus pass. Warn children never to ride home with any strangers before or after school.

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SAFETY PATROLS

Our safety patrols, composed of fifth and sixth grade students, monitor the Kiss and Ride area and provide monitoring of walkers' main routes. They also assist with bus riders during arrival/dismissal of students. An adult is present with these students on school grounds during the morning and afternoon. Our patrol sponsors are Val Taguding and Chad Scott.

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SCHOOL AGE CHILD CARE (SACC)

SACC is a Fairfax County Office for Children program that provides professional care for students in kindergarten to sixth grade before, during, and after school. Fees are based on family income. Brochures detailing the program and registration procedures are available by contacting SACC directly 703-449-8989 or from the main office.

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SCHOOL CALENDAR

The current school year calendar can be accessed at:

<http://www.fcps.edu/cal.htm>

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STUDENT ARRIVAL / SCHOOL OPENING

The building opens for all students at 8:20 am. Classes begin promptly at 8:40 am. Students are expected to be in the classroom when the bell rings at 8:40 am. Attendance records are marked “tardy” when a student is late for and not in their classroom by 8:40 am. Do not send your child to school before 8:20. There is no supervision of students before 8:20 am. There is also no supervision after school dismisses at 3:20 pm.

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STUDENTS RESPONSIBILITIES AND RIGHTS

Island Creek Elementary School actively protects student's right to learn in an environment that allows them to acquire the best education available. Students have a responsibility to behave in such a manner that does not interfere with the safety and learning of others. Serious discipline issues will be handled swiftly and firmly. Parents will be informed of issues and are expected to be involved in problem solving strategies. The booklet, Student Responsibilities and Rights, ([Regulation 2601](#)) outlines school discipline regulations and rules of conduct. It is distributed to all students at the beginning of each school year. **Parents and students acknowledge receipt and review of this booklet by returning the signature sheet located on the first page of the booklet.** Our school commitment to valued character qualities forms the basis of our proactive behavioral expectations and problem solving strategies.

To achieve the goal of providing education of the highest quality, the Fairfax County School Board and the state of Virginia have defined the responsibilities and rights of students in elementary schools. Regulation 2601 covers discipline procedures/policies. As a reminder, weapons and look a-like weapons such as guns (including water guns), knives (including pocket knives), cap guns or caps, and firecrackers are classified as weapons. Possession of these items will result in suspension from school. Fairfax County has a zero tolerance for violence policy, which requires a disciplinary response to aggressive or threatening actions and behavior. If you ever have concern regarding your child's safety during school or on the way to or from school, call the principal immediately at 571-642-6300.

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STUDENT SERVICES

The Fairfax County Public Schools provide special services for the individual needs and differences of students. Eligible students may receive instructional accommodation and/or support from our gifted and talented, special education teachers, speech and language clinicians, hearing or vision teachers, physical and/or occupational therapists. Written parent permission is needed prior to evaluation of any student for special services. If you have concerns for your child, discuss these with your child's teacher. The school administrators, the local screening chair, or special education teachers are also a source for additional information. Special education eligibility and an Individual Education Plan (IEP) are required before a child may receive specialized services. Parents may initiate a request for evaluation for Gifted and Talented services or review by the Local Screening Committee by completing a multi-purpose referral form, available in the main office.

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TAKE-HOME FOLDER

Good communication between home and school is vital to a successful school experience for each child. **Thursday** is designated as take-home day when announcements, newsletters, menus, student folders, progress reports (four times during the year) and any handouts will be sent to parents. This does not preclude sending communications home on other days if it becomes necessary. A school calendar is sent home monthly in our informative newsletter. The calendar and special events are updated weekly.

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TELEPHONE/E-MAIL MESSAGES

Neither teachers nor students will be called from their classrooms except in cases of emergency. To encourage parent-teacher communication, teachers will provide parents their individual email address and voice mailbox number. In the event that a musical instrument or lunch is left at home, a parent may drop it off in the office. It is the child's responsibility to check in the office for the item. The office cannot interrupt instruction by calling the student's classroom. Students are permitted to use the telephone only when it appears essential for health and safety reasons. It is important to preserve instructional time, so we ask you to follow these guidelines:

- Make your "before or after" school plans prior to the a.m. arrival or p.m. departure.
- Forgotten items may be dropped off in the office and a note will be placed in the teacher's box.
- Doctor's appointments should be scheduled, when possible, after school hours. If not possible, please send a note to the teacher.

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VISITORS

Parent participation in our school is necessary in order for our home-school partnership to be complete. As we strive to ensure safety, as well as, preserve instructional time, we ask that parents/visitors not enter classrooms before school, after school, or during the school day. Teachers will authorize all class visitors to their classroom. Unplanned visits, including before and after school, are interruptions which are disruptive to instruction and a violation of security measures. Also, when visiting in the classroom, parents are requested not to engage the teacher in conversation since this takes the attention away from students and the instructional program. Conferences should be scheduled before or after school. Classroom observations must be arranged in advance, and require 24 hours notice.

You are the first and most important teacher your child will ever have. We invite you to join your child for lunch, or join in for special class functions. For security during school hours, parents are required to sign in the visitors' log, obtain a visitors' badge, and confirm your destination plans. A secretary will ask for proper identification (photo ID). The secretaries will retain the ID while you are in the school. If a classroom has had a change of daily procedure, a secretary will inform you of the change.

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VOLUNTEERS

Island Creek Elementary School welcomes volunteers including parents, community members, and high school students. Volunteers provide a valuable resource of assistance at the school. Opportunities include tutoring, mentoring, assisting in the library, and also many critical, behind the scenes tasks. If you, or someone you know is interested in this valuable community service opportunity, please contact the school. You may volunteer at any time during the school year. There is a volunteer sign-up sheet available through our PTA, as well as our front office.

Background checks are required for certain volunteers (FCPS will cover the cost of the background check). If you volunteer at multiple locations, you will only need to have your background check conducted once. The volunteer badge will be good at all FCPS locations.

Listed below are examples of the types of volunteers who need to have a background check:

- Extended family members who are not parents or guardians of a current FCPS student (i.e., aunts, uncles, cousins, grandparents)
- Former FCPS employees or students
- Non-parent/guardian volunteers who have “regular and frequent” contact with children
- Non-parent/guardian volunteers who chaperone overnight field trips
- Any volunteer whom the principal/program manager requests – regardless of status or affiliation with FCPS

The following individuals do not need a background check in order to volunteer:

- Parents or guardians who have children currently enrolled in FCPS
- Current FCPS employees or students who serve as volunteers
- School Age Child Care (SACC) employees
- Current law enforcement officers
- Volunteers who help with occasional or one-time-only events (i.e., field days, graduation parties) as long as there is direct supervision by regular school staff

Volunteers and mentors who meet the criteria for a background check must go through the process or will not be able to volunteer with FCPS.

Tuberculosis tests are no longer required for volunteers and mentors.

In some cases, parents have volunteered at school (usually to work in a classroom), but brought a sibling of a student with them. Fairfax County’s Risk Management strongly recommends against this practice. It can be disruptive to the learning environment and the parent volunteer has to focus on the sibling along with the work they are here to perform. So we support FCPS and ask volunteers not to bring siblings when volunteering.

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WALKERS

- Walkers can report to school between 8:20 and 8:35 am. There is no supervision before this time. Students should not arrive at school prior to 8:20. Students must enter through the main doors of the building (Door #1) and go directly to the gym.
- Remember, if your child is a walker, they should be coming out the front door. Please remind your student(s) to stay on the sidewalk and to go straight home.

Special Note: The bus parking lot will be closed from 8:20-8:40 am and from 3:20-3:35 pm. Cars will not be allowed to enter or exit the lot during these times. We recommend that you utilize “Kiss and Ride” to pick up your student or that you park on Morning View Lane if you need to come into the school during these times.

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