CENTRE RIDGE ELEMENTARY

FAMILY HANDBOOK

2012-2013
INTRODUCTION
Welcome to Centre Ridge Elementary School! This handbook contains basic information about school policies and procedures. The information should be helpful in answering many of your questions. All policies and regulations of the school are made with the safety and welfare of the children in mind. Please take extra time to acquaint yourself with the key components of the items written below.

Administration
Margo Dias-Pareja          Principal
Janice Suitte                     Assistant Principal
Chip Deliee                     Assistant Principal

Address & Phone Numbers
Centre Ridge Elementary School
14400 New Braddock Road, Centreville, VA 20121
Main Number (703) 227-2600
Absentee Call-In (703) 227-2648
Cafeteria Direct Line (703) 227-2621
Clinic (703) 227-2610

http://www.fcps.edu/news/emerg.shtml
Web page:  http://www.fcps.edu/CentreRidgeES

SCHOOL OFFICE HOURS
8:00 a.m.-4:30 p.m.

SCHOOL HOURS
Grades K through 6
Monday...............................................................8:40 a.m. - 12:50 p.m.
Tuesday through Friday.........................8:40 a.m. - 3:20 p.m.

FAIRFAX COUNTY PUBLIC SCHOOLS’ ADMINISTRATION PROFILE
The school system is divided into eight Clusters. Centre Ridge Elementary School is located in Cluster VII. There are three pyramids in Cluster VII. Centre Ridge Elementary School is part of the Centreville High Pyramid. Also in the pyramid are Mountain View Alternative High School, Liberty Middle, Bull Run Elementary, Centreville Elementary, Colin Powell Elementary and Union Mill Elementary.

Cluster VII, Assistant Superintendent’s Office
8115 Gatehouse Road
Falls Church, Va.  22042
(571) 423-1170
(571) 423-1177 (fax)
*SCHOOL CALENDAR
*SEE OPENING DAY TAKE HOME TUESDAY FLYER.

*PTA OFFICERS
*SEE OPENING DAY TAKE HOME TUESDAY FLYER.

PARENT VOLUNTEERS
Centre Ridge has a supportive parent volunteer program. Parents, both male and female, are invited to participate. Volunteers typically contribute one or two hours a week working with students, assisting with art projects, helping with the reading program, performing clerical tasks, preparing instructional materials or working on PTA projects. We need you and appreciate your support. To offer your help, please call the school office or the PTA officers.

ENROLLMENT
To enroll a student, the following are required:
*proof of birth/citizenship (original birth certificate)
*a transfer slip or report card from the previous school
*a certificate of a physical examination for elementary students
*proof of residency (copy of lease, home purchase contract)
*evidence of immunization:
  *Virginia Law requires every new student to be immunized against
diphtheria, tetanus, whooping cough, polio, mumps, measles, German measles
(rubella). Hepatitis B (HBV) is required for all children born on or after
January 1st, 1994. Varicella (Chickenpox) Vaccine - All susceptible children
born on and after January 1, 1997, shall be required to have a dose of
chickenpox vaccine not earlier than the age of 12 months (365 days).

KINDERGARTEN ENROLLMENT
Virginia State Law states:
A child who will be five years old on or before September 30 of the current
school year must be enrolled in Kindergarten for that school year unless the
parent or guardian notifies the school in writing that they do not wish their
child to attend school until the following year.

CLASS ASSIGNMENTS
Class assignments are determined by the school administration in consultation with
teachers. In forming classes, consideration is given to the balance of boys, girls,
minority students, leaders, personalities, ability levels, etc. Requests for specific
teachers are not accepted, however, should a parent have a concern about their
child, which would assist in assigning him/her to a class, the parent should contact
the school administrators.
PLEDGE OF ALLEGIANCE AND ONE MINUTE OF SILENCE
Students at each school are expected to recite the Pledge of Allegiance and to observe one minute of silence, on a daily basis. More information can be found in the Students Rights and Responsibilities handbook Regulation 2601.18P.

ATTENDANCE

Absences
Please notify the school (703) 227-2648 by 9:00 AM if your child will be absent from school. An answering machine will be on 24 hours to record calls regarding student absences. PLEASE DO NOT LEAVE STUDENT ABSENCE INFORMATION ON THE TEACHER VOICE MAIL LINE. A written note from the parent or guardian stating the reason for absences is required, unless you have previously contacted the school.

All-Day Absences
Whenever any student accumulates a total of five unexcused days of absence in a school year, the school will refer the student to the attendance officer, and a plan to resolve the nonattendance will be developed. If an additional unexcused absence occurs in the same school year, the attendance officer will file a complaint with the Juvenile and Domestic Relations Court as described in Section 22.1-258 of the Code of Virginia. Regulation 2234.4 provides additional details. A copy may be obtained from the school office.

Tardiness
Students arriving after 8:40 AM are considered tardy and must report to the office before going to their classrooms. Please note that a written explanation for your child's tardiness is necessary.

Release of Students
The following procedures are followed to assure the safety of children who are released during the day.

1. Written permission should be sent to the teacher stating the time of release.
2. The parent (or other named adult in the note) should COME TO THE OFFICE AND SIGN FOR THE CHILD AND BE PREPARED TO SHOW IDENTIFICATION. All children must be signed out in the office. Children will remain with the teacher until notified by the office staff.
3. Children should not leave the building during the day unaccompanied by an adult.
4. Please note the following: if any person other than the parent or guardian is to pick up the child, the school must have the statement from the parent specifying the necessary information.
Withdrawals and Transfers
Please notify your child’s teacher at least a week prior to a move so that we can properly withdraw your child and complete transfer records that will be needed at your child’s new school.

SECURITY MEASURES
Parents, volunteers, and guests who will be working or visiting in the building are required to wear a badge which identifies them. All visitors to the school must sign in at the front office before going through the school. Staff members have been directed to stop anyone who is not wearing a school volunteer/visitor badge. Signs have been posted directing all visitors to the office.

BUS RIDERS
Bus transportation is provided for those children who live more than one mile from the school or when an unsafe situation exists. Please make arrangements to have your children arrive at the bus stop approximately five minutes before regular pick up time. School bus riders in Fairfax County are required to observe rules of safety and good citizenship while riding a bus and while waiting at a designated bus stop. Standards for safe, courteous conduct will be in effect beginning the first day of school. It is essential that bus riders cooperate and adhere to the bus regulations.

Students walking to bus stops must observe the following rules:
* Walk on public sidewalks where provided.
* Walk, do not run, to the bus stop.
* Avoid crossing through parking areas.
* Cooperate with safety patrols.

To assist us in providing a safe and efficient transportation program, please read with your child “Regulations for Pupils Riding School Buses.” It is important that you and your child understand the regulations covering his or her safety. The administrator has the authority to discipline pupils traveling to and from school by bus. He or she also has the authority to remove from school buses students who cause disciplinary problems, which pose a hazard to the safety of other students, to the bus driver, and/or to the overall safe operation of the bus. Any questions may be directed to Transportation at (703)249-7000.

KISS AND RIDE
The driveway in front of the school is reserved for Kiss and Ride before and after school. Use that area loading and unloading students. Do not leave cars unattended in the Kiss and Ride area. Please review the Kiss and Ride rules listed in the Centre Ridge folder issued to each child at the beginning of the school year.

• WAIT IN LINE TO UNLOAD/PICK UP YOUR CHILD. Follow the flow of traffic without passing vehicles in the Kiss and Ride lane.
UNLOAD/PICK UP YOUR CHILD IN THE SPECIFIED AREA. Pull up as far as you can in the Kiss and Ride lane and follow directions provided by staff members.

HAVE YOUR CHILD READY TO UNLOAD. Have your child gather his/her belongings then say your goodbyes so that he/she will be ready to unload when you pull into the Kiss and Ride lane.

HAVE YOUR CHILD EXIT YOUR VEHICLE ON THE RIGHT ONTO THE SIDEWALK. After children unload, they should follow the “blue footprints” to the designated entrance on the side of the building. Kiss and Ride students do not enter the school using the main entrance.

REMAIN IN YOUR VEHICLE WHILE UNLOADING/PICKING UP YOUR CHILD(REN). Do not leave your vehicle unattended, as this will impede the flow of traffic. If you wish to get out of your vehicle, you must park in a designated parking space (NOT IN THE KISS AND RIDE). Because parking for our large staff is so limited, you may have to park along New Braddock Road.

COOPERATING WITH STAFF MEMBERS ASSIGNED TO THE KISS AND RIDE AREA. Staff members are on duty to supervise students’ safe entrance to and exit from school and to monitor the flow of traffic in Kiss and Ride.

WALKERS
STUDENTS SHOULD ARRIVE AT THE SCHOOL NO EARLIER THAN 8:25 AM. Before that time, teachers and patrols are not on duty. Walkers are asked to walk only on the sidewalks (or sidewalk right-of-way) and to cross only at intersections. (Do not walk through neighbors’ yards.) Parents will want to talk to their children in regard to accepting rides with strangers. If a child is detained after dismissal time for any reason, the parents will be notified by the teacher. Please have children go directly home each day before going elsewhere, except when the teacher has a note from the parent to the contrary.

BICYCLE RIDERS
Students who live within walking boundaries are permitted to ride bicycles to school as long as the traffic and safety regulations are followed. Please bear in mind that the school is charged with the safety of all students. While the initial decision rests with the parents, it is recommended by the Fairfax County Police Department that kindergartners, first graders and second graders not ride bicycles. Information will be available in the fall regarding bicycle-riding privileges. The school cannot assume responsibility for missing or damaged bicycles. Once on school grounds, bicycles should be walked to the bike rack and locked while parked on school grounds. Please remember that it is the law that every child is required to wear a helmet while riding a bike.
PERMISSION TO GO HOME WITH ANOTHER STUDENT
If a student is going home with a friend after school WRITTEN PERMISSION is required in advance from both families. Notify the office in advance if arrangements of this nature are necessary for your child. Remind your children that they will not be able to call home at the last minute in order to make after school arrangements to visit a friend.

MONEY
When money is sent to school, please enclose it in an envelope labeled with your child’s name, room number, teacher and purpose. Children should be discouraged from bringing extra money to school.

FOOD SERVICES
School breakfast and lunch menus listing the prices of items, which are available in the cafeteria, are sent home on a monthly basis. A breakfast program is available for students who wish to participate. Price lists and menus are distributed to all students. The student can open an account by bringing in money. They will receive a barcoded number to be memorized. is recommended in order to prevent loss of money or forgotten lunches. Checks should be made payable to Centre Ridge Elementary Cafeteria and include the students name. Children are not permitted to charge meals and/or borrow money from school staff. If a child forgets lunch money, he/she will be given a peanut butter sandwich, courtesy of the PTA. Applications for free or reduced price lunches are available at the school. All requests are confidential and prescribed state guidelines are applied to each request.

We are always happy to see a parent, grandparent or another special visitor eat with a student. As a visitor, you may purchase lunch from the cafeteria or bring a lunch. WE REQUEST THAT YOU DO NOT BRING IN SOFT DRINKS OR “FAST FOOD” LUNCHES. When you come to eat lunch with your child, you help us in modeling healthy, nutritious eating. The emphasis on nutritional eating is reflected in our health curriculum and in the selection of food sold in the cafeteria. It is your presence that makes the occasion special for your child. Please remember to sign in at the office before proceeding to the cafeteria.

HEALTH SERVICES
Health services are provided to elementary schools in Fairfax County through the Health Department and the clinic aide program. Clinic aides are employed and trained by the Health Department and assigned to schools Monday-Friday. Clinic aides are trained to administer emergency first aid, conduct health screening, and maintain a school clinic and record for the Health Department.
The clinic aide provides modified first aid on a daily basis. As set forth jointly by the State of Health and Education, the clinic aide may provide care for only minor illnesses and injuries. Policies and Procedures are followed as stated in School Health Care Emergencies developed through FCPS Department of Student Services. Please call the school clinic for questions or concerns at 703 227-2610.

MEDICATION
Whenever a child must be on long-term medication, the parent should obtain the necessary forms from the school clinic. These forms are to be completed and signed by the physician, and returned with the medication to the school clinic. **CHILDREN MAY NOT TRANSPORT MEDICATION TO THE SCHOOL. A PARENT OR GUARDIAN MUST BRING THE MEDICATION TO THE CLINIC WITH THE PROPER FORMS FROM THE PHYSICIAN.** The medication must be sent to school in a container labeled and dated by the pharmacist or physician and should include: name of student, name of medication, exact dosage to be taken, and time at which dosage is to be taken at school. Short-term medication (not to exceed ten days in succession) may be administered upon parent completion of a form obtainable in the clinic. If the forms are not completed properly, the staff will not be able to administer the medication at school. Life and death allergy problem (e.g. bee stings) should be brought to the immediate attention of the principal so that the staff can be trained to administer necessary medication. **UNDER NO CIRCUMSTANCES SHOULD PARENTS SEND MEDICATION WITH THEIR CHILD FOR SELF-MEDICATION, INCLUDING VITAMIN PILLS, ASPIRIN, BUFFERIN, ANACIN, GARGLES, EAR DROPS, and PEPTO BISMOL.**

The most responsible student can leave medicine lying about on a desk or table, which, if ingested by another student, could be most serious. Most medication schedules can be worked around the child’s school day once the physician and parent are fully aware of the limitations of the public environment. Every medication requires an **Authorization for Medication and Indemnification Agreement** to be completed by the parent or guardian. Parents and guardians are required to hand deliver completed Authorization for Medication forms and medications to the school. For additional information on the administration of medications for students, refer to FCPS Regulation 2102.9.

INSURANCE
Optional accident and dental insurance is available to all Fairfax County School children through independent companies. Although the school system derives no profit from these plans, they are recommended as a means to defray costs of accidental injuries which sometimes occur to school-age-children. The cost as indicated in the brochure requires the insurance company to put certain restrictions on these policies. Parents are encouraged to read the brochure carefully. **Premiums for both dental and accident insurance are to be sent directly to the company.**
EMERGENCY CARE FORM—PLEASE READ CAREFULLY
The main purpose of this form is to help us locate the parent in the event of an illness or emergency involving your child. Hospitals and private doctors will not give emergency medication or treatment; private doctors will not 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 family members 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. As information (telephone work/home numbers, childcare providers, etc.) changes, please promptly notify the school office in order that we update your child’s emergency care form. In special cases you may wish to call and give the office staff a number where you can be reached for the day. Please list on the form, in red, if possible, any serious medical 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 form and return it to school immediately.

RESPONSIBILITY FOR STUDENTS’ PERSONAL PROPERTY
Students are responsible for the personal property which they take to a school building, on school grounds, on a school-sponsored function, or on a school bus. Although desks and closets are provided for storage, Fairfax County Public Schools does not assume responsibility for the personal property of students and does not insure their property or otherwise reimburse students for the loss of or damage to their property. Students and their parents should consider carefully the types and the value of property brought to the school. Students are strongly discouraged from bringing items of significant monetary or sentimental value. At times, school personnel may confiscate student personal property because its possession/use violates FCPS regulations or local school rules. The school principal has discretion to determine whether a banned item may or may not be returned to a student or to his/her parent. A detailed discussion of student rules of conduct, search and seizure procedures, and disciplinary actions/cause is contained in the FCPS Regulation 2601.18P, Student Responsibilities and Rights.

PERSONAL PROPERTY
Students are not permitted to bring toys, electronic games, board games, sports equipment, etc. to school without prior permission from their teacher. Possession or use of a laser pointer in school, on school ground, on school buses, or while attending school-sponsored activities will result in immediate confiscation. Items of significant monetary or sentimental value are strongly discouraged.

LOST AND FOUND
Lost and found items such as eyeglasses, billfolds, etc., will be kept in the main office. Other items such as coats, sweaters, lunch boxes, and hats will be kept in the lost and found in the cafeteria. Parents and students are encouraged to
inspect the lost and found on a regular basis. Please be aware the school is not responsible for items placed in Lost & Found.

VISITORS (PARENTS, CHILDREN, AND ANIMALS)
All visitors must sign in at the office before going to any classroom.

Parents are welcome to visit the classroom but should MAKE PRIOR ARRANGEMENTS WITH THE TEACHER for a time that will not be disruptive to instruction.

*Anyone needing accommodations for a disability in order to attend or participate in a FCPS activity should call the office. Requests need to be made seven workdays prior to the scheduled activity.
* Younger children, friends of students or pupils from another school will not be permitted in the classroom. When animals are related to a specific part of the program and are approved by the teacher and the principal, they may be brought to the school by the parent and taken home the same day at the end of the lesson. All animals should have had rabies shots and be gentle in nature for the safety of the children.

THE ELEMENTARY SCHOOL PROGRAM
In the Fairfax County Public Schools, the curriculum for each grade level is described in the Program of Studies (POS) and Standards of Learning (SOL). The POS and SOL include an overview of curriculum areas, and broad range objectives listed by grade level. Basal textbooks and supplementary instructional materials (including audiovisual materials and computer software) are listed in three volumes entitled Approved Instructional Materials that are revised periodically. Supporting units, guidelines, and teaching strategies are developed by the Department of Instructional Services in conjunction with teachers. Every elementary school is expected to provide a planned and balanced instructional program commensurate with the abilities and educational needs of students in the following areas: language arts, science, mathematics, health, social studies, art, technology, music, and physical education.

PROGRESS REPORTS
The established policy for Fairfax County students requires reporting on student progress every nine weeks. A progress report is given for each reporting period. Additionally, Progress Report Inserts (PRI) are given at the primary grades for each reporting period. A parent-teacher conference is scheduled at the end of the first nine weeks. Either the teacher or the parent may request additional conferences throughout the year.

INTERIM REPORTS
Parents are informed of grades that are declining in sufficient time, so that assistance may be obtained for the student. Interim reports are sent during the
fourth or fifth week of the grading period and indicate improvements as well as weaknesses.

**CONFERENCES**
A conference with the teacher will be scheduled at the end of the first reporting period. The parent or teacher may request additional conferences at any time throughout the year. Parents’ requests for a conference with the teacher may be made by writing a note to the teacher or by calling the school office. Parents are discouraged from dropping by the school for a teacher conference without a previously arranged appointment.

**PROMOTION AND RETENTION**
Whenever it appears that a student will benefit from another year at the same grade placement, parents will be informed of the student’s specific academic needs by the teacher. Written notification regarding the possibility of retention will be communicated to parents by the end of the third grading period or the first half of the final grading period. After review of teacher recommendations, the principal will make the final decision on pupil promotion and/or retention.

**HOMEWORK**
In general, homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study or subject area. Hard and fast rules concerning homework cannot be made since individual teachers may vary slightly in assignments. However, efforts are directed by teachers to establish uniformity for each grade level as much as possible. Responsibility for homework should gradually increase for grades one through six.

**EMERGENCY CLOSING OF SCHOOL**

**SCHEDULE CHANGES DUE TO INCLEMENT WEATHER**
Excessive heat or inclement weather may result in delayed openings, early dismissals, or school closings. Radio and television stations carry this news as soon as decisions are made. Please do not phone the school, as we must keep lines open to receive information regarding procedures related to the changes in schedules. Parents are urged to make arrangements in advance for the care of their children when schedule changes are made (and provide for the rather rare situation when it is necessary to close an individual school because of power failure or other circumstances). We cannot guarantee that last minute messages will be delivered to your child.

FCPS has several kinds of schedules set up to deal with inclement weather. These are put into effect when conditions are: (1) to keep schools closed (2) to open late or (3) to close one or two hours early. All schedule changes will be carried by some 30 radio and television stations, which are notified as soon as the decision is made.
Again, please do not phone the school or one of the stations for this information. Tune in to your radio or television. You may also call the Fairfax County Schools' 24 Hour Hotline at 1-800-839-3277.

**STUDENT DRESS GUIDELINES**

In order to maintain an environment that is conducive to learning, the staff at Centre Ridge elementary School expects students to come to school appropriately dressed. Giving specific guidelines to the children will prevent any confusion and set expectations. Schools encourage positive attitude toward dress while understanding that attire and grooming are the responsibility of students and their families. The "Dress Code" is also addressed in our *Fairfax County Public Schools Students Rights and Responsibilities*. We take pride in the image of our students and feel that a neat appearance adds to their self-respect and their attitude towards school. County regulations state that all students are expected to dress appropriately in a way that is consistent with the workplace. Apparel worn to school should be neat and clean and conform to standards of good taste and decency. Items of clothing with vulgar or obscene language or pictures or with depictions of weapons, drugs, alcohol, tobacco, drug paraphernalia, or gang symbols are prohibited.

While it is not the school’s intention to deprive students of their freedom of expression, there are some common items of clothing that present undue distraction or safety concerns. We ask your assistance in helping the children remember that these are NOT acceptable in school:

- Hats/visors/bandanas worn inside the building
- Halter tops, shirts that show the midriff, shirts with spaghetti straps, or transparent materials
- Tank tops with overly large armholes and necklines (commonly called "muscle shirts")
- Shoes with the following specifics:
  - Wheels
  - Sandals and/or flip flops that have no strap around the heel (in our experience, these often slide off on the stairs and cause accidents)
- Short skirts/shorts (garments should not be above the finger tip when standing)
- Clothing that exposes the hips
- Excessively baggy trousers that drag on the floor
- Multi-colored hair dyeing

Students have physical education instruction two or three times a week and outdoor recess almost daily, weather permitting. For the safety of your child, tennis shoes are recommended for P.E. Sandals (of any kind) are not acceptable at any time during P.E.
Parents of students requiring accommodation for religious beliefs, disabilities or other good causes should contact the principal. Students not complying with this code will be asked to cover the non-complying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action. The current version of Regulation 2613.3 provides additional details.

**DISCIPLINE**

There are certain general behaviors we expect from all children; specifically, that they:

- Exhibit consideration for other students' feelings, well-being, and personal property
- Display an obedient, respectful attitude toward all school staff members and adults in authority
- Exercise self-control
- Demonstrates care in the use of school property
- Uses appropriate language

It is our philosophy to assist children in maintaining appropriate behavior and acting in a responsible manner. If intervention is necessary, we attempt to match the consequences to the infractions. Admonition, counseling, restriction of activities, and parent conferences are first steps, which may be taken in the discipline process. Children may also be kept after school, pending parent notification. For more serious incidents, alternative instructional arrangements or exclusion from school are available options. A detailed description of disciplinary procedures is contained in FCPS Regulation 2610.25P.

In unique and rare crisis situations, it may be necessary for staff members to use therapeutic physical restraint to prevent a child from harming himself, others, or property. Therapeutic restraint is always implemented using a team of professionals (counselors, administrators, specialists, teachers, etc.), and is continued until self-control is regained. Parents are notified immediately when a situation of this nature occurs.

**TEXTBOOKS**

Textbooks are the property of Fairfax County Public Schools and will be loaned, as required, to students.

**STUDENT TELEPHONE PRIVILEGES**

At times, it is necessary for students to telephone their parents or childcare providers. Students must have permission from school staff, before using the office telephone. The school staff will take appropriate steps to screen and to prohibit students’ inappropriate use of the telephone. Children will make phone calls only from the main office.
PARTIES/BIRTHDAY TREATS
Each class may have two class parties or celebrations during the school year. Birthday 'treats' should be discussed with your teacher in advance. Party invitations should not be distributed in school.