VIRGINIA RUN ELEMENTARY SCHOOL

PARENT - STUDENT HANDBOOK

2014-2015

Virginia Run Vikings

Explore Today to Prepare For Tomorrow

www.fcps.edu/VirginiaRunES/
VIRGINIA RUN ELEMENTARY SCHOOL
15450 Martins Hundred Drive
Centreville, VA 20120

**Phone Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Main Office</td>
<td>703-988-8900</td>
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<tr>
<td>Attendance Line</td>
<td>703-988-8989</td>
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<tr>
<td>Clinic</td>
<td>703-988-8910</td>
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<tr>
<td>Cafeteria</td>
<td>703-988-8921</td>
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<td>SACC</td>
<td>703-988-8960</td>
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<td>Fax</td>
<td>703-988-8997</td>
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**Office Staff**

Laraine Edwards, Principal
Jason Skerker, Assistant Principal
Phyllis Thomas, Administrative Assistant
Sharida Painter, Registrar
Shelley Moore, Office Assistant
Betty Bancroft, Office Assistant
Linda Nicklyn, Office Assistant
Amy Gee, School Health Aide
Barb Kohler, Office Assistant (Library)
Araceli Manoatl, Parent Liaison

**School Hours**

Main Office Hours: 8:00 a.m. – 4:30 p.m.

**Student Hours**

Monday-Friday: 9:05 a.m. – 3:55 p.m.
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Absence and Tardy

Absence
Parents are requested to contact the school office each time a child is absent or tardy. Please call the attendance hotline at 703-988-8989 between the hours of 4:30 p.m. until 8:30 a.m. and leave a message to report a student absence. After 8:30 a.m., parents should call the school office at 703-988-8900. Families of students not reported absent by 9:30 a.m. will receive a Keep in Touch (KIT) attendance notification message.

Virginia State law requires that each student who is absent from school must be reported each time by a responsible person. An excused absence is one for which parents/guardians have prior knowledge, consent, and a legitimate reason. Legitimate reasons include: illness of the student, death in the family, and observance of a religious holiday. Absences for family and student vacations are unexcused. According to School Board Regulation 2234, after the fifth unexcused absence the school is to refer the student to the attendance officer.

Dental and medical appointments are excused; however, we ask that such appointments be kept to a minimum during the instructional day. If a child must leave early for a medical or dental appointment, parents are requested to send a note in advance and must sign the child out in the office at the appropriate time. To protect instructional time, students will not be called to the office until a parent arrives at school to pick them up. Please allow sufficient time for your child to get to the office and for you to arrive on time to your scheduled appointment.

Unexcused Absence
Absences for family and student vacations are unexcused. Students are responsible for completing any missed assignments. Teachers will provide the student and parent or guardian with missed work but are not obligated to provide assignments prior to family or student vacations.

Tardy
Students arriving at school late must first report to the office for correction of attendance records. Car riders arriving tardy should be brought to the front of the school building and accompanied into the office by a parent/guardian. The first bell rings at 9:05 a.m. The tardy bell rings at 9:15 a.m. Students who arrive in their classroom after 9:15 a.m. will be marked tardy. Students who are tardy eight or more times in a school year will have a letter placed in their school file. If the student continues to be tardy a meeting with the principal, counselor, student, and parent will be held to discuss the situation.
Advanced Academic Program (AAP)

Advanced Academic Program (AAP) (formerly GT) school-based programs in the elementary and middle school are designed to match the learning abilities and developmental levels of identified students and to support their unique personal and social needs. To qualify for a local school program, students are screened annually in grades K-6. The local school identification-placement committee considers student products, teacher recommendations and ratings, school achievement, and test scores. A student referral may be considered at any time.

- The K-3rd grade school-based program offers a series of Response Lessons in critical and creative thinking for all students. Certain individual students who exhibit characteristics of emerging giftedness are provided with differentiated services. These services are specifically planned for the identified child and offer changes in the child’s instructional program that provide more challenging content, alternative resources, activities, assignments, and/or instructional groupings.

- The 3rd-6th grade center-based program offers students a highly challenging instructional program, curriculum differentiation in the depth, breadth, and pace of instruction matched to particular students and content areas.

- The 4th-6th grade school-based program offers a series of Process lessons to all students to increase their critical and creative thinking skills. Thinking skills are emphasized at each grade level, and the skills are integrated into various areas of content instruction. The school-based program offers a weekly session with a gifted and talented resource teacher for students identified by committee review. Expansion of critical and creative thinking skills as well as training in creative problem solving is provided in these weekly sessions.

School based AAP programs are located in every elementary and middle school. Center-based program are located in certain schools, but all children have equal opportunity to be screened for eligibility into this program.

Arrival and Dismissal

General Arrival Information
Students arriving between 8:55 a.m. and 9:05 a.m. will report to these designated areas:
Kindergarten & Grade 6 – report to the cafeteria
Grade 1 – hallway between the main office and the gym
Grade 2 – hallway outside of the library
Grades 3 & 4 – hallway by Exit #6
Grade 5 – hallway on top of stairs outside Multipurpose Room (Art)

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Buses

Bus service is provided for children living outside the walking boundaries. Bus riders are expected to:

- Avoid crossing over or playing on private property.
- Arrive at the bus stop 5 minutes prior to the scheduled pick up time.
- Remain seated and talk quietly after boarding the bus.
- Cooperate with the safety patrols and bus drivers.

Procedures for safe transportation are discussed with all students at the beginning of the school year. Parents/guardians are responsible for supervision for safety at bus stops. It is also important that parents review with their children the information included on the form provided to all students who use school transportation. Parents’ reinforcement of the rules for safe loading and unloading of buses and of standards for behavior on buses and at bus stops is essential and will promote safety.

Student failure to exhibit acceptable standards of conduct while riding a school bus can result in a suspension of bus transportation.

**Kindergarten Parents:** For your child’s safety, the bus driver will return your child to their school if your child is not met at the door of the school bus by an adult or middle school or older student who calls for the child by name.

Walkers

Parents are responsible for selecting their children’s walking routes to and from bus stops, schools, and home. Parents are also responsible for providing supervision that is appropriate to the student’s age, the student’s maturity, and conditions on the route.

FCPS staff does not assess all possible walking routes, supervise those routes, or guarantee the safety of any particular route. Staff provides general safety information to school communities, and responds to requests for specific information and advice when practicable.

Walkers will enter the school through the main entrance. Students should not arrive at school before 8:55 a.m. but no later than 9:15 a.m. Our morning staff is on duty from 8:55-9:15 a.m. There will be no supervision prior to 8:55 a.m. The **first bell rings at 9:05 a.m.** The **tardy bell rings at 9:15 a.m.** All students should be in their classroom no later than 9:15 a.m. when the tardy bell rings.

**Car Riders**

Car riders must use the Kiss N’ Ride area. Parents are required to drop students off using the circular driveway in front of the school. If you choose to not use the Kiss N’ Ride and bring...
your child to the front of the building you must park your car in the parking lot and walk them across the driveway.

The Kiss N' Ride is a designated area (identified by signs) for parents picking up or unloading their children by private vehicle. The area is separate from the bus loading/unloading location so there is no conflict with the two operations. For the Kiss N' Ride to function properly, several procedures must be followed:

1. Children load and unload from the passenger side of the car only, so they will not have to cross the driveway in front of traffic.
2. Drivers remain in the car. Safety patrols and staff will assist with the car door.
3. Cars stay in a single file line as they move to and from the Kiss N' Ride.
4. Parents wanting to enter the school must park in an available parking space. They are not to enter the Kiss N' Ride line in this case.
5. Arrive early. The busiest time at the Kiss N' Ride area is five minutes before the staff of class. Plan to arrive 10 to 15 minutes before the tardy bell, when the traffic is lighter.
6. For the safety of our students and staff, please refrain from using your cell phones/texting during arrival or dismissal.

Staff members will be stationed at the Kiss N' Ride to help students get out of the cars safely and enter the building through the front doors. The Kiss N’ Ride area becomes very congested. The following is a suggested route to aid in the flow of traffic:

1. Come down Hidden Canyon Road towards school.
2. Make a left hand turn onto Martins Hundred Drive.
3. Then make the third right hand turn into the front of the school.
4. Exit the loop and make a right hand turn onto Martins Hundred Drive.

Please treat our staff members monitoring Kiss N’ Ride respectfully. Remember that Kiss N’ Ride is offered as a courtesy to our parents and these staff members make it possible to offer this service.

Kiss N’ Ride parents are expected to pick their students up on time. Car riders who have not been picked up by 4:05 p.m. will be escorted to the school office until a parent or guardian arrives.

Bicycles
The decision of whether a student is capable of riding their bicycle to school should be left up to the parent. Parents should take the following into consideration:

- Their child’s age, maturity level, and physical condition.
- Has the child demonstrated proficiency riding a bike?
Prior to your child riding a bicycle to school, determine the riding route to school. Discuss alternate routes in the event the primary route is inaccessible. Students riding bicycles to school must agree to assume the following responsibilities:

- Students must walk their bicycle to the bicycle rack when arriving on school property. No bike riding is permitted on the sidewalks of the school.
- Students should secure their bikes to the bike rack with a lock. Bikes may not be stored in the school building.
- Students should plan a timely arrival to school. Students should arrive no earlier than 8:55 a.m. and should be in their classrooms by 9:05 a.m.
- Students and parents must assume full responsibility for personal property brought to school. The school will not assume any responsibility for damage, theft or loss of bicycles brought onto school property.

**Change in Transportation Arrangement**

We are unable to process changes in transportation for play dates. Arrangement for play dates and visits to friends should be scheduled after students arrive safely home from school. However, should an emergency require that a child walk or ride home with a friend, the parent should send a note to the main office on the morning of the day permission is requested. A note is required from the parent/guardian of each student involved. Please send your requests in writing, including the date, the children’s first and last names, the homeroom teacher, what the change is “Riding bus #____”, “Walking home with __________.” The note should be signed by the parent/guardian and include a phone number where you can be reached for questions or further information. **We are unable to process changes in transportation unless both students have a note.** In the absence of both students having notes, each student will be instructed to go home as they normally would go home. The students will be allowed to make a phone call to a parent to inform them of the situation. **Please note if a bus is filled to capacity, a student not regularly on the bus will not be allowed to ride the bus even just for one day.** Each family is urged to find a nearby neighbor that your child can go to in the event of an emergency.

Parents escorting their children to school or picking them up at the end of the day may not walk to the classroom.

**Birthday Celebrations**

Parents may bring a small treat (no balloons) for their child’s classmates to share to celebrate his/her birthday. Please contact your child’s teacher IN
ADVANCE regarding the classroom policies the teacher has in place regarding treats and possible allergies.

Birthday parties for individuals will not be held in school. If your child is inviting classmates to his birthday party, please do not have your child distribute the invitations at school.

**Bring Your Own Device (BYOD) at VRES**

In Fairfax County Public Schools, students are permitted to bring a personally-owned computing/network device to school. The use of such personally-owned devices at Virginia Run ES is restricted to instructional activities under the direct supervision of a staff member only. Students using personally-owned computing/network devices must follow the policies stated in the FCPS Student Rights and Responsibilities (SR & R) while on school property, attending school-sponsored activities, or using the FCPS network. Cell phones may be used during the school day only at the discretion of the principal, the principal’s designee, or the teacher; such use is for instructional purposes only; otherwise, they must be off and out of sight between the school hours of arrival and dismissal. As stated in the SR & R, Fairfax County Public Schools is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day as a result of participation in the BYOD program. Fairfax County Public Schools is also not responsible for the maintenance of personally-owned computing/network devices. Maintenance and charging are the responsibility of the student, and they are to be completed at home and not at school during instructional times.

**Student Use of Personally-Owned Computing/Network Devices**

- Students using personally-owned devices will always connect to the FCPS Wi-Fi network (not cellular service) for instructionally related activities.
- Devices shall be used solely for instructional purposes in the classroom.
- Devices that do not have Wi-Fi capability may not be used for internet access.
- The use of all student-owned devices is strictly prohibited in bathrooms, in the cafeteria during lunch, and on the playground during recess.
- Additional prohibited areas may be determined by the principal, the principal’s designee, or the teacher.
- Students shall be responsible for adhering to the technology use expectations and their overall use of technology as documented in the FCPS Student Rights and Responsibilities document. NOTE: It is a privilege for students to use their personally-owned device at school, and this privilege shall be taken away if students act irresponsibly or violate FCPS or school policy.
Cafeteria

All children are required to eat lunch in the cafeteria. Students may bring lunch from home or purchase lunch at school. Students should not bring canned or bottled drinks or soda to the cafeteria for lunch. Nutritious school breakfasts and lunches are served daily in the cafeteria. The prices for school meals are:

**Breakfast:**
- Students, grades K-12: $1.75
- Adults: $2.20
- Reduced-price breakfast for qualifying students – no charge

**Lunch:**
- Student Lunch (with milk): $2.90
- Adults: $3.90
- Reduced-price lunch for qualifying students – no charge

The price for milk is .60¢ and can be purchased separately.

A computerized debit card system is the most convenient way for students to purchase school lunches and breakfasts. This system allows parents to purchase meals in advance on a weekly, monthly, or quarterly basis. This also allows parents to provide an emergency fund should your child forget his/her lunch or lunch money. Students are issued a personalized debit card that is kept by the food services manager under their teacher’s name. Students can open, or add money to a meal account by bringing cash or a check made out to **Virginia Run Elementary Food Service** to the cafeteria manager. Parents can also purchase meals online using [www.MyLunchMoney.com](http://www.MyLunchMoney.com). The service is easy-to-use, convenient, private, and secure. There is a convenience fee. Once an account is established, parents can check the fund account anytime from their computer.

Money can be placed in the account one of three ways:

- Meals only (no a la carte snacks allowed)
- Cash only (meals and a la carte snacks allowed)
- Meals and Cash (meals and some cash for a la carte snacks--parents specify how many snacks)

This information needs to be communicated to the cafeteria manager each time you send in money. When no preference is given, money is put into a cash account and can be used for all food items.

When your child is running low on money, an “I need lunch money” sticker will be sent home. You will also receive a KIT message (see page 14) from Food Services. Please make your child’s account a priority. **Federal regulations**
prohibit the cafeteria from letting students or adults charge lunches. If a child forgets their lunch and has no lunch money they will be offered cereal and milk compliments of the PTA. A note will be sent home with information on how you can refund or donate to the PTA lunch fund.

A menu is sent home each month. You are encouraged to review the menu with your child. The complete lunch consists of a main item, two choices from the fruits and vegetables of the day, and milk. A la carte items, such as low fat popcorn, Bonzer cookie and low-fat ice cream, are offered at additional cost.

Parents/guardians can make special arrangements for students with milk allergies. Juice will be substituted for milk with the daily lunch after a letter from a physician is presented to the cafeteria manager. Parents/guardians of students with a severe food allergy (such as peanut allergy) should contact the main office. Regulations governing the federal lunch program permit food substitutions for individual children with medical or other special dietary needs but ONLY when supported by a statement from a recognized medical authority, which includes recommended alternate foods.

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 you come to eat lunch with your child, you help us continue to model health, nutritious eating. It is your presence, more than anything that makes the occasion special for your child.” Adult lunches are $3.90. Remember to check in the office prior to proceeding to the cafeteria.

**Classroom Observations**

Parents who wish to observe their child in class or have a private therapist observe their child in class should contact the principal to coordinate the visit at least one week in advance. When an outside therapist observes, feedback following the visit should be shared with the principal or principal designee. Observations are limited to 30 minutes. Parents requesting a private therapist to observe their child in school need to complete a Parental Consent for Disclosure of Student Information form available in the front office, prior to the observation.
Clinic Information (School Health Room)

Clinic services in the school, including the administration of medication and modified first aid, are performed by the clinic assistant, parent volunteers, and office staff. The clinic is not staffed with a licensed practitioner and therefore is not able to serve as a source of medical diagnosis, care, or guidance. They provide care only for minor illnesses and injuries.

Illness or Injury
If your child is injured or becomes sick at school, we will notify you immediately. If we cannot reach a parent, we will call a person you have listed on your Emergency Care Form. It is important that we have an Emergency Care Form on file for each student and that the information is updated as changes occur.

Contagious Illnesses
In accordance with the communicable disease policy for Fairfax County Public Schools, students with symptoms such as rashes, skin eruptions, water and inflamed eyes, fever, sore throat, vomiting or diarrhea should stay home until the doctor evaluates their symptoms and determines whether they are contagious or the symptoms are no longer present. Students with an elevated temperature should be fever free for 24 hours before returning to school.

Parents will be contacted and expected to take their child home if he/she is sent to school with symptoms of an illness, becomes sick, or develops a rash.

Please notify the school office if your child should contract chicken pox, strep throat, measles, head lice, or any other contagious disease.

Medication
If your child MUST receive medication during school hours, you are required to complete the appropriate Fairfax County Public Schools authorization forms available in the school office or at http://www.fcps.edu/forms.shtml.

Medication will not be dispensed without proper authorization from a physician.

Please complete all medication forms accurately before bringing medication to school. The label on the prescription bottle/package must match the orders on the medication form.

A student may carry and use an inhaler for asthmatic conditions when the student’s physician and parent have both completed the necessary form available from the school clinic.
The first dose of any new medication must be given at home. Parents or guardians are responsible for submitting a new form to the school each time there is a change in the dosage or in the time at which the medication is to be taken.

Parents are reminded that children may not transport or possess any prescription or over the counter medication, at any time. **ALL MEDICATION, PRESCRIPTION OR OVER THE COUNTER MEDICATION MUST BE BROUGHT TO SCHOOL BY A PARENT.** However, students may ONLY bring over the counter cough drops or throat lozenges provided that they are in the original container or packaging (Medication Authorization form is not required). Students must not share cough drops or throat lozenges under any circumstances with other students. Guidelines are outlined in Regulation 2102.11. Any child, regardless of age, who brings or possesses medication or any drug-related paraphernalia to school, will be disciplined according to FCPS Regulation 2610 (Removal (suspension, expulsion, or exclusion) of students from school).

**Communication**

Good communication between home and school is vital to a successful school experience for each child. Questions relating to your child should be directed to the classroom teacher. All teachers have voice mail and an e-mail address. Refer to [http://www.fcps.edu/VirginiaRunES/staff_directory.html](http://www.fcps.edu/VirginiaRunES/staff_directory.html)

**Directory Information**

Federal law permits the disclosure of “directory information” from a student’s records prior to written consent unless the parent has opted out of such disclosure. Directory information is routine information that is generally not considered harmful to disclose. Unless you have opted out, this type of information may be included in school publications and disclosed to outside requesters. School yearbook photos are included in this category. The following items of student information are established as "directory information":

- Name
- Participation in officially recognized activities and sports
- Height and weight, if a member of an athletic team
- Attendance records
- Awards and honors received
- School and grade
- Photographs and other images
- Name of parent or guardian or individual with whom student lives
In addition, a student's address, parent e-mail addresses, student ID numbers, and telephone number is classified as "directory information" but may be released to others only for school-related activities such as PTA, room parents, volunteer activities, and to Fairfax County agencies. If parents do not wish any or all directory information items to be released, they must return an **Objection to Release of Directory Information to the Public** in the Annual Notice. Parents can choose a Comprehensive or Limited Opt-Out options. Comprehensive Opt-Out Option would completely exclude from your child from all school publications **including the school yearbook**.

During the school year, Fairfax County Public Schools (FCPS) may produce or participate in videotape, motion picture, audio recording, or still photograph productions, which may involve the use of students' names, likenesses, or voices. Such productions may be used for educational or exhibition purposes by FCPS, may be sold to other school systems or education professionals, and may be copied, copyrighted, edited, and distributed by FCPS.

Parents have the right to object to the use of their child's name, picture, or voice in these productions. To do so, they must return the **Objection to Release of Directory Information to the Public** in the Annual Notice.


The Virginia Run PTA publishes a student directory. When you join the PTA, you will receive this directory for free (1 per household). **Every parent must respond to the PTA's request for inclusion of specific information to be published in the directory.** Parents must respond to the PTA's request for specific information with a Yes or No answer.

**Dress Code**

Research has proven that children behave more appropriately and perform better at school when they are neatly dressed. Parents and teachers working together can help children learn to make appropriate selections for a given place or occasion.

The Fairfax County Public Schools Dress Code states: “All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited. (Refer to section II.A.2.1, in Students Responsibilities and Rights for additional information regarding gang-related clothing.) 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, or head coverings unless required for religious or medical purposes.”

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 provides additional details.

The wearing of shoes that contain wheels in the heel, better known as "Heelys" is prohibited. These shoes when used in school building can cause injury to oneself, other students, and staff when the wearer loses control and slides into other individuals. These shoes are designed to be used outside in an area where children have lots of room to skate and with a helmet.

Students participating in physical education classes taught by a physical education specialist must wear tennis, gym, or running shoes designed to provide support, fit securely, and prevent injury.

Our school suggests:

- Clothing must be safe, comfortable and not restrictive to learning activities. Hats and caps, except for those worn for religious reasons, should not be worn inside the school.
- Shoes should offer proper support and protection, as students are involved in PE and recess activities daily.
- Short shorts, short skirts, (less than fingertip length) or tight skirts are inappropriate school attire.
- Tops should have straps which are at least three fingers wide, no spaghetti straps.
- Messages, logos, and other visual images on tee shirts should convey age appropriate messages to K-6 students.

Please be advised that students participate in outdoor recess activities even in cold weather. Students should be dressed appropriately for cold weather by wearing jackets, hats, and gloves. Outdoor activities are only limited during a Wind Chill Advisory and Wind Chill Warnings.
Emergency Care Form

This form is our “lifeline”. We cannot emphasize enough the importance of having accurate, up-to-date parent information on this form. Your child’s well being at school depends on it!

We appreciate your assistance in providing complete and current information. You will have two options in returning your emergency care information form:

1. Option #1 will be to fill out the blank form provided in the first Wednesday envelope.
2. Option #2 make changes online via weCare@School (you must have an FCPS 24-7 Parent View account), print a copy and return it to your child’s teacher.

If you do not have access to email, please let the main office know so we can use alternative methods to contact you.

We will not release any child to any adult other than the parent/guardian or persons listed on the emergency care form. Please list several friends and/or relatives whom we may contact in the event of an emergency if we cannot reach you at home or work. Do not list pager numbers unless you will be able to return our call promptly. We greatly appreciate your cooperation in completing this form.

Emergency School Closing, Delayed Opening or Early Dismissal

In the event of an emergency, such as extreme heat, cold or snow, the Division Superintendent may decide to:
- Close schools for the day.
- Open schools two hours late.
- Close schools two hours early.

All emergency closings and delayed openings shall be announced in the following ways:
- Listed on the Fairfax County Public Schools web site: www.fcps.edu.
- Sent by electronic mail (e-mail). (Keep in Touch page 15).
- Carried on the division’s public access channel, Cox Cable Channel 21.
- Closings and delayed openings are provided to local radio and television stations no later than 5:30 a.m.
- Early closings are provided to local stations no later than 10:30 a.m.
All-Day Closing
- All schools shall be closed for the day.
- Extracurricular activities, interscholastic contests, team practices, field trips, adult and community education classes, and recreation programs in schools and on school grounds are canceled.
- All offices are open unless the closing of offices is specified.

Two-Hour Delayed Opening
- Students in grades K-6 shall report two hours later than their regular schedule. Schools hours are 11:05 a.m. – 3:55 p.m.
- Morning field trips are canceled.
- All offices are open on time.

With any delayed opening the buses will arrive to pick up the students two hours later than the regularly scheduled time.

Two-Hour Early Closing
- All students shall be dismissed two hours early. School hours are 9:05 a.m. – 1:55 p.m.
- Field trips are canceled.

Equal Opportunity Statement
No student at Virginia Run Elementary school shall, on the basis of sex, race, religion, natural origin, or parental status be excluded from or denied enrollment in any academic activity or course offering.

Fire Drills
An emergency drill for fire is held every week the first month of school and thereafter on a monthly basis. No advance notice is given to staff or students. Drills occur at different times during the day and are timed. Everyone, including adults, in the building is expected to evacuate immediately, regardless of task. Children do not stop for coats and are returned to classrooms as soon as possible. Parent volunteers in the classroom should help teachers as students walk quickly and silently as they exit the building. Home fire drills are encouraged so that there is continuity of experience.

Homework
Homework should serve a positive purpose for learning and support the instructional program. Homework should be a vehicle through which students practice skills introduced in the classroom or expand knowledge by means of research, application, experimentation, or reflection. All students are expected to
complete homework assignments. On average, homework across disciplines should not exceed 0.5 hour at the primary level, 1 hour at the upper elementary level, and 1.5 hours at the middle school level.

Parents can help students develop effective study skills and complete homework assignments by:

1. Providing space for doing homework and a specific time for study.
2. Providing books and opportunities to read.
3. Reading to the child.
4. Encouraging the exploration of the world outside the classroom.
5. Providing the tools to aid learning.
6. Maintain communication with teachers and counselors.

If you feel that your child is spending an undue amount of time on his/her homework, please contact the teacher to discuss the matter.

**Keep in Touch (KIT)**

Keep in Touch (KIT) is an important school-home communication system for parents, students, and community members that enable them to receive timely information from the school system and from individual schools. KIT messages are sent when there is an emergency or an unusual situation at a school as well as for routine messages. KIT also sends attendance notification messages to parents. **In order to ensure you receive messages from Virginia Run Elementary it is vital that you keep your contact information updated.** To update your Keep in Touch information families have two options:

1. Fill out or update your child’s emergency care card form and return it to school.
2. Update your child’s emergency care contact information via weCare@School, (you must have an FCPS 24-7 Parent View account.)

If you do not have access to email, please let the main office know so we can use alternative methods to contact you.

**Lost and Found**

Parents, please label all clothing and lunch boxes so lost items can be quickly identified and returned to the owner. Articles found in classrooms are temporarily held by the teacher until identified by the child. After a reasonable time, these articles are placed in the "lost and found area" in the cafeteria. Parents are encouraged to come to school to check for lost items. All unclaimed articles remaining in the lost and found area at the end of each semester will be given to charity.
Meeting with Teachers

Please remember when you are coming to volunteer, drop your child off, or pick your child up this is not a time that teachers are able to meet with you. If you have a concern that you wish to discuss with your child’s teacher please arrange a time for a meeting through e-mail or a phone call. Be respectful of the teachers’ time. In the morning and afternoon, teachers need to attend to the students. Planning time is used for arranged meetings, collaboration with colleagues, and instructional planning. Even short impromptu meetings make it difficult for the teachers to meet their contractual obligations.

Personal Property

Students are responsible for the personal property that they bring to the school building, on school grounds, on a school-sponsored function such as a field trip, or on a school bus. 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 loss of or damage to their property. Students and their parents should consider carefully the value of property brought to school. **Electronic games, expensive equipment, and excess money should not be brought to school.** Students may not bring toys or stuffed animals to school unless the items are related to a current unit of study or approved by the classroom teacher. **Staff members may not accept responsibility for student property on behalf of the school.**

Students **may not bring playground equipment from home including footballs and soccer balls, to use at school.** If a student brings equipment, his/her teacher will take it and return it to the student at the end of the day. Parents will be called if the item cannot safely be taken home on the bus.

Parent-Teacher Association (PTA)

The Virginia Run PTA is a member of the local, state, and National Parent Teacher Associations. The goals of the PTA are to encourage involvement of the community with the school, its students, teachers and administrators and serve as a network of communication between parents and school personnel. Parent involvement with the school, as classrooms or library volunteers, or directly through support of PTA activities help enrich the school experience for all of our children.

At Virginia Run Elementary School there is a close relationship between parents, the community as a whole, and the school. Much work and many volunteer hours have been needed to develop and maintain the kind of organization, which has enabled the community and the school system to work together for the benefit of
our children. We urge you to join in this effort. For a list of the current PTA officers, please visit the PTA website at www.vrespta.org.

In addition to the active volunteer program, opportunities for involvement with the school are also available through membership on the various PTA committees. Your "Starting School" information packet contains a listing of all PTA committees and chairpersons. The PTA has adopted the following motto: “There is no better investment of time and money than in the life of a child.” If you would like to be part of the effort, please visit the website.

**Release of Students**

If a child must leave early, parents are requested to send a note in advance and must sign the child out in the office at the appropriate time. **To protect instructional time, students will not be called to the office until a parent arrives at school to pick them up.** Please allow sufficient time for your child to get to the office and for you to arrive on time to your scheduled appointment.

We will not release any child to any adult other than the parent/guardian or persons listed on the emergency care form. Students may be released to either parent unless prohibited by a court order. If restricted custody has been legally established, a parent must furnish a copy of the custody order to be kept on file in the school office.

**Reporting to Parents**

Progress reports are issued four times per year at the completion of each grading period for students.

The FCPS elementary progress report that is based on curriculum standards. The 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.
Conferences are part of the reporting and student evaluation process. A parent-teacher conference may be requested by either the teacher or parent at anytime. Parents requesting a conference are asked to write a note to the teacher, leave a telephone message, or e-mail him/her. Drop-in visits or conferences in the hall during the school day or before or after school hours are discouraged. You are encouraged to please make an appointment.

Responsive Classroom

At VRES, we utilize the Responsive Classroom (RC) approach to create a safe, more effective school community. RC is a research and evidence-based approach to education that is proven to increase student achievement through improved teacher effectiveness while generating a warmer, more nurturing school climate. RC focuses on increasing teacher competency in three key areas. Teachers create and deliver engaging academic lessons for all students. Teachers and staff foster and maintain a positive community in the classroom which resonates throughout the building. Lastly, teachers and staff utilize an effective, orderly management repertoire for the students throughout the school.

To find out more about RC, please visit the website www.responsiveclassroom.org or scan the code with your mobile device.

Safety and Security

All persons entering the building during the school day must report to the office. Visitors to the school will only be able to gain access to the school through the main door (Exit #1) at the front of the school. There is a bell for visitors to ring on the right side of the door. One of the office staff will be able to view the visitor through a camera phone. After being “buzzed” into the school, the visitor will be directed to the office to sign in and obtain a visitor’s badge. Parents who wait for students during afternoon dismissal time must remain in the foyer area. Visitors are not allowed to go to a classroom, cafeteria, or the gym without acquiring a badge from the office. If you need to deliver an article to your child, please bring it to the office, and the office personnel will contact your child.
**Student Council Association (SCA)**

Virginia Run School's students in grades 3-6 have an opportunity to participate in the Student Council Association. SCA officers will be elected each spring and serve for the following school year.

The officers and classroom representatives meet regularly and are involved in many aspects of the school program. School faculty members and the school administration sponsor the SCA.

**Student Rights and Responsibilities (Regulation 2601)**

A safe learning environment is essential for all children. We believe that demonstrating respect, responsibility and kindness towards self and others is essential for learning. Classroom expectations and school rules will be discussed in detail the first day of school. We want all children to have a positive experience at school. Please encourage your child to set high standards for behavior, and discuss the importance of respect and tolerance toward others. The Student Rights and Responsibilities book is sent to every family at the beginning of the year. All parents need to read and review the Rights and Responsibilities information with their children and return to school signed by the end of the third week of school. Students will be expected to comply with all FCPS regulations, rules, rights, and responsibilities.

**Telephone Use by Students**

Students will not be allowed to make telephone calls during the school day except in cases of emergency. Please help your child develop a routine of placing books, homework, money, instruments, etc. in a designated place in order that they will not be left at home.

**Vandalism**

As a parent or concerned citizen, please call the School Security Office at 571-423-2000 if you see suspicious activities at our school, such as persons on the school roof, persons throwing objects at the schools, etc. Give the name and location of the school and a description of what is happening. It is not necessary to give your name. School security personnel or police will investigate.

Trash collection receptacles on school grounds are for the use of school only. Community use of these receptacles are forbidden.
**Visiting Pets**

Any animal visiting must have prior approval from school administration and be accompanied by a parent. Dogs and cats may stay only as long as the parent is present. If a pet such as a rabbit, hamster or bird is to spend the day, it must be suitably caged, (this means an enclosed cage, not one where fingers can be put between bars on the cage). In addition, the teacher will check with all the parents to determine if any student has an allergy. No pet shall remain overnight.

**Visitors**

Visitors are welcomed in the classroom; however prior arrangements should be made coordinated with the teacher and principal. In order to protect the instructional program from interruption, visits are to be limited to 30 minutes. School-age visitors (i.e. family relatives and friends) are not permitted to attend school as classroom guests or to ride the school bus.

**Volunteers**

Volunteers are essential to the success of Fairfax County Public Schools. Many enriching and worthwhile experiences are afforded to our children through the volunteer help from parents. With this support, teachers are able to provide more direct instruction. It is at each teachers discretion on when and how they use volunteers in the classroom.

Volunteer sign-up sheets are available in the classrooms at BACK-TO-SCHOOL NIGHT. However, volunteers are needed throughout the year, so please contact your child’s classroom teacher or the PTA board if you missed the initial sign-up. Please remember when you are coming to volunteer this is not a time that teachers are able to meet with you. If you have a concern that you wish to discuss with your child’s teacher please arrange a time for a meeting through e-mail or a phone call.

Volunteers are strongly discouraged from bringing younger children with them when volunteering. Volunteers bringing very young children with them are usually not able to adequately focus on the educational process for which they volunteered. There simply are too many distractions for them, for their very young children, as well as for our students, for much meaningful education to take place.

Volunteers must sign in and out of the office each time you come to volunteer. You must also wear your identification badge at all times so you are easily identified as a volunteer. *We are asking all volunteers to sign an agreement.*
Please see one of the office assistants upon your first visit to sign your agreement.

If you are unable to come in at your assigned time, please call the school office as early as possible and they will notify the teacher. Remember, the teachers and children count on your help.

Confidentiality
As per Policy 2730.1: All employees and volunteers, are expected to maintain personally identifiable student information, whether oral, written, or automated, in a confidential manner. Personally identifiable student information shall be disclosed within the school division only to individuals who have a legitimate educational interest and a bona fide need for access to the information. Such information shall not be otherwise disclosed within or outside the school division without appropriate consent or as otherwise authorized by law. For purposes of these requirements, volunteers shall be held to the same standards as are employees.

Wednesday Envelope
On Wednesday, each student will bring home a large yellow envelope of important communications from the school and PTA. Samples of class work will be enclosed on a weekly basis. Please review the contents, sign and date the envelope, and ask your child to return the envelope to school the next day. This system has been instituted in cooperation with the PTA to help families manage the volume of information exchanged between home and school. Occasionally, you will receive information from non-profit organizations, this information will be distributed one per household. If you have more than one child, it will be sent home with your oldest child.
# 2014-2015 School Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2, 2014</td>
<td>School Begins</td>
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<tr>
<td>September 29</td>
<td>Student Holiday</td>
</tr>
<tr>
<td>October 13</td>
<td>Columbus Day Holiday</td>
</tr>
<tr>
<td>October 31</td>
<td>First Grading Period Ends Students Released 2 Hours Early</td>
</tr>
<tr>
<td>November 3 &amp; 4</td>
<td>Student Holidays</td>
</tr>
<tr>
<td>November 26</td>
<td>Students Released 2 Hours Early</td>
</tr>
<tr>
<td>November 27 - 28</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 19</td>
<td>Students Released 2 Hours Early</td>
</tr>
<tr>
<td>December 22 - January 2, 2015</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January 19</td>
<td>Martin Luther King, Jr.’s Birthday Holiday</td>
</tr>
<tr>
<td>January 29</td>
<td>Second Grading Period Ends Students Released 2 Hours Early</td>
</tr>
<tr>
<td>January 30 –February 2</td>
<td>Student Holidays</td>
</tr>
<tr>
<td>February 16</td>
<td>George Washington’s Birthday - Presidents’ Day Holiday</td>
</tr>
<tr>
<td>March 16</td>
<td>Student Holiday</td>
</tr>
<tr>
<td>March 30-April 3</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 6</td>
<td>Student Holiday</td>
</tr>
<tr>
<td>April 16</td>
<td>Third Grading Period Ends Students Released 2 Hours Early</td>
</tr>
<tr>
<td>April 17</td>
<td>Student Holiday</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>June 19</td>
<td>Last Day of School Students Released 2 Hours Early</td>
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## Makeup Day Schedule

<table>
<thead>
<tr>
<th>Days Missed</th>
<th>Makeup Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 11</td>
<td>Built in, no makeup required</td>
</tr>
<tr>
<td>12</td>
<td>No makeup required</td>
</tr>
<tr>
<td>13</td>
<td>Monday, March 16</td>
</tr>
<tr>
<td>14</td>
<td>No makeup required</td>
</tr>
<tr>
<td>15</td>
<td>Monday, April 6</td>
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</tbody>
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*Date for the last day of school may be earlier or later depending on unanticipated events.*