

LORTON STATION ELEMENTARY SCHOOL

9298 Lewis Chapel Road

Lorton, Virginia 22079

(571) 642-6000

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www.fcps.edu/LortonStationES

Welcome to Lorton Station Elementary School. The information contained in this folder is provided to help you understand some of the school’s procedures. Contact us for additional information or explanation of the material in this handbook if needed.

SCHOOLS HOURS

KINDERGARTEN – 6TH GRADE

Monday.....9:05 a.m. – 1:15 p.m.

Tuesday through Friday9:05 a.m. – 3:40 p.m.

Children should arrive at school no earlier than 8:40 a.m. We cannot assume responsibility for their supervision before this time.

ATTENDANCE

A parent/guardian is responsible for notifying the school whenever a child is absent. You may leave a message on the attendance line (571) 642-6060. If you call between 9:30 a.m. and 4:30 p.m., call the main school number, (571) 642-6000 to report the absence.

Children must be in classrooms by 9:05 a.m. They are tardy if they arrive at school after that time and must report to the office before going to class.

Per School Board **Regulation 2234**, each student who has been absent from school for any reason other than school business and whose parent/guardian has not contacted the school, shall, upon return or by the day after return, present to the teacher or the office a note from the parent/guardian or other responsible person, which sets forth the reason(s) for the absence.

RELEASE OF PUPILS

If a pupil needs to leave school during the day for a doctor’s appointment, etc., please send a note to the teacher in the morning. Then, come to the office and we will call the classroom to have the child come to meet you. **ALL CHILDREN MUST BE SIGNED OUT IN THE OFFICE.** We **WILL NOT** release a pupil to anyone except the parent or guardian unless the individual picking up the student is on the emergency care card and authorization has been communicated. Students may be released to either parent or guardian provided there is no documentation from the court forbidding access by a named parent/guardian. Warn children **NEVER** to ride home after school with any stranger who may claim he/she was sent by the parent. If you wish to arrange for another

person to take charge of your child, PLEASE ASSURE THAT THE PERSON IS LISTED ON THE EMERGENCY CARE CARD. PHOTO IDENTIFICATION WILL BE REQUESTED.

BEAKFAST AND LUNCH

Our cafeteria serves breakfast and lunch. The meals are balanced in accordance with daily food requirements for children. A monthly menu is provided.

Breakfast and lunch funds are deposited with the food services manager in the cafeteria. The price of breakfast is \$1.00 and the price of lunch is \$1.90. Milk is \$.50. Parents are always welcome to have lunch with their children (adult price is \$2.75). Lunch or breakfast may not be charged. Please keep funds on deposit for your child or provide monies daily or a packed lunch. Prices are subject to change without notice.

FREE AND REDUCED PRICES

In order to be sure that the school system is meeting the nutritional needs of all school-age children, it is the policy to provide free/reduced price meals to children in need of assistance. Application for this service must be completed by the parent, and forwarded to FCPS Office of Food Service. Applications are available in the school office.

DRESS CODE

All students are expected to dress appropriately for a K-12 educational environment. The current version of **Regulation 2613** provides additional details. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language that is vulgar or obscene or that promotes or depicts weapons, drugs, alcohol, tobacco, drug paraphernalia, violence, or gang symbols are 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, 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 actions will result in disciplinary action.

MEDICATIONS

NO MEDICATION SHOULD BE SENT TO THE SCHOOL WITH A CHILD. The parent or guardian must bring the medication to the school in person and sign the required consent forms. The school is not permitted to administer medication to a child without the required form of consent, signed by the child's parent or guardian. **WHEN MEDICATION IS TO BE ADMINISTERED FOR MORE THAN TEN DAYS, A PHYSICIAN'S PRESCRIPTION IS ALSO REQUIRED.** If any medication is required during the school day, PLEASE CALL THE CLINIC to make proper arrangements, (571) 642-6010.

HEALTH SCREENINGS

Children new to the county, as well as all children in kindergarten and grade three, will have their hearing and vision checked. If there is a concern, parents are notified.

ARRIVAL AND DEPARTURE

The driveway in front of the building is for buses only from 8:25a.m. to 9:15 a.m. and 3:00 p.m. to 4:00 p.m. Parents may enter and exit the parking lots on the side and back during those times.

Each child is expected to arrive between 8:55 a.m. and 9:05 a.m. and to leave promptly for home when bus students, kiss and ride students and walkers are dismissed at 3:40 p.m. each day except Monday, when dismissal time is 1:15 p.m.

BUS RIDERS

Bus transportation is provided for those students who live more than one mile from the school or when an unsafe situation exists. School bus riders in Fairfax County are required to observe rules of SAFETY and GOOD CITIZENSHIP while riding on a bus and while waiting at a designated bus stop. Standards for safe, courteous conduct will be in effect beginning with the first day of school. It is essential that bus riders cooperate and adhere to the bus regulations. All children will receive a copy of REGULATIONS FOR PUPILS RIDING SCHOOL BUSES. All parents are requested to review information with children and return signed portion to school. ANY STUDENT REPORTED FOR MISCONDUCT ON THE BUS BY THE DRIVER MORE THAN TWO TIMES MAY BE SUSPENDED FROM RIDING THE BUS.

Bus riders must ride on their assigned buses unless they receive a permission form issued from the office on the morning of the day that the change is requested. The host student and the guest student must bring written requests from both families. These are initialed by the classroom teacher and then sent to the office where a bus pass is issued.

WALKERS

Walkers must go directly home by the safest route and to be cautious and responsible. Appropriate behavior is expected.

Patrols are stationed at hazardous intersections for the safety of children. Walkers are asked to walk only on sidewalks (or sidewalk right-of-way) and to cross only at intersections.

KISS AND RIDE

Kiss and ride is located in the back of the building. Parents drop off and pick up their children at the school's back entrance into the cafeteria using the designated Kiss and Ride lane. Please wait in one line for your turn to pick up your child. Please do not park in undesignated areas. Should you choose to park in the lot and walk to where children are waiting, always turn off your car and hold children's hands as you cautiously and carefully return to your vehicle.

EMERGENCY CLOSING OF SCHOOLS

Late opening, early closing, or cancellation of school, due to heavy snow or other emergency conditions will be announced over local radio stations, the Fairfax County Public Schools web site at fcps.edu, at the Hotline: (703) 764-2500, and on Channel 21, as soon as the decision has been made. **PLEASE DO NOT TELEPHONE THE SCHOOL FOR THIS INFORMATION. OUR PHONE LINES NEEDS TO BE KEPT OPEN IN ORDER TO RECEIVE INSTRUCTIONS FROM SCHOOL OFFICIALS.** Please explain to your child what he or she should do in case of an early dismissal.

DISCIPLINE

At Lorton Station, we are committed to building self-discipline. Students are expected to respect the rights and privileges of others, accept the responsibility for their own actions and the consequences of their behavior.

No student will be allowed to engage in any behavior that is not in his/her best interest or in the best interests of others. The FCPS discipline code is presented in the Student Responsibilities and Rights Brochure.

The disobeying of classroom/school rules will result in disciplinary action. This action will be carried out at school and the parents will be informed.

SCHOOL PICTURES

Individual pictures will be taken in the fall and again in the spring. Detailed information regarding prices and optional picture packages will be forthcoming. Profit resulting from the sale of pictures goes directly to programs of benefit to the school.

EMERGENCY CARE CARD – PLEASE READ CAREFULLY

The main purpose of this card is to help us locate the parent in the event of illness or emergency involving your child. 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. It is very important that we be able to locate you at any time. Please list phone numbers of people 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. In special cases you may wish to call and give the school secretary a number where you can be reached for the day. Please list on the card, in red if possible, any allergies or serious medication problems of which the school should be apprised. Also, please list any special arrangements you may have for another person to pick up your child regularly. Please complete the emergency care card and return it to school immediately. Please keep information on the card up to date.

TRANSFERS

If you plan to move to another school during the school year, please let the office and teacher know several days in advance. This will insure that the proper forms and report card will be ready on the child's last day of school.

Pupils are to see the librarian before their last day to receive confirmation that all library books have been returned.

They are also expected to return all textbooks to their classroom teacher. Pupils will take with them work folders and all personal items.

The office will send records upon request, to the new school if not in Fairfax County. A transcript release form must be signed by a parent or guardian before leaving Lorton Station or at the new registering school.

PRE-ARRANGED ABSENCES

If it is necessary for a child to be absent from school for several consecutive days, please notify the school in advance. It is expected that all work missed be made up as soon as possible following the child's return to school. Standardized testing missed during an absence will be made up, if possible.

County policy requires that any child who is absent from school for 15 consecutive school days will be withdrawn officially from our rolls. Upon the child's return, the parent must again officially enroll him/her.

VISITORS-(PARENTS, CHILDREN, AND ANIMALS)

Lorton Station School encourages parents to visit their children's classroom, assembly programs, and lunch programs. Arrangements may be made in advance through the office, and the classroom teacher must know and approve.

All visitors must come to the office before going to any classroom. Younger children, friends of pupils, or students from other schools will not be permitted in the classroom except with approval from the principal. Animals visiting the classroom must be accompanied by a parent and approval from the principal must be given in advance.

PARENT VOLUNTEERS

Many enriching and worthwhile experiences are afforded our children through instruction. Parents interested in volunteering time and services are requested to contact the school or PTA. All volunteers must have a current TB test or X-Ray.

REPORTING TO PARENTS

Progress reports will be sent home approximately one week after the end of each marking period. The purpose of the progress report is to help the parent or pupil identify the pupil's strengths and weaknesses and to help teachers evaluate each pupil and plan instruction accordingly. Conferences with parents are required at the end of the first grading period. Additional conferences are encouraged and may be requested by either the parent or teacher at any time.

PARTIES

The instructional program is our first priority. In keeping with this, each class will be permitted to have TWO PARTIES on school time. These will be held in the classrooms with the help of the PTA Room Representative. Please arrange any birthday celebrations with the teacher. Gift deliveries can not be made to the classroom.

TELEPHONE

Children will not be permitted to make telephone calls during the school day except in cases of emergency. In case of illness, the clinic aide/secretary will make the

call home. Please help your child to develop a routine of placing things which must be brought to school in a designated place in order that money, books, homework, etc. will not be left at home. We would like our classrooms to be free of interruptions.

PERSONAL PROPERTY AND GIFTS BROUGHT TO SCHOOL

Fairfax County Public Schools does not assume responsibility for the personal property of students and does not purchase insurance for their property. Students and their parents are urged, therefore, to carefully consider the types and value of property that students take to school. Items of significant monetary or sentimental value are strongly discouraged, including certain types of apparel and jewelry.

Students are not to receive gifts and/or deliveries at school.

IMPORTANT TELEPHONE NUMBERS

TEXTBOOKS AND SUPPLIES

Elementary school children are provided the use of textbooks without charge. It is necessary to require payment for books that are lost or damaged through negligence or abuse.

LOST AND FOUND

Unidentified articles found in the school are turned in to the office and placed in a designated location. Please check there if an article is lost. Eyeglasses and jewelry are not routinely placed with the other articles, so please inquire in the office.

Raincoats, jackets, sweat shirts, mittens, and other apparel must be labeled so we can identify the apparel for a particular child.

MONEY

When money is being brought to school, please enclose it in an envelope labeled with your child's name, room number, and purpose. Children should not bring extra money to school. Cafeteria deposits are made in the morning.

COMMUNITY USE OF SCHOOL FACILITIES

Schools are available for community activities during the school year. Applications are available in the school office and must be completed at least 2 weeks prior to requested date. A fee may be charged.

THE ELEMENTARY INSTRUCTIONAL PROGRAM

Standards adopted by the Virginia State Board of Education define the basic elementary program. Specifically, a planned and balanced program of instruction commensurate with the abilities, interests and educational needs of children shall be provided. The basic academic program shall include instruction in each of the following areas: Art, Health, Language Arts, Mathematics, Music, Physical Education, Science and Social Studies. The curriculum of Fairfax County Schools is the PROGRAM OF STUDIES. These objectives provide the foundation or core of the program. Objectives are placed at the level in which most children achieve them. The basic curriculum is a tool for planning, monitoring and evaluating children's work on a continuous progress basis.

Basic instructional materials used at Lorton Station School have been selected from county-approved lists and are coordinated with the PROGRAM OF STUDIES. Copies of the curriculum documents have been placed in the school library. More information is available on the FCPS website at fcps.edu.

PUPIL SERVICES

Fairfax County Public Schools provides special services for the individual needs and differences of children. Within the local school, children may receive additional support from a special education resource teacher, speech clinician, and/or itinerant teachers. An individual evaluation is required before a child may receive any of these services. When this is necessary parents will be contacted regarding school concerns. Written parental permission is needed prior to evaluation.

A center-based program for those children in grades 3-6 identified as highly gifted academically is available at Lorton Station. A school-based program for children in grades K-3 identified as gifted and talented is also available at Lorton Station. Approximately 3-5% of the school's population may be placed in this special activities program to receive instruction from an itinerant teacher. All students will also receive special instruction/activities.

School-age Child Care (SACC) is a Fairfax County Office for Children program designed to provide professional, developmental day care for school-aged children whose parents are working and who are enrolled in Fairfax County Public Schools. SACC is available at Lorton Station during the school year. Parents interested in this program should call: Office of Children at (703) 449-8989.

STUDENT RECORDS

As require by the Family Educational Right and Privacy Act of 1974, Fairfax County Public Schools has adopted **Regulations 2701** which:

- provides that parents have the right to inspect any and all records relating directly to their dependents
- authorizes students with written parental permission to inspect their records
- provides for release of information to others only under carefully described conditions
- establishes fees for the duplication of records
- provides a procedure for challenge of the contents of a student's record by parents or adult students. Educational records are forwarded on request to a school to which a student has applied for admission.

As provided by the Act, certain information may be classified as "directory information" and may be released to others without parental consent. Parents not wishing any or all of the directory information released without their prior consent must notify the principal in writing within 20 days of receipt of this handbook.

Fairfax County Public Schools considers these categories of student information to be directory information:

- name and picture
- participation in officially recognized activities and sports
- height and weight if a member of an athletic team
- dates of attendance
- awards and honors

In addition a student's address and phone number will be in this category, but may be released to others only for school-related activities such as PTA, booster club, and volunteer activities, and to county special services. Directory information may be made available on an individual basis, or be printed in school directories, team rosters, class lists, school yearbooks, etc., should the school wish to do so, without parental consent.

All other student information will be released only according to the provisions of **Regulation 2701**, which parents may see in the principal's office at any school. Parents and eligible students have the right to file complaints with the Family Educational Rights and Privacy Act Office, Department of Education, concerning alleged failure of Fairfax County Public Schools to comply with the requirements of the act.

The record of a handicapped student who has been enrolled in a special education program is destroyed by Fairfax County Public Schools when the student graduates or reaches age 21, whichever comes first. Parents should be aware that information from this record could be needed by the child or parents for Social Security or other benefits and should request from the area office copies they need before the student graduates or leaves the school system.