KENT GARDENS ELEMENTARY
PARENT HANDBOOK

2015-2016

Kent Gardens Elementary School
1717 Melbourne Dr.
McLean, VA  22101
(703) 394-5600
Website:  www.fcps.edu/KentGardensES
ATTENDANCE PROCEDURES http://www.fcps.edu/KentGardensES/kgpolicies.html
Parents are requested to contact the school office each morning when a child is to be absent or tardy. There are two ways of doing this. One can call the attendance line before 9:00am or use the attendance e-mail. Please include the date and reason for the absence. Per School Board Regulation 2234, each child who has been absent from school for any reason other than school business shall, upon return or certainly by the day after return, present to the teacher a note from parent/guardian, which sets forth the reason(s) for the absence.

Attendance
  Telephone Number: 703.394.5656
  E-mail: KentGardensES.Attendance@fcps.edu

All FCPS schools including Kent Gardens will be using the Keep in Touch System to send automated attendance notification messages to parents using the home phone number and e-mail on file at school. Families will only be contacted if they have not alerted the office of the child’s absence.

Attendance hours - Monday through Friday - Grades K-6 - 8:50 a.m. to 3:35 p.m.

School Day
It is important to note the start of our school day given that we have high volume in our Kiss and Ride. We will accept students to the school at 8:25 a.m. Our school day will begin with morning work promptly at 8:40 a.m., which is when the last bus arrives. A timely arrival ensures that they have the opportunity to focus on the school day ahead of them which ensures a productive school day. The tardy bell is at 8:50 a.m., but we are requesting that all students arrive in time to begin their day with the learning and preparation that begins at 8:40 a.m.

Release of Pupils
If a student needs to leave school during the day for a doctor’s appointment, etc., please send a note to the teacher in the morning. When you arrive at school to pick up your child, please come to the office where the child will be called from the classroom. All children must be signed out in the office. We will not release a pupil to anyone except a parent unless there is a note of permission signed by the parent. Students may be released to either parent/guardian, provided there is no custody order from a court forbidding custody by a named parent/guardian on file. 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 care of your child in the event illness occurs when you are not home, please make a note on the EMERGENCY CARE CARD.

Tardiness to School
It is important that every effort is made to ensure that students arrive to school on time. If a student is late to school, a parent/guardian must accompany the child to the main office. Excessive tardies will be referred to the school social worker. It is an expectation that all students will be in their seats and settled when school starts at 8:50 a.m. Students will be required to obtain a tardy slip from the front office if they are late unless they are arriving late
by bus. Parents will be contacted by a Kent Gardens’ administrator if students are excessively tardy.

Students should arrive and depart promptly, with all materials necessary. Students and parents should not plan to return to school to retrieve forgotten homework, glasses, lunch boxes, coats, etc. There are many after-school activities in the building (clubs, SACC, recreation, etc.) that require classrooms be secure once a teacher or staff member departs for the day. Custodians WILL NOT admit students or parents to an unoccupied classroom during or after school hours.

Prearranged Absence
When a parent or guardian knows ahead of time that a student will miss a day of school, he/she must make a written request for a prearranged absence. This should be done at least two school days in advance by submitting a note to the Attendance Secretary. The parent/guardian should state the reason for the absence and the exact dates of the absence.

Extended Absence
We realize that sometimes a family will need to take an extended absence during the school year. In these cases, parents should work with the classroom teacher to develop a plan for instruction during the absence and for make-up work. Please realize it is impossible for a teacher to produce all the assignments a student may miss during the time away or to replicate the essential instruction that they will not be able to receive.

Behavior: #KG PRIDE

At Kent Gardens, our staff has long believed that beyond helping children be successful in passing SOLs there are many other important areas in which we should focus our efforts to help children grow. We have incorporated the logo #kgpride to remind us of the areas of focus for each Kent Gardens student. PRIDE is the acronym that shows the following:

At Kent Gardens friendships flourish because we are:

P = Patient
R = Respectful
I = Inclusive
D = Doing Our Best
E = Excited to learn

Behavior: #KG PRIDE

A key area of focus for each child is academic achievement and growth. This may sound simple, but it is a goal that is quite challenging in a class of 25 or so students. All teachers strive to challenge, support, and differentiate for students at a variety of levels in each of the curriculum areas throughout the year. As difficult as this challenge is, we feel our responsibilities don’t stop there.

First, we want to teach all students to be patient. The concept of showing patience in social and academic settings can be quite challenging. We hope that all students will not only pass the SOL
tests or other measures of that year’s grade level curriculum, but show at a minimum one year of academic growth in both reading and math.

Second, we want students to be respectful and responsible citizens, choosing appropriate and effective behaviors for working with others in different situations and environments. It’s wonderful for students to be great learners, but we also want to nurture their skills in being interdependent members of society and to exhibit KG PRIDE behavior.

Third, we want to nurture in students a sense of community whereby they are open and inclusive of all such that each child feels he/she belongs to his/her class, grade level, school, community, and other groups. While students may have skills to interact with others, we also want them to feel they belong and to nurture those bonds with others within their community.

Fourth, teachers are expected to set high expectations that we are all doing our best and putting forth our best effort to be successful. A nurturing environment accepts that all students learn differently and at different rates, but we must teach children to apply themselves and to persevere.

Last but not least, our focus is to help children be excited to learn. Our students should enjoy coming to school and learning every day and we also want them to be inquisitive students outside of the school day or curriculum. Since our ultimate goal is for students to be lifelong learners, creating avenues to enjoy learning is vital.

BLACKBOARD 24/7 http://fcps.blackboard.com/

Each teacher maintains a Blackboard site which can be accessed electronically from home and contains information pertinent to that classroom. See “Reporting to Parents” for detailed information. Refer to the “We Care” section of this manual to see how parents can get their own log-in and password to access Blackboard 24/7.

BYOD http://www.fcps.edu/KentGardensES/byod.html
Fairfax County Public Schools is committed to assisting students and staff in creating a 21st century learning environment. In efforts to support this progress, students and staff will now be able to access our wireless network with their personal devices (laptops, netbooks, tablets, smart phones, etc) during the school day. Students may register and use their own devices to access the internet and collaborate with other students. By allowing students to use their own technology at school, we are hoping to increase the access all students have to the technology they need to succeed.

CALENDAR 2014-2015

Calendars are subject to change.
View the FCPS calendar online: http://www.fcps.edu/cal.shtml
View the Kent Gardens calendar online:
http://www.fcps.edu/KentGardensES/websitecalendar.html

CAFETERIA  http://www.fcps.edu/KentGardensES/kgpolicies.html
The Fairfax County Public Schools lunch is available for all students at Kent Gardens. The cost of lunch is $2.90. Breakfast is offered for $1.75. Students are encouraged to purchase a meal card and replenish the account on a weekly or monthly basis. The cashier will notify each student when his or her balance is low. Checks should be made payable to Kent Gardens Food and Nutrition Services and can be sent to school in the money envelope in the Friday Folder. Money should always be turned in first thing in the morning and NOT at lunchtime. Please check with your child or the cafeteria to keep current with this balance. Lunch money loans are provided by the office on a limited basis and in extenuating circumstances.

Online payments can be made at https://www.mylunchmoney.com/index.asp

Special lunches - We are always happy to see a parent, grandparent, or sibling come to eat with a student. It is a special occasion for the entire class. Visitors typically either purchase lunch from the cafeteria or bring a bag lunch from home. It is nice for the students to see that grownups also eat nutritious lunches. We ask that you do not bring in soft drinks or "fast-food" lunches. The sale of soft drinks to students is prohibited in all Fairfax County Public Schools, from elementary through high school, during the school day. The emphasis on nutritional eating is reflected in our health curriculum and in the selection of food sold in the cafeteria. We ask that when you come to eat lunch with your child, you help continue to model healthy, nutritious eating. It is your presence, more than anything that makes the occasion special for your child.

CLINIC/MEDICATION  http://www.fcps.edu/KentGardensES/kgpolicies.html

All medications must be retained and dispensed by the school clinic aide or an authorized staff member. Teachers are not authorized to keep and dispense medications. If your child has a special medical need, either permanent or temporary, please visit or call the clinic to obtain the necessary authorization forms.
If your child has an allergy that requires medication or other special attention, please contact the school clinic aide to provide medication with appropriate forms. Otherwise, contact an administrator with additional questions or concerns.

COLORS
The school colors are green and white.

COFFEES  http://www.fcps.edu/KentGardensES/parentcoffee.html
An important ingredient to a successful school year is good communication and partnership between the school and our families. The child’s teacher will keep you updated about your child’s instructional program weekly.
In an effort to be available to parents, a Principal’s Coffee is scheduled for parents to attend. The coffees offer the opportunity to gather informally and host discussions about school events and news. The dates are always on the Kent Gardens website.

Kent Gardens Communication Tips:

Tip #1  Encourage your child to communicate concerns/questions with the teacher on his/her own before you become involved in the conversation.

Tip #2  We encourage parents to discuss concerns with the teacher before contacting
Tip #3 Allow 24 hours turnaround time on teacher communication, including emails. For every email you send to your teacher, takes away from the time they spend planning for student learning.

Tip #4 Communicate with the teacher if you have a concern.
Tip #5 Communicate to all teachers (including specialists) regarding important information about your child (i.e. illness, change in routine, death in the family, medication changes, etc.).

Tip #6 Email is best for communicating information, asking questions and making appointments, whereas face-to-face meetings or phone conversations are appropriate for larger issues. Please pre-arrange a meeting rather than going directly to a classroom unannounced.

Tip #7 Communicate changes in transportation with the office and teacher by 2:30 p.m. Please note that teachers do not check their email during instructional time, so alerting the office is best.

Our Kent Gardens staff believes it to be a priority to maintain open lines of communication between our parent and school community. Parents are encouraged to contact a teacher if they have a concern. All teachers have phones in their classrooms where a parent can leave a message during the school day. All teachers and staff also have e-mail addresses (contact information can be found on Kent Gardens’s website http://www.fcps.edu/KentGardensES/staff.html) and can be contacted by e-mail. Please give 24 hours for a teacher or staff member to respond to your inquiry. Urgent matters that need to be communicated immediately should go through the front office.

COMMUNICATION
The KG ROAR newsletter is posted online here: http://www.fcps.edu/KentGardensES/admin.html And Kent Gardens also pushes out notifications by KIT (Keep in Touch) messages and via Facebook, Twitter @KentGardens and Instagram @KentGardens1717

CONFERENCES
We strongly encourage close relationships between school and home. Teachers make a special effort to schedule conferences with each parent at the end of the first grading period and as often as needed throughout the year. During the year, if you would like a conference, call or e-mail your child’s classroom teacher.

DAILY SCHEDULE
Students are expected to be in their seats by 8:40am. They will be required to obtain a tardy slip from the front office if they are late unless they are arriving late by bus. Parents will be contacted by a Kent Gardens administrator if students are excessively tardy.

Bell Schedule:
Monday through Friday - Grades K-6 - 8:50 a.m. to 3:25 p.m.
DRESS CODE
While Kent Gardens has no formal dress code, it is often obvious that general guidelines need to be set. Students should arrive at school in neat and clean clothing appropriate to the season. Shoes (with closed toe) must be worn. Sneakers must be worn for P.E. Clothing with inappropriate phrases and slogans imprinted on it may result in the student being sent home by the administrators to change clothes.

Clothing should be seasonal in nature. Students should not wear shorts and light clothing during the late fall and winter months. Short shorts and midriff shirts are not appropriate. Storage is provided in each classroom for coats, jackets, boots, and umbrellas. Since students have P.E. and outside break, please check your child before he/she leaves for school in the morning for appropriate dress according to the weather. Students will be advised as to acceptable wearing of jewelry (i.e., no dangling earrings on P.E. days).

In addition, school policy prohibits the wearing of caps or hats within the school building by both boys and girls. Exceptions may be made for special school events, such as "Spirit Day." 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 noncomplying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action.

EMERGENCY CARE CARDS
Emergency care cards are urgently needed when a child becomes ill or is injured at school. Please provide the school with accurate emergency information and report changes promptly. Correct home and work telephone numbers are essential. The main purpose of this card is to help us locate a parent or guardian in the event of illness of 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 neighbors who will know where you are for emergency calls and who may pick up your child when he/she becomes 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 note any allergies or other serious medical conditions your child has so we can be aware and recognize the symptoms. If contact information changes during the year, please call or send a note with new information.

All parents can submit their Emergency Care Card Forms electronically through weCare@School, via their FCPS 24/7 Parent View account. When you submit your information via weCare@School, you do NOT have to submit a signed paper form. Parent initiated changes submitted via we-Care@School will have a transaction ID when printed from within weCare which constitutes a legal electronic signature. If you elect not to submit the forms electronically they should be signed. Either the weCare@School electronic signature version
or the signed paper version of the Emergency Care Card Form will be kept on file at the local school as the official record and will be used in cases of emergency.

**EMERGENCY DRILLS**

A fire evacuation plan is posted in each room. Teachers will review the established procedures with students on the first day of school. When the alarm sounds, students will immediately stand and leave the room. Running is not permitted. Students are not permitted to talk during the drill and are to remain at least fifty feet away from the building until the signal is given to reenter. No one is to reenter the building until the principal or an authorized representative gives the signal. Every drill is to be treated as the "real thing." Fire drills occur monthly.

A tornado drill is also conducted each year in March. At the beginning of school, a "safe room" is designated for all teaching areas, and students are given instruction in safety procedures to follow in the event of a tornado.

Lockdown drills are also conducted on a yearly basis to practice what would happen if a threat entered the school building. Notification will be given to parents to let them know the date of the lockdown drill prior to it occurring.

Bus drills are conducted each semester to teach safety rules to bus riders.

**FAMILY LIFE EDUCATION (FLE)**

Family Life Education (FLE) is required for all students in K-12. The regulation requires that local school districts include ten topics in their FLE programs that can be found on the following website: [http://www.fcps.edu/is/hpe/fle.shtml](http://www.fcps.edu/is/hpe/fle.shtml). FLE instruction includes the K-6 emotional and social health and the 4-6 Human Growth and Development units. A preview night will be established to provide parents access to all FLE materials in local school libraries.

In order to provide parents with alternatives, the regulations required that an opt-out provision be included for parents to remove their child(ren) from any lesson or all lessons at a particular grade level and that alternative, non-FLE lessons be available to students removed from FLE lessons. Opt out information is found on the above website. The early elementary program emphasizes the importance of families, distinction between good and bad touch, the recognition and avoidance of poisons, the identification of common emergencies and sources of help, and the importance of friendships.

**FRENCH IMMERSION**

Kent Gardens has a French Immersion program. Find out more information on the FCPS World Languages site: [http://www.fcps.edu/is/worldlanguages/immersion.shtml](http://www.fcps.edu/is/worldlanguages/immersion.shtml)

**FRIDAY FOLDERS**
In an effort to ensure that parents receive timely information of a general nature and specific classroom work completed during the week, children bring home a Friday Folder each week. Parents are requested to sign the Friday Folder envelope and return it on Monday.

GUIDANCE OFFICE

The elementary school counseling and guidance program is a part of the total school program and complements learning in the classroom. It is child-centered, preventive, and developmental. The program encourages students’ social, emotional, and personal growth at each stage of their development. The purpose of counseling with students, parents, and teachers is to help students maximize their potential. The elementary school counselor also conducts guidance lessons; consults with parents, teachers, and other professionals; and coordinates student services in the school. This counseling and guidance program provides elementary students with assistance in:

Understanding self and developing a positive self-image.
- Showing respect for the feelings of others.
- Understanding the decision-making process.
- Maintaining effective relationships with peers and adults.
- Developing effective study skills.
- Being prepared to make the transition to the middle school.
- Gaining understanding of the world of work.

Parents may opt out of the school counseling program by submitting an “opt-out” form at http://www.fcps.edu/cco/pubs/familygram/optout/esguidance.pdf and submitting the completed form to the office. Please contact our school counselors if you have any questions.

HOMEWORK

At Kent Gardens, we believe homework should serve a positive purpose for learning and support the instructional program. Homework should be a vehicle through which students practice, apply, and/or elaborate on content that they are currently learning. It may also be used as preparation for learning new content. If you have a concern about the amount of homework your child is receiving, please contact your child’s teacher to discuss the concern.

Guidelines
- Homework assignments should be relevant to content being studied with an emphasis on quality rather than quantity.
- In general, homework across disciplines should not exceed 30 minutes in
kindergarten through grade 3 and 1 hour in grades 4 through 6.

- Homework should be able to be completed independently without parent support.
- Holidays should be homework free.
- Daily homework is part of a student’s effort grade; however repeated incomplete assignments will negatively impact a student’s achievement.
- Reading logs and responses are separate from, and in addition to, homework guidelines (students are expected to read 20-30 minutes nightly).

**Suggested Parental Involvement**

*Parents are encouraged to...*

- Ask your child what he/she is studying in school.
- Ask your child to show you any homework assignments and check his/her assignment notebook.
- Assist your child in organizing homework materials.
- Help your child formulate a schedule for completing his/her homework, including working around after school activities.
- Provide an appropriate space for your child to do homework.
- Encourage, motivate, and prompt your child in completing homework.
- Read aloud to your child.
- Communicate homework concerns with your child’s teacher.

*Parents can...*

- Help your child clarify directions, proofread, and brainstorm ideas.
- Give practice quizzes to your child to help prepare for tests.

*Parents should not...*

- Complete their child’s work.

*There may be exceptions to these guidelines. Questions should be directed to your child’s teacher.*

**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 education 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. In conjunction with the Virginia Standards of Learning, the curriculum of Fairfax County Schools is the Program of Studies. 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 basis. Materials within the curriculum include objectives, program standards and guides, and some information regarding classroom management.

The state of Virginia has established achievement tests that are administered at the end of 3rd, 4th, 5th and 6th grades to measure the mastery of curriculum. The Standards of Learning Tests...
(SOLs) test students in the areas of reading, writing, math, history and science. Please plan around the dates that will be scheduled so that your child is available during the testing timeframe.

Grade 3 – Math and Reading
Grade 4 – Math, Reading, and VA History
Grade 5 – Math, Reading, and Science
Grade 6 – Math and Reading

**INSTRUCTIONAL TIME**
The instructional program is our first priority. In keeping with this, each class will be limited with parties on school time. These will be held in the classrooms with the help of parent volunteers. Sometimes pupils request to give surprise parties. These can easily get out of hand, so please discourage it and help explain to children why these requests are denied.

To prevent interruptions, all messages or materials delivered during the school day should be left in the office and kept to a minimum. These will be delivered to the class by the front office staff at an appropriate time.

**INCLEMENT WEATHER PLANS**
Late opening, early closing, or cancellation of school due to heavy snow or other emergency conditions will be announced over local radio stations, Channel 21, and the Fairfax County Public Schools web site (www.fcps.edu) as soon as the decision has been made. Do not telephone the school for this information. Please have a plan in place if school were to let out early, and inform your child about what he/she would do in this situation.

Occasionally during the school year, it may be necessary, due to inclement weather or other emergency closing circumstances, to close schools for the entire day, to open schools late, or to close early. Working parents are urged to make arrangements now for the care of their children when schedule changes are made (and to provide for the rare situation when it is necessary to close an individual school because of a power failure or other circumstances). Children should know where to go if a parent will not be home.

Decisions on schedule changes are made after careful study of the best information available from many sources, including weather services, the highway department, the police, and FCPS transportation staff members who are out checking the roads. While no sources dealing with weather predictions can be infallible, decisions are made with one overriding consideration—the safety of the students who ride buses or walk to school each day.

FCPS has several schedules set up to deal with inclement weather. These are put into effect when conditions threaten the safety of children who are walking or riding school buses to schools. These schedules are: (1) to keep schools closed, (2) to open either one or two hours late, or (3) to close one or two hours early.

As soon as a decision is made to implement one of these changes, FCPS will post the information on FCPS cable Channel 21 and place the message on the web site - www.fcps.edu. E-mail notifications will be made through our KIT system. Parents, please make sure to have your contact information updated on your child’s emergency form at school. The KIT system pulls information from our Student Information System. For more information, please refer to http://www.fcps.edu/kit/ The news will also be carried by radio and television stations, which are notified as quickly as possible after a decision is made. Please do not phone individual schools or one of the stations for this information.
FCPS will try to make a decision by 4:30 a.m. when schools will be closed all day or will open two hours late. This give us 30 minutes so that the public announcement can be posted and reach all media outlets by 5:00 a.m. On some occasions, it is not possible to make these time frames as weather can change unexpectedly. On some other occasions, the school system has been able to make a scheduling decision the day before so that parents, staff members, and students know what will happen the following day. This usually happens when precipitation is already on the ground and the temperatures are such that the precipitation on the ground is frozen or will refreeze.

**When schools are closed for the day, the following will apply:**

- Extracurricular activities, interscholastic contests, team practices, field trips, middle school after-school programs, adult and community education classes, professional learning and training courses, and recreation programs in schools and on school grounds are canceled.
- School Age Child Care (SACC) centers are closed.

**When schools open two hours late, the following will apply:**

- Offices will open on time.
- Morning field trips are canceled.
- SACC centers will open by 7:15 a.m.
- Adult and community education classes will start on time.

**When schools are closed two hours early due to worsening weather conditions during the day, the following will apply:**

- The announcement will be made by 10:30 a.m. whenever possible.
- Elementary schools will close two hours earlier than the usual Tuesday through Friday time.
- SACC centers will stay open until 6:15 p.m.
- Extracurricular activities, interscholastic contests, team practices, field trips, middle school after-school programs, adult and community education classes, professional learning and training courses, and recreation programs in schools and on school grounds are canceled.

“**KEEP IN TOUCH**”

Keep in Touch (KIT) is a way Kent Gardens can communicate with all parents through e-mail as long as they have an e-mail address entered into our student database. The KIT system also has a subscription service that allows parents to receive specific topics, information about community outreach messages, and information about specific schools. Go to [www.fcps.edu/kit](http://www.fcps.edu/kit) to subscribe to receive messages about specific topics that may interest you.
Kiss and Ride - See Transportation

LOST AND FOUND

Unidentified articles found in the school are turned in and placed next to the cafeteria in the hallway. Please check if an article is lost. Eyeglasses and jewelry, and other small things, are generally kept in the office, so please ask there. After notifying parents in the newsletter, lost and found items will be donated to a charitable organization.

To help with the amount of items placed in lost and found, it is important to label any clothing item that may be removed during the day, such as jackets, boots, hats, mittens, etc. Lunch boxes should also contain a name so they can be returned easily if found.

LUNCH AT SCHOOL

Our cafeteria operates under the National School Lunch Program. The Type A lunch is balanced to meet one third of the daily food requirements of the child. Please encourage your child to eat the school lunch and try all the different foods served. These early-developed patterns will influence the child’s entire life span. A monthly menu will be given to each child in order to help parents plan different foods for dinner. Classroom teachers will communicate to parents about snacks in the classroom. For reasons of good nutrition, students MAY NOT bring soft drinks to school. All students must have a lunch. Food from restaurants may not be brought into the cafeteria. To encourage good manners and to ensure a pleasant atmosphere for eating, students are expected to follow cafeteria rules.

Lunch may be purchased in the cafeteria before school. Students are given a PIN which deducts money from their lunch account. Parents may prepay for lunches in any amount they choose. When funds in the account get low, the cafeteria personnel will give your student a sticker indicating that the account is low.

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<tr>
<th>2015-2016</th>
<th>Students</th>
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<tbody>
<tr>
<td>Elementary Lunches</td>
<td>$2.90</td>
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It is important that you provide lunch money so that your child has a positive balance on a daily basis. If a child is without lunch, the PTA provides cereal or peanut butter sandwich for a fee and will need to be reimbursed the following day by providing the office with the appropriate amount.

How do I put money on my child’s lunch account?

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. We strongly encourage you to use this method of payment since it’s the easiest to monitor your child’s spending and maintain funds.

- **Check** – Write a check to Kent Gardens Elementary Food and Nutrition Services and bring the check to the cafeteria in the morning. Parents who want their checks for meals only should write “MEALS ONLY” on their check.
- **Cash** – Cash may be brought to cafeteria in the morning to deposit on student’s account, or students may pay cash on a daily basis.

![SCHOOL MASCOT](image)

**SCHOOL MASCOT**
The school mascot is the lion.

**MEDIA CENTER**
Kent Gardens’s library includes thousands of books, magazines, reference materials, videos and reading lab books. We have an online catalog available through the Internet, a fully automated circulation system, and Internet access. You can look at our library collection on your home computer by going to [http://libcat.fcps.edu/uhtbin/cgisirsi/?ps=f3Gmbca5KI/305/98500270/2/5](http://libcat.fcps.edu/uhtbin/cgisirsi/?ps=f3Gmbca5KI/305/98500270/2/5)

Make sure Kent Gardens ES is selected.

A professional librarian and a part-time assistant staff our library. K-3 classes are scheduled to visit the library in the master schedule and grade 4-6 are scheduled with the teachers as needed/requested. Students research, read, browse and borrow library materials during that time. All materials are on loan for two weeks. Children receive an overdue notice at the beginning of the week for books due. Parents are urged to have their children return books and other materials when due. There is a replacement charge for lost books.

**MOVING?**
Please notify the main office in writing if you plan to move out of the Kent Gardens Elementary School attendance area during the year. Such notice should be given a week before the student’s last day and should indicate where the student will be re-registered in school. If you are moving within the Kent Gardens Elementary School attendance area, please contact the main office to update your address and phone number.

**MONEY**
When money is brought to the school, please enclose it in an envelope labeled with your child’s name, room number, and purpose. Children should be discouraged from bringing extra money to school.
NINE WEEK PLANS  [http://www.fcps.edu/KentGardensES/nineweekplans.html](http://www.fcps.edu/KentGardensES/nineweekplans.html)

Grade level plans for each quarter are posted to the website.

PERSONAL PROPERTY
Children are not to bring their personal belongings without permission from their teacher. The school will not be responsible for lost or broken items. Examples include iPods, MP3 players, dolls, toys, etc. In addition, baseballs, softballs, and wood/metal bats are never allowed. Tennis balls, whiffle bats and balls are allowed with teacher’s permission.

PROGRESS REPORTS
FCPS utilizes an elementary progress report that is based on curriculum standards. The progress report will:

- Provide parents with comprehensive information about how their child is learning.
- Align with the Program of Studies (POS) curriculum students are learning.
- Provide teachers with resources to communicate a more exact and consistent assessment.
- Provide parents with comprehensive information about how their child is learning.
- Incorporate research-based best practices in student grading and reporting.
- Report Life, Work, and Citizenship skills separately from academic achievement.

Progress reports are sent home every nine weeks. They are the teacher’s way of letting students and parents know the degree to which students have mastered certain academic and social skills.

For additional information, please go to the following website:
[http://www.fcps.edu/is/elemprogreport/index.shtml](http://www.fcps.edu/is/elemprogreport/index.shtml)


Kent Gardens’s Parent-Teacher Association (PTA) welcomes all parents, teachers and community members to join in its activities and provide suggestions for future actions. The KG PTA is also a member of county, state and national PTA organizations. The National PTA has a three-fold mission:
The Kent Gardens Parent Teacher Association supports the students and staff and promotes the welfare of children and families in the school, the community and the home. Parents are encouraged to join this organization and become an active part of their child’s education. The PTA sponsors foreign language and other enrichment classes before and after school, a fun fair, cultural arts, community outreach, and student field trips. General membership meetings are held monthly, with the meetings in September and in May designated for budget approval and the election of officers.

Please visit the PTA website at http://www.kentgardenspta.com/ The PTA meeting dates, volunteer opportunities and other activities are available at this website.

PARENT VIEW – SIS (Student Information System) and FCPS 24/7 (Blackboard)

Parents have access to SIS and FCPS 24/7 (Blackboard) with one login. View the SIS Parent View video here for more information: https://www.youtube.com/watch?v=kjBAHjD8VGs&feature=youtu.be

Contact the Kent Gardens office if your SIS Parent View key has expired.

These portals give parents access to all of their children’s available courses, their middle school students’ Academic and Career Planning, their high school students’ career and college planning through Family Connection and will be able to update their children’s emergency information through http://www.fcps.edu/news/wecare.shtml. Updating http://www.fcps.edu/news/wecare.shtml (weCare@school) with the correct email address will ensure better communication via http://www.fcps.edu/kit/index.shtml.

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. Teachers will request conferences with parents at the end of the first grading period. Additional conferences are encouraged and may be requested by either the parent or teacher.

Folders are sent home each Friday with student’s papers, homework and papers or flyers that cannot be sent home electronically. Please read all papers carefully and return the envelope to the school the next school day. SIS Parent View allows parents to view the report cards online as well.
Each teacher also maintains a Blackboard site which can be accessed electronically from home and contains information pertinent to that classroom.

**RESPONSIVE CLASSROOM**

At Kent Gardens, we are working on establishing a school climate where appropriate student behavior is the norm. We believe that teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. To establish such a climate, we have adopted a Responsive Classroom system. *Responsive Classroom* is a research- and evidence-based approach to elementary education that leads to greater teacher effectiveness, higher student achievement, and improved school climate. Teachers become more effective in three domains: Engaging Academics, Building a Positive Community, and Effective Student Management. These three domains encourage a calm orderly environment that promotes student autonomy and sense of belonging. In addition, it encourages students to focus on learning.

**SCHOOL-AGE CHILD CARE (SACC)** [http://www.fcps.edu/parents/start/ksacc.shtml](http://www.fcps.edu/parents/start/ksacc.shtml)

School-Age Child Care (SACC) is a program that provides supervision before and after school for children whose parents are working, attending school, or medically unable to care for their children. SACC is administered by the Fairfax County Office for Children and uses space in Kent Gardens and other elementary schools. The SACC program is structured to serve children 5 days a week. SACC does not provide drop-in, short term, or partial week service.

SACC hours are from 7:00 a.m. until school begins, then from the end of the school day until 6:15 p.m. The fees for the SACC program are based on adjusted family income. The phone number for SACC Registration is (703) 449-8989; the SACC administration phone number is (703) 449-1414. Kent Gardens’s SACC Telephone Number: (703) 394-5660

**SPECIALS**

*Art Instruction*
Kent Gardens has two full-time art teachers providing art classes to all students. Students have the opportunity to work with a variety of mediums, which include clay, paints, drawing materials and paper. All classes are aligned to the specific grade level’s curriculum.

*Music Programs*
General Music - Students in grades K-6 receive general music instruction weekly. Children sing, listen, improvise, move to music, and play instruments.

Chorus - Students in grades 5 and 6 have the opportunity to participate in chorus. The fifth grade chorus and the sixth grade chorus each meet once a week during school hours.

Band/Strings - Fairfax County provides free band instruction for students in grades 5 and 6. Instruction consists of one 55-minute period of class instruction per week. A strings program is
provided for students in grades 4, 5 and 6 who are interested in learning to play a stringed instrument. Instruction is free and consists of one 55-minute period of class instruction per week. Students may choose between band or strings during their fifth and sixth grade year. General music is offered to the students if they do not choose to take band or strings.

**Technology**
Kent Gardens has a full time School Based Technology Specialist (SBTS). The SBTS provides site based instructional technology training and models for technology integration. The students use software programs to integrate technology in to all areas of the curriculum. The SBTS also collaborates with all teachers to integrate technology in the regular instructional program. While each classroom has student access to the Internet, security measures have been taken to ensure against inappropriate exposure to material or content not approved by Fairfax County Public Schools for use in an elementary classroom. Students are invited to bring a mobile device from home for instructional use only. See more information about our BYOD program: [http://www.fcps.edu/KentGardensES/byod.html](http://www.fcps.edu/KentGardensES/byod.html)

**Physical Education**
Two physical education (P.E.) teachers serve our school and instruct students in grades K to 6 for one or two periods that total 60 minutes per week. Appropriate dress for P.E. includes tennis shoes, socks and pants or shorts. (Those students who wear a dress or skirt on days they have P.E. classes should also wear shorts under the dress.)

**SCHOOL SUPPLIES** [http://www.fcps.edu/KentGardensES/supplylists.html](http://www.fcps.edu/KentGardensES/supplylists.html)

Students are expected to purchase their own pencils, paper, notebooks, etc. At the beginning of each school year parents receive a general supply list compiled by the grade level team. The parent should purchase these supplies.

**STUDENT ACHIEVEMENT GOALS**
Fairfax County Public Schools three student achievement goals are:
1. Academics
2. Essential Life Skills
3. Responsibility to the Community

**STUDENT CONDUCT EXPECTATIONS**
The faculty and staff of Kent Gardens Elementary School maintain that each student must have an equal right and opportunity to receive a quality education in a safe and secure environment. Therefore, we expect that an atmosphere conducive to teaching and learning will exist at all times. Any behavior that interferes with the teaching and learning of students is not acceptable. Students are expected to conduct themselves in an orderly and courteous manner. Failure to maintain appropriate conduct may result in a referral to the office and/or exclusion from an activity. Students at Kent Gardens:
- Are in class on time.
- Respect school property.
- Respect each student’s right to be safe in school.
- Walk in the halls and common areas.
- Treat other people the way they would like to be treated.
- Use appropriate language in classrooms, halls, and common areas.
- Treat other people’s property, as they would like their property treated.
- Are prepared to learn when they come to class and bring necessary materials to class.
- Have a right to learn; teachers have a right to teach in a non-disruptive environment.
• Respect the rights of each student to eat in a clean cafeteria and to learn in clean classrooms.

STUDENT’S RIGHTS AND RESPONSIBILITIES SR&R

Fairfax County Public Schools Regulation 2601.17P establishes procedures governing the legal responsibilities and rights of students pertaining to rules of conduct and disciplinary procedures.

STUDENT INFRACTIONS

Gambling/Cheating/Forgery/Dishonesty
Defacing/Vandalizing property/Theft
Misbehavior on bus/school property
Violating the dress code
Leaving school grounds without permission
Tardy to school
Disrupting class or school activities
Insubordination/Defiance/Disrespect
Obscene language/gestures
Theft
Threatening another student
Fighting/Assault
Play fighting/hitting back/birthday beat down
Violation of drug or weapons policy
Inappropriate use of computers
Inappropriate touching
Throwing things (projectiles, V-wads, etc.)
Failure to serve detention

RANGE OF POSSIBLE CONSEQUENCES

➢ Alternative Setting - Students are removed from regular classroom and placed in an alternative setting for the day.

➢ Community Service - Students may be assigned to assist a custodian after school.

➢ Conference with student - Student may be counseled in private concerning his or her responsibilities.

➢ Detention -- Students may be detained in school for disciplinary or other reasons. Parents will be notified by phone or in writing. Detention may be assigned by a teacher or administrator.

➢ Expulsion – The student will be informed that he/she is subject to expulsion. The student’s parent(s) or legal guardian is notified by telephone and letter that the student is subject to expulsion. The principal/superintendent will recommend to the School Board that the student be expelled. The expulsion does not become effective until the due process procedure has been completed. The expulsion is recorded in the student record.

➢ Parent Conference – A formal conference is held between the student, teacher(s), parent, and counselor/administrator. Parental involvement will be solicited to modify/improve student behavior.

➢ Restitution – Restitution (either in payment or in-kind) will be expected.
Suspension – The student is informed that he/she is subject to a suspension from school. The parent(s) or legal guardian is notified by telephone or in person that the student is subject to a suspension. Suspension is recorded in the student record.

Probation – Being placed on probation is notification that a student’s behavior has been unacceptable and must be improved. A student may be placed on probation by the school principal following a conference with his or her parent in which the terms and conditions of the probation are explained.

TESTING

The testing calendar, subject to change, for the 2015-2016 school year is now on the KG website: http://www.fcps.edu/KentGardensES/PDFs/TestingSchedule20152016.pdf. Please do not make appointments or travel plans on dates that would affect your child.

TELEPHONE

Children will not make telephone calls during the day except in cases of emergencies. In case of illness, the clinic aide/secretary will make the call home. Please help your child develop a routine of placing things that must be brought to school in a designated place in order that money, books, homework, etc., will not be left at home. We would like our classrooms to be free of interruptions.

Children will not be allowed to call home for field trip permission slips, band instruments, etc. We must teach our students responsibility. Students are allowed to carry cell phones to school, but they must remain in their backpacks turned off during the school day.

TEXTBOOKS

Textbooks are loaned free of charge to all students. Books are checked at the end of the year for damage beyond normal wear. Students are expected to pay for lost or damaged books.

TRANSPORTATION

Kindergarten Bus Procedures
Kindergarten students riding buses are to be met at their bus stop by a parent, guardian, or student in 7th grade or higher. Children may be returned to school if the driver has concerns for safety.

Pedestrians
Patrols are stationed at hazardous intersections for the safety of the children. Walkers are asked to walk only on sidewalks (or sidewalk right-of-way) and to cross only at intersections at
the direction of the crossing guard. Do not walk through neighbors’ yards. Parents will want to talk to their children in regard to accepting rides with strangers and following all safety rules. Students should not take shortcuts through private property, nor should they cross through the school parking lots. Students should not arrive at school prior to 8:20 a.m.

Pupil Transportation by Car - The driveway in front building is reserved for BUSES ONLY during student arrival and dismissal periods. Please utilize the designated Kiss and Ride area when dropping off and picking up your child. See detailed information below. Teachers are on duty from 8:20-8:50 to ensure the safety of all arriving students.

Riding Bicycles to School - After approval from parents, children are allowed to ride bikes to school and lock them at the bike rack on school property. Students interested in riding bikes must be “walkers” and reside within biking distance.

Kiss and Ride: [http://www.fcps.edu/KentGardensES/PDFs/krmap.pdf](http://www.fcps.edu/KentGardensES/PDFs/krmap.pdf)
Adults and patrols are on duty at Kiss and Ride to assist students in and out of the cars. Students being dropped off should enter the building through the front entrance.

Please have patience while you wait in the Kiss and Ride line. Cars need to take a snake-like route and follow the directional arrows on the pavement. It is expected that parents will utilize the Kiss and Ride area your child needs to be dropped off.

Going Home with Friends [http://www.fcps.edu/KentGardensES/PDFs/PARENTALNOTIFICATIONOFCHANGE.pdf](http://www.fcps.edu/KentGardensES/PDFs/PARENTALNOTIFICATIONOFCHANGE.pdf)
If your child will be going home with a friend or having a friend come home with them, a note must be brought to school by each child saying the parents agree. Both children should bring notes and send them to the office in the attendance envelopes. A permission slip will then be issued to allow a child to ride a different bus home, or, in the case of walkers, to allow the child to walk home on a different route. Please do not call to give permission. If at all possible, please arrange for the student to go home by the usual means of transportation.

**BUS TRANSPORTATION**
Bus transportation is provided for students living within our school boundaries and one and one half miles or more from the school. Students should note that riding the school bus is a privilege and not a right. Students may lose bus privileges for failure to obey rules. Our primary goal is safety at all times; therefore, there will be no exceptions to the following policies:

- No animals of any kind are allowed on the bus.
- Only authorized students may ride the bus.
- Students must obey the driver promptly at all times.
- All FCPS rules apply to the bus and bus stop.
- "Standards of Conduct for Pupils Riding School Buses" is required reading for all students.
- Students must keep noise down to a conversational tone so the bus driver can hear warning sounds while driving.
- Students must board the bus quickly and be seated as soon as possible. Students are to remain seated until arrival at school or home bus stop.
- Students may not ride a bus or get off at a stop other than the one assigned without permission.
VISION

We believe that our role is to welcome every child and family into the school and work together with the family to prepare the child for a successful present and future. We try to put ourselves in the shoes of each student to the best of our abilities and do for that student what they would if they were our very own. Our mission and goals are framed around the belief that every child should be helped to achieve at high levels and grow significantly during the school year, regardless of his or her starting point. We further believe that it is our mission to focus this achievement and growth in five key areas: academic skills and understanding, love of learning, citizenship skills, sense of community, and sense of hope. Together, as a staff and community, we work to leave no child behind for the academic, social, and personal needs of his or her own present and future. We see ourselves as always being on a journey toward this end and therefore always looking to learn from one another about how to be increasingly effective for the students. Our role is to make Kent Gardens a home for learning and being a community.

VISITORS (PARENTS, CHILDREN AND ANIMALS)
All visitors must come to the office before going to any classroom. The office has a computer check in that is required for you to sign in upon entering the building with your purpose and for exiting the building. Visitor nametags, provided in the office utilizing the computer system, must be worn by all visitors while in the building.

Younger children, friends of pupils, or students from other schools will not be permitted at school except for a limited time and with approval from the principal. The principal must give special permission if an animal is to be brought to the school and there needs to be an educational purpose for bringing the animal.

Parents are welcome to visit the classroom but should make prior arrangements with the teacher. Please note that an administrator will accompany a parent who wishes to observe in the classroom, so please contact the office for a mutually convenient time.

VOLUNTEER ACTIVITIES
Many enriching and worthwhile experiences are afforded our children through volunteer help from parents. With this support, teachers are able to provide more direct instruction. Parents interested in volunteering time are requested to contact the classroom teacher. By FCPS code, volunteers who work on a regular basis in the school must provide a current TB test or x-ray. Young siblings may not accompany the parent who is volunteering.
WEBSITE
Kent Gardens’s website is updated regularly. Please visit it at http://www.fcps.edu/KentGardensES

WeCare@school

Fairfax County Public Schools provides the capability for all schools to support parent access to their children’s online class sites. FCPS provides each parent their own username and password for login to FCPS 24-7 Learning (Blackboard) and SIS Parent View. This allows parents and legal guardians of FCPS students to access FCPS 24-7 Learning without sharing login information with their children. Parents are also able to use other tools of special interest such as weCare@school for updating Emergency Care Information online.