Wolftrap’s VISION:
At Wolftrap, it is our vision to create innovators by inspiring collaboration, communication, creativity, and critical thinking.

Wolftrap’s MISSION:
In order to nurture innovators, we will employ best instructional practices in all setting to…

- Enhance the curriculum by crafting authentic learning opportunities to foster life-long learners.
- Incorporate technology to enhance critical thinking and creative communication.
- Encourage students to become creators and owners of their learning.
- Create positive learning experiences that encourage risk-taking, embrace and celebrate diversity, and challenge students through work and play.
- Value and celebrate our shared accomplishments as a professional learning community.
- Provide a safe learning environment where we support our students socially and emotionally as they become confident and caring members of the community.
ATTENDANCE PROCEDURES

Wolftrap school hours are:       Monday-Friday: 8:30 a.m. - 3:15 p.m.

Absence

Parents are requested to contact the school office each time a child is absent or tardy. Absences should be reported by 9:15 a.m. There are two ways to report an absence:

- Call the attendance line at 703-319-7373;
- Email attendance at: WolftrapESAttendance@fcps.edu

Please include your child’s name, the date and reason for the absence, and a phone number where you can be reached.

If we do not receive a message that your child will be absent, you will receive a message from FCPS concerning the absence. All FCPS schools use the Keep-in-Touch System (KIT) to send automated attendance notification messages to parents using the home phone number and email on file at school. Families will only be contacted if they have not alerted the office of the child’s absence.
Attendance

FCPS has a policy in place for how its schools are to document attendance in order to be in compliance with Virginia state law. Wolftrap adheres to the FCPS attendance policy which clearly defines the following:

<table>
<thead>
<tr>
<th>Excused Tardies and Absences</th>
<th>Unexcused Tardies and Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness of the student</td>
<td>Family vacations</td>
</tr>
<tr>
<td>Death in the family</td>
<td>Child care situations</td>
</tr>
<tr>
<td>Doctor or dental appointment</td>
<td>Missed school bus/overslept</td>
</tr>
<tr>
<td>Religious observances</td>
<td>Non-school-related activities</td>
</tr>
<tr>
<td>Family vacations</td>
<td></td>
</tr>
<tr>
<td>Child care situations</td>
<td></td>
</tr>
<tr>
<td>Missed school bus/overslept</td>
<td></td>
</tr>
<tr>
<td>Non-school-related activities</td>
<td></td>
</tr>
</tbody>
</table>

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 attendance officer. It is an expectation that all students will be in their seats and settled when school starts at 8:30 a.m. Students who arrive to class after 8:30 a.m. will be marked tardy. 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 Wolftrap administrator if students are excessively tardy.

Release of Students

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 your 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 an illness occurs when you are not available, please make a note on the EMERGENCY CARE CARD.

The end of the school day is busy with transitions and teachers assigning homework, so classes will not be interrupted with early dismissals after 3:00 p.m.

BIRTHDAY CELEBRATIONS

If your child is inviting classmates to his birthday party please do not have your child distribute the invitations at school, unless the entire class is invited.

We are proud that our school focuses on making healthy choices, and in that vein, this year birthday treats in the form of food will no longer be allowed. Over the past two years, Wolftrap has taken steps to reduce the size of these treats, with the intent of eventually eliminating them completely. While
celebrations are very important, there are healthier and safer ways for us to recognize students at school on special days.

County changes to our Food Service menus have been made to create healthier lunch options as well and this is an initiative that is trending across FCPS also due to concern for students with allergies. Many students at Wolfrap have food allergies which may be life-threatening. To ensure the safety of all our students, we are requesting that families send in non-food treats or donate something to the school to recognize your child's birthday. Listed below are just a few suggested ways to recognize your child's special day if you choose to participate:

- Donate a book to the school library in honor of your child.
- Bring in stickers, pencils, erasers, or donate class supplies.
- Donate a plant to beautify the school grounds.
- Donate a board game to be used for indoor recess.
- Have a family member come to class and read a story, share a special talent or skill, or allow the birthday child to share his/her talent with the class.

Classroom teachers will remind parents of these new procedures at Back to School Night. We appreciate your support in ensuring the well-being of all of our students and the importance of healthy eating habits.

**BLACKBOARD (FCPS 24-7)**

Each teacher uses FCPS 24-7 Learning, also referred to as Blackboard, an internet-based learning system, to post information pertinent to that classroom such as homework, announcements and curriculum resources. Each student is given their own FCPS 24-7 learning account of their own.

**PARENT VIEW**

For assistance with your Parent accounts, please visit the Parent Support Request

Starting September 8, 2015, you must have an active SIS Parent Account to be able to login to FCPS 24-7 Learning. The same login will be used to access both the SIS and FCPS 24-7 systems on this date.

If you had an active FCPS 24-7 Learning Parent View account by June 18, 2015, you will be able to continue using this account until the beginning of the 2015-16 school year. Each parent has or will receive a letter in the mail providing a web address, activation key, and directions on registering for an SIS Parent account. See the table below for your child’s school pyramid deployment date. If you received a letter, but did not act within the allotted 45 days, you must request a new activation code from your child’s school.

**FCPS 24-7 Learning Parent View** will provide access to view all of your child's available courses, Family Connection to view Academic and Career Planning (for Middle and High school students), and Bus Stop Information. You can also update your child’s Emergency Care Information through weCare@school.

**SIS Parent Account** will provide access to view your child’s student information, including attendance, report cards, class schedules, course history, discipline, health, and school information, establishing another form of communication between home and school.
**CALENDAR 2015-2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 8, 2015</td>
<td>School Begins</td>
</tr>
<tr>
<td>October 9</td>
<td>Student Holiday</td>
</tr>
<tr>
<td>October 12</td>
<td>Columbus Day Holiday</td>
</tr>
<tr>
<td>October 30th</td>
<td>First Grading Period Ends/Students released 2 hours early</td>
</tr>
<tr>
<td>November 2-3</td>
<td>Student Holidays</td>
</tr>
<tr>
<td>November 25</td>
<td>Students Released Two Hours Early</td>
</tr>
<tr>
<td>November 26-27</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 18</td>
<td>Students released 2 hours early</td>
</tr>
<tr>
<td>December 21-23</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January 1, 2016</td>
<td>Martin Luther King Jr’s Birthday Holiday</td>
</tr>
<tr>
<td>January 18</td>
<td>Student Holiday</td>
</tr>
<tr>
<td>January 19</td>
<td>Student Holiday</td>
</tr>
<tr>
<td>February 4</td>
<td>Second Grading Period Ends/ students released 2 hours early</td>
</tr>
<tr>
<td>February 5</td>
<td>Student Holiday</td>
</tr>
<tr>
<td>February 15</td>
<td>George Washington's Birthday - President's Day Holiday</td>
</tr>
<tr>
<td>March 21-25</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 28</td>
<td>Student Holiday</td>
</tr>
<tr>
<td>April 21</td>
<td>Third Grading Period Ends/students released 2 hours early</td>
</tr>
<tr>
<td>April 22</td>
<td>Student Holiday</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>June 23</td>
<td>Last Day of School/ students released 2 hours early</td>
</tr>
</tbody>
</table>

**CLINIC (School Health Room)**

The health room is staffed by a trained School Health Aide (SHA) who is able to give medications and provide basic first aid throughout the day. When a child becomes ill or injured, the SHA will contact a parent by use of phone numbers provided on the Emergency Care Information form. Please make sure this information is kept current by notifying the office of any changes or updating your WeCare@School account. (see Parent View)

No medication or handwritten medication requests should be sent to school with a student. Prior to any medication given, the parent or guardian must physically bring in any medication with a completed and signed FCPS Medication Authorization form. Forms are available on the county website at [http://www.fcps.edu/forms.shtml](http://www.fcps.edu/forms.shtml)

Over-the-counter (OTC) medications can be given for ten consecutive school days without a physician's signature. Antibiotics, antiviral and OTCs for headache, muscle ache, menstrual cramps and orthodontic pain can be given without a physician's signature for the entire year. All other prescription medications must have a physician's signature. Cough drops or throat lozenges are allowed to be carried by students but need to be in the original wrapper and not shared. Products used for cosmetic purposes and not for the relief of symptoms are not regarded as medication. These products would include nonprescription eye care products such as saline or contact lens solutions and skin care preparations such as Clearasil, lip balm, hand lotion, insect repellant, and sunscreen. Please call the health room if you have any questions at (703) 319-7310.
The parent or guardian provides information about any health condition that may impact their child in the school setting by completing the **Health Information** form. The parent or guardian should also share information with the School Health Aide or the Public Health Nurse when a health condition changes. Please contact the School Public Health Nurse by calling the health room if your child has a serious medical condition.

**COMMUNICATION**

Our Wolftrap staff believes it to be a priority to maintain open lines of communication between our parents and school community. Parents are encouraged to contact a teacher if they have a concern.

During the school day, you can reach your child’s teacher by voicemail or email. All teachers and staff contact information can be found on Wolftrap’s website:

http://www.fcps.edu/WolftrapES/staff_directory.html

Please allow 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 (703-319-7300).

Each team (grade levels, specialists, administration, etc) will post a **MONTHLY UPDATE** on the school website to include curriculum information as well as important dates for the month ahead. A Keep-in-Touch (KIT) will be sent monthly when the postings have been updated.

“Tuesday Envelopes” are sent home each **Tuesday** 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 school the next school day.

**COUNSELOR’S OFFICE**

The elementary school counseling program is a part of the total school program and complements learning in the classroom. It is child-centered, preventive, and developmental. The elementary school counselor 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 completing the “opt-out” form found at http://www.fcps.edu/DIS/OMSI/fle/index.htm and submitting the completed form to the office. Please contact our school counselors if you have any questions.
DAILY SCHEDULE
School Hours: Monday-Friday: 8:30 a.m. – 3:15 p.m.
Students should not arrive before 8:10 a.m. as there is no supervision until then.

DRESS CODE
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. 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, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

EMERGENCY CARE CARDS
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! Please complete or update this form and return it by the second day of school. The main purpose of the Emergency Care Card is to help the school locate a parent or guardian in the event of illness or emergency involving your child. Please provide the school with accurate emergency information and report changes promptly. Correct home and work telephone numbers are essential.

Please list phone numbers of neighbors/family members who will know how to contact you in case of an emergency and who may pick up your child when he/she falls ill and you are unavailable. In special cases you may wish to call to provide 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. Parent-initiated changes submitted via we-Care@School will have a transaction ID when printed from within weCare which constitutes a legal electronic signature.

EMERGENCY DRILLS

- Fire drills: Fire drills occur monthly throughout the school year. Teachers will review the established procedures with students in the first week of school.

- Tornado drills: A tornado drill is conducted in the month of March. Other drills may take place unannounced at other times throughout the school year.

- Lockdown drills: Lockdown drills are also conducted twice a year to practice what would happen if a threat entered the school building. During a lockdown, no one is permitted to enter the building. A sign will be placed on the front door notifying the public that a lockdown is in process.

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

HOMEWORK

The Fairfax County Public Schools’ homework guidelines suggest that assigned homework for students increase as the child advances in school. The following time allotments are suggested:

- Grades K-3  **30 minutes daily** Monday through Thursday
- Grades 4-5  **60 minutes daily** Monday through Thursday

Parents should provide a quiet, well-lighted, and well-organized place for the student to work. Parents should be the facilitators, not the enforcers, of homework.

If you have a concern about the amount of homework your child is receiving, please contact your child’s teacher to discuss the concern.

FORGOTTEN HOMEWORK: Sufficient time is provided at the end of the day for students to get ready to go home. Classrooms are locked when teachers are not in the room during and after school hours. Custodians are not authorized to unlock doors for anyone not employed by FCPS. Our teachers are often conducting confidential conferences and/or teacher meetings at the end of the school days; therefore, we cannot accommodate requests by students or parents to open a teacher’s classroom for forgotten items.
INSTRUCTIONAL TIME

The instructional program is our first priority. In keeping with this, each class will be permitted limited parties on school time. These will be held in the classrooms with the help of parent volunteers.

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.

Siblings at Wolftrap will not be permitted to leave their class to visit another classroom for special events. This is to protect instructional time and limit interruptions.

INCLEMENT WEATHER PLANS

Late opening, early closing, or cancellation of school due to emergency conditions will be announced over local radio stations, Channel 21 on Cox Cable, and the Fairfax County Public Schools web site (www.fcps.edu). 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.

The following chart describes the school policy:

Inclement Weather Chart:

<table>
<thead>
<tr>
<th>IF SCHOOL IS…</th>
<th>MONDAY-FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>…closed for the day.</td>
<td>All day and evening classes and activities are cancelled.</td>
</tr>
<tr>
<td>The announcement will be made by 5:00 a.m</td>
<td>SACC is closed.</td>
</tr>
<tr>
<td>…opening two hours late at 10:30 AM.</td>
<td>School begins at 10:30 am. School will close at 3:15 pm.</td>
</tr>
<tr>
<td>The announcement will be made by 5:00 a.m</td>
<td>SACC centers will open by 7:00 a.m. when possible.</td>
</tr>
<tr>
<td>…closing two hours early.</td>
<td>School will close at 1:15 p.m.</td>
</tr>
<tr>
<td>The announcement will be made by 10:30 a.m. whenever possible</td>
<td>After school and evening classes and activities are cancelled.</td>
</tr>
<tr>
<td></td>
<td>SACC will be open from the time school closes until 6:15 p.m.</td>
</tr>
</tbody>
</table>
KEEP-IN-TOUCH

Wolftrap communicates with all parents through the Keep-in-Touch (KIT) system. Parents of Fairfax County Public Schools students are automatically enrolled in the KIT Basic service. FCPS central offices and schools use KIT to communicate emergency, delayed opening and school closing information, attendance, and outreach messages (this includes news and announcements from Wolftrap ES). Basic contact information from the student information system uploaded to the KIT system so it is important for parents to keep your child’s emergency contact information up to date.

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 to subscribe to receive messages about other specific topics that may interest you.

LIBRARY

Wolftrap’s library includes over 10,000 books, magazines, reference materials, videos and online 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 www.fcps.edu/WolftrapES and clicking on the library icon.

A professional librarian staffs our library. K-6 classes are scheduled to visit the library on a weekly basis. Students research, read, browse, and borrow library materials during that time. All materials are on loan for two weeks. Children receive weekly verbal reminders of due dates and quarterly written overdue notices. Parents are urged to have their children return books and other materials when due. There is a replacement charge for lost books.

LUNCH

Our cafeteria operates under the National School Lunch Program and a monthly menu will be provided each month in the “Tuesday Envelope”. 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; either brought from home or purchased from the cafeteria. To encourage good manners and to ensure a pleasant atmosphere for eating, students are expected to follow cafeteria rules. Parents are always welcome to join their children for lunch. Wolftrap has many children with severe food allergies. Classrooms will be notified of these situations and it is very important that you abide by the restrictions for the safety of all of our students.
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, but help us continue to model healthy, nutritious eating. It is your presence, more than anything that makes the occasion special for your child.

Parents may prepay for lunches in any amount they choose. When funds in the account get low, the cafeteria personnel will give your child a sticker indicating that the account is low.

2015-2016 Prices

<table>
<thead>
<tr>
<th>Lunch Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>$2.90</td>
</tr>
<tr>
<td>Milk</td>
<td>$.60</td>
</tr>
<tr>
<td>Water, 8 oz.</td>
<td>$.50</td>
</tr>
<tr>
<td>Adult</td>
<td>$3.90</td>
</tr>
</tbody>
</table>

For more information on school lunch prices, please visit:

http://www.fcps.edu/fs/food/mealprices.shtml

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

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

- **Online**
  
  Food and Nutrition Services is converting from MyLunchMoney to MySchoolBucks beginning August 24, 2015. No convenience fee will be charged. This secure online prepayment service uses MasterCard, Visa, or Discover transaction cards. Customers have the ability to add money on their child’s cafeteria accounts, view fund balances and meal purchase history, and receive e-mail notifications when the balance gets below $5.00.

  **New Online Meal Prepayment Users:**
  
  **IMPORTANT:** Within the MySchoolBucks “Add a Student” section, the student’s first and last name will need to match with the FCPS student record on file.

  **Current MyLunchMoney.com Users:**
  
  -Your MyLunchMoney user e-mail address will become the MySchoolBucks “username.”
  -Your MyLunchMoney user password will stay the same for the MySchoolBucks “password.”
  -Balances on your current MyLunchMoney meal account will transfer over to MySchoolBucks.
  -Your current MyLunchMoney user settings (Smart Pay) and profile details will transfer over to MySchoolBucks.

  **Questions? Contact MySchoolBucks (Heartland School Solutions) by phone (1-855-832-5226) or e-mail at parentsupport@myschoolbucks.com**

- **Check** – Write a check to “FCPS Food Services” and bring the check to the Wolftrap office in the morning. Please include your child’s name on the memo line of the check. Parents who
want their checks used for meals only (no desserts) should write “MEALS ONLY” on their check.

- **Cash** – Cash may be sent in an envelope marked with your child’s name. Students may also choose to pay cash on a daily basis.

For more information, see “Cafeteria FAQ’s” under Parent tab on the Wolftrap website.

**LOST AND FOUND**

Unidentified articles found in the school are turned in and placed in bins in the cafeteria. Please check these bins if an article is lost. Eyeglasses and jewelry, and other small things, are generally kept in the office, so please ask there. Lost and found items that have not been retrieved will be donated to a charitable organization several times during the school year.

To help reduce the amount of lost and found items, please 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.

**MASCOT**

The school mascot is the Wolf.

**MOVING?**

Please notify the main office in writing if you plan to move out of the Wolftrap Elementary School attendance area during the year. Such notice should be given at least 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 Wolftrap Elementary School attendance area, please contact the main office to update your address and phone number.

**MONEY**

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

**MARQUEE**

The marquee in front of the school is updated regularly throughout the year and lists ongoing events at school.
PARENT TEACHER ASSOCIATION

Wolftrap’s Parent-Teacher Association (PTA) welcomes all parents, teachers, and community members to join in its activities and provide suggestions for future actions. The Wolftrap PTA is also a member of county, state, and national PTA organizations.

The Wolftrap PTA 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 enrichment classes before and after school, cultural arts programs, 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.

Our PTA is paperless and their information can be found on the PTA website at:

http://www.wolftrappta.org/

PERSONAL PROPERTY

Children should not bring their personal belongings without permission from their teacher. The school will not be responsible for lost or broken items. Examples include MP3 players, dolls, toys, etc. In addition, students may not bring playground equipment from home, including baseballs, softballs, and soccer balls. If a student brings sports equipment, his/her teacher will take it and return it to the student at the end of the day. Electronics that can be used for instructional purposes, such as a Kindle, iPad, etc. can be used at school after they have been registered in the school office. Please see the “Bring Your Own Device” information at the following link:

http://www.fcps.edu/it/byod/faq.shtml

PROGRESS REPORTS

Progress reports are sent home every nine weeks. A standards-based progress report measures a student’s progress according to how he or she is performing on expected standards.

Teachers will report academic achievement, effort, reading level, and citizenship skills using a 4-point scale that describes mastery in each area. The achievement levels used on the standards-based report are:

4- Consistently demonstrates concepts and skills of standard taught this quarter.
3- Usually demonstrates concepts and skills of standard taught this quarter.
2- Sometimes demonstrates concepts and skills of standard taught this quarter.
1- Seldom demonstrates concepts and skills of standard taught this quarter.
RECESS

Students will have recess for 20 minutes daily. Each class is provided access to recess equipment. Students are not permitted to bring baseballs, softballs, bats, racquets, or hard rubber footballs for use during recess. Children are not to bring their personal belongings without permission from their teacher.

REPORT CARDS

Please see “Progress Reports”.

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 doors at the front of the school. There is a bell for visitors to ring on the left 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. Visitors are not allowed to go anywhere in the school 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 see that the item gets to your child’s classroom. This includes items such as lunches, snacks, and musical instruments.

SCHOOL-AGE CHILD CARE (SACC)

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 Wolftrap 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. The SACC website is:
http://www.fairfaxcounty.gov/ofc/Sacc.htm
Wolftrap’s SACC Telephone Number: (703) 319-7360.

SPECIALS

Wolftrap offers the following special subjects in addition to the core academic subjects.

Art Instruction

Wolftrap has a full-time art teacher 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. The recorder is introduced at the third or fourth grade level and is continued in grade 6.

The following music programs are optional programs offered by FCPS to our students:

- Chorus - The fifth and sixth grade chorus each meet once a week during school hours.
- Band – Fifth and sixth grade band instruction consists of one 60-minute period of class instruction per week.
- Strings – Fourth, fifth, and sixth grade strings instruction consists of one 60-minute period per week.

Chinese

Wolftrap is fortunate to have a Chinese language program as part of its curriculum. Students in grades 1-6 receive one hour of Chinese instruction weekly.

Technology

Wolftrap has a full time School Based Technology Specialist (SBTS), who provides the school with site based instructional technology training and models for technology integration. The students use software programs to integrate technology into all areas of the curriculum.

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.

Physical Education

Two physical education (P.E.) teachers serve our school and instruct students in grades K to 6. Appropriate dress for P.E. includes tennis shoes, socks and pants or shorts. (Girls who wear a dress or skirt on days which they have P.E. classes should also wear shorts under the dress.)
SCHOOL SUPPLIES

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. These supplies can also be purchased through our PTA school fundraiser. This information will go out in the spring for the following school year and is found on the parent tab of the Wolftrap ES website. School supplies can be brought to school when families come to the open house prior to the start of school.

STUDENT CONDUCT EXPECTATIONS

The faculty and staff of Wolftrap 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 Wolftrap are expected to:

- Come to school on time and be ready to learn with appropriate materials.
- Respect school property and the property of others.
- 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.
- Respect the learning and teaching environment.
- Use restaurant style behavior in the cafeteria during lunch.

STUDENT’S RIGHTS AND RESPONSIBILITIES (SR&R)

Fairfax County Public Schools Regulation 2601.5P establishes procedures governing the legal responsibilities and rights of students pertaining to rules of conduct and disciplinary procedures.

A booklet will be provided to all students and discussed with their teachers. Please review the booklet and return the parent/guardian signature sheet. If you have any questions, please contact the Wolftrap Assistant Principal.

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. Mathematics textbooks will be available online.
TELEPHONE

Students may 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 strive to ensure our classrooms are free of interruptions.

Students are not allowed to call home for field trip permission slips, band instruments, etc., as we are teaching them responsibility. Students are allowed to carry cell phones to school, but they must remain in their backpacks and turned off during the school day.

TRANSPORTATION

All students at Wolftrap live within a walking/biking zone or a bus zone. Please have your children take advantage of riding the bus, or of walking/biking to school with friends or family. If you choose to drive your child to school, use the designated Kiss and Ride lane to the right of the building (see below). Please note that students cannot arrive before 8:05 a.m. as there is no supervision until then.

Walkers

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. Parents are asked 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.

Riding Bicycles to School

We encourage our students to walk or bike to school. Bikes should be locked securely in the bike racks by the Talisman Rd. entrance.

Transportation by Car/ “Kiss and Ride”

The driveway in the front of the building is reserved for BUSES ONLY during student arrival and dismissal periods. Please utilize the Kiss and Ride parking lot when dropping off and picking up your child. Teachers and patrols are on duty from 8:10-8:27 am and 3:15 to 3:30 pm to ensure the safety of all students. The following Kiss & Ride procedures will ensure a smooth and safe process for all:

- Load and discharge children in the Kiss and Ride area only;
- Pull your car as far forward as possible before stopping to load or discharge children;
- Patrols and staff members load and discharge children from the passenger side of the vehicle only;
- **Remain in the driver’s seat.** A staff member will be available to help students open and close doors;
- When picking up children, pull into the Kiss and Ride lane and wait in your car. Do not use the parking lot or side streets as an alternate to the Kiss and Ride lane.
BUS TRANSPORTATION

Bus transportation is provided for students living within our school boundaries and one mile 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:

- All FCPS rules apply to the bus and bus stop.
- "Standards of Conduct for Pupils Riding School Buses" found in “Student Rights and Responsibilities” booklet is required reading for all students.
- Students must obey the driver promptly at all times.
- Only authorized students may ride the bus.
- Large musical instruments are not allowed on the bus.
- No animals of any kind are allowed on the bus.
- Students may not ride a bus or get off at a stop other than the one assigned.

KINDERGARTEN ONLY:

Kindergarten students riding the bus must be met at the bus stop each afternoon by a parent, parent designee, or a responsible middle school or older sibling of at least 12 years of age. If they are not met at the stop, they will be brought back to the school on the bus and the office will contact you.

Change in Transportation Arrangement:

Arrangements for all play dates and visits to friends should be scheduled after students arrive safely home from school.

Should an emergency require a change in transportation, the parent should send a note or email the attendance line (wolftrapESAttendance@fcps.edu) by 9:15 a.m. on the morning of the day permission is requested. Sample “Change of Transportation” notes are available on the parent tab of the Wolftrap ES website. Changes in transportation cannot include a bus change, as students may not ride a bus other than their assigned bus.

TUESDAY ENVELOPES

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 Tuesday Envelope each week. Parents are requested to sign the Tuesday Envelope and return it on Wednesday.

VISITORS (PARENTS, CHILDREN, AND ANIMALS)

All visitors must come to the office, sign in, and get a visitor badge before going to any classroom. 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.
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. Classroom support, library assistance, and Grace Art instruction are just a few of the many opportunities where you may volunteer your time and talent.

Young siblings may not accompany the parent who is volunteering.

CONFIDENTIALITY

As per Policy 2730.3: All employees and volunteers, shall be 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.

WEBSITE

Wolftrap’s website is updated regularly. Please visit it at http://www.fcps.edu/WolftrapES/