



Arcola Elementary School

"Today's Dreamers, Tomorrow's Achievers"

Student/Parent Handbook
2024 – 2025

41740 Tall Cedars Parkway
Aldie, Virginia 20105

How to Reach Us:

Office Phone..... (703) 957 - 4390

FAX..... (703) 327 - 7801

Absentee Phone Line..... (703) 957 - 4391

Web Page: <http://www.lcps.org/arcola>

This Handbook Belongs to:

Name: _____

Teacher: _____ **Grade:** _____

Arcola Elementary
Today's Dreamers, Tomorrow's Achievers

2024-2025 LCPS Student Calendar

Dear Parents and Students:

On behalf of the faculty, staff, and administration, we warmly welcome you to Arcola Elementary School. As we begin our twelfth year preparing our children for their future, we are pleased that you will be part of our school and community. Your involvement and support will help us make this year successful.

Our school motto is "Today's Dreamers, Tomorrow's Achievers." We strongly believe that our children represent our future and need the support of school, community, and parents to achieve their dreams of today. Therefore, we hope to create an environment and provide an instructional program that will enable each student to achieve his/her potential as a lifelong learner. Your role in helping us reach this goal is important. We encourage you to establish clear lines of communication with your child's teacher. He or she will be crucial in assuring success this school year. Take time to familiarize yourself with school practices and know what the expectations are of your child's classroom. Become involved in the Parent Teachers Association (PTA) and support events during the school year. Volunteer in your child's classroom and help support the instructional programs that are provided. Listen to your child, your child's teacher, and our staff members as we work to support your child academically, emotionally, and physically during the upcoming year. Together, we can and will provide a place that is safe, welcoming, rigorous, and caring for you and your child.

This handbook has been prepared to help answer many questions students or parents usually have concerning the activities, procedures, and rules for the successful daily operation of Arcola Elementary School. If you cannot find a question to your answer, please contact school personnel.

Again, WELCOME to Arcola Elementary and congratulations on joining us as partners in your child's education.

Respectfully,



Andrew Y. Stevens Principal

| | |
|-----------------------|---|
| August 22 | First Day of School |
| August 30 | Student Holiday |
| September 2 | Holiday (Labor Day) |
| October 3 | Holiday (Rosh Hashanah) |
| October 4 | Student Holiday |
| October 14 | Holiday (Indigenous Peoples' Day) |
| October 29 | End of the First Grading Period |
| October 30-31 | Student Holiday |
| November 1 | Holiday (Diwali) |
| November 4-5 | Student Holiday |
| November 27-29 | Thanksgiving Break |
| December 23-January 3 | Winter Break |
| December 24-25 | Holiday (Christmas) |
| January 1 | Holiday (New Year's Day) |
| January 20 | Holiday (Martin Luther King Jr. Day) |
| January 24 | Student Holiday |
| January 27-28 | Student Holiday |
| January 29 | Holiday (Lunar New Year) |
| March 5 | Student Holiday |
| February 17 | Holiday (Presidents' Day) |
| March 31 | Holiday (Eid al Fitr) |
| April 3 | End of the Third Grading Period |
| April 10 | Holiday (Eid al Fitr) |
| April 4 | Student Holiday |
| April 7 | Student Holiday |
| April 14-18 | Spring Break |
| May 26 | Holiday (Memorial Day) |
| June 14 | Last Day of School/End of the Fourth Grading Period |

Arcola Elementary
Today's Dreamers, Tomorrow's Achievers

Arcola Mission Statement:

The staff of Arcola Elementary will provide a safe, caring and supportive learning community, which fosters individual growth, embraces diversity, and inspires successful lifelong learners. We believe, “*today's dreamers are tomorrow's achievers.*”

HOW YOU CAN HELP!

1. Be supportive of your child's efforts.
2. Speak about school in a positive manner.
3. Find a place at home for your child to study and keep school materials.
4. Write your child's name on his/her lunch box, backpack, jackets, and other belongings.
5. Teach your child to accept responsibility for his/her actions and to respect the rights and belongings of others.

BE SURE YOUR CHILD KNOWS:

Full name
Home Address
Home/Cell phone number of parent/guardian
Full name of parent/guardian
How they get home from school

ABSENCES OR TARDINESS

When a student is absent from school, documentation is required to verify the reason for the absence. Parents or guardians are required to notify the school the day of the absence. This may be done by using the link on our website, Parent Vue, the Absentee Phone-in line (703) 957-4391 or e-mailing Ellen.Austin@lcps.org. Any absence not confirmed by the parent will be considered unexcused. If the parent has not called the school to verify the absence, the school will make a reasonable effort to contact the parent to verify the day's absence.

Students are excused for personal illness, a death in the family, medical or dental appointments, court appearances, religious holidays, illness in the immediate family, or emergencies that require the student to be absent.

If a student is absent for more than 10 days or 10% of the total number of accrued days, whichever is determined appropriate by the principal, the school will send a letter to the parents requiring a physician's note for all further absences. At the principal's discretion, contact may be made sooner or waived due to extenuating circumstances.

At the point in which a student accumulates 5 unexcused absences, a referral will be made to the Attendance Officer.

Occasional tardiness for valid reasons is not a serious offense; however, repeated or habitual tardiness encourages the formation of undesirable personal habits and disrupts the orderly instructional process of the school. When a student arrives tardy, parents must escort their child to the office and assist him/her in obtaining a tardy pass to class. This is required to ensure the safety and well-being of the student. In addition, the school may require the parent or guardian to provide justification to determine the reason for the student's tardiness. If this does not occur and documentation is not provided by the parent as to the reason for the tardy, the tardy may be considered unexcused. If a student is tardy more than 10 times, a letter will be sent to the parent as notification of the school's concern and a physician's note may be required. If the pattern of tardiness does not improve a referral will be made to the Attendance Officer.

AFTER-SCHOOL ACTIVITIES

If your child is participating in a PTA or school sponsored activity, please be sure to arrange to pick your child up at the conclusion of the event. All school rules apply for children participating in school sponsored activities.

AFTER SCHOOL DISMISSAL

All children are expected to go home or to their child care provider after school. If your child will be visiting friends after school, please send a written note to your child's teacher, giving your permission. The note should include the name of the child whose home he/she will be visiting and the bus he/she will be riding.

ALLERGIES

School staff must know if your child is allergic to any specific substances, animals, plants or foods, and the proper emergency response or treatment. Parents need to contact the Health Services Office to complete and file all medical paperwork and supplies. This information must be shared with your child's teachers and school staff. Arcola practices allergy awareness. In doing so, students are not permitted to share food items and may only consume food that is brought from their home or purchased through the cafeteria. Only a parent/guardian may determine if a food is safe for your child.

ARRIVAL

Students should arrive at school between 7:10 and 7:30 a.m. The doors will open at 7:10 and no children are to be left unattended before this

Arcola Elementary
Today's Dreamers, Tomorrow's Achievers

time. The tardy bell rings at 7:30. Parents should review all BREAKFAST and TRAFFIC PATTERN information located in this handbook. Staff will be visible and present each morning to ensure a safe and orderly student arrival. We thank you for your help in making sure our children are safe. **DRIVE SLOWLY AND CAREFULLY ON SCHOOL PROPERTY!**

BELL SCHEDULE

| Doors Open | AM Bell | PM Bell |
|-------------------|----------------|----------------|
| 7:10 am | 7:30 am | 2:15 pm |

BEHAVIOR

Arcola has adopted a school wide behavior plan PBIS (Positive Behavioral Intervention and Support). All classrooms and learning locations in the building will have copies of the Arcola PBIS matrix and it will be referenced by teachers and staff throughout the year.

Our behavior plan is based on positive rewards and appropriate consequences. (ROAR), which stands for: **Respectful, Organized, Attitude** (Positive), and **Responsible**. These four areas will be a core focus of our behavior and discipline expectations. As part of our plan, we will support students who are not meeting these behavior expectations with positive interventions that strive to correct the behavior, allow for growth and understanding, and maintain each child's dignity. If necessary, the teacher may confer with the student, contact parents, or, after repeated attempts to teach appropriate behavior, refer the situation to the administration.

Parental support is an important aspect of any positive and effective behavior plan. We encourage parents to become partners in supporting their child's behavior to ensure a climate of respect, courtesy, and safety.

In instances in which a child violates LCPS policies as outlined in the Student Rights and Responsibilities provided to each Arcola family, disciplinary procedures will be followed in line with LCPS discipline protocols.

Thank you for helping us to ensure that every child has the right to learn in a safe and respectful environment.

BICYCLES

Because of safety and traffic concerns, students are not allowed to ride bicycles to school. Roller

skates, in-line skates, and heelys are also prohibited.

BIRTHDAYS

Our school is unable to accommodate birthday parties during the school day, and party invitations may not be distributed during school unless the invitations are for the entire class. Please be sure to contact the teacher before sending invitations to be distributed. In 2010, new guidelines developed by Loudoun County Public Schools state that food cannot be brought in for a child's birthday. Therefore, students cannot bring in cake, cupcakes, cookies, popsicles, and other sweets as birthday treats. Below is a list of recommended suggestions for your child's birthday treat: fun pencils, stickers, school supplies, recess equipment, a board game for the class to share (Candy Land, Connect Four), or card games for the class to share (Go Fish, Old Maid). Thank you for helping us keep all of our children healthy and safe.

BREAKFAST AND LUNCH

A nutritious breakfast is available to students each morning. Breakfast will be served from 7:10 – 7:30 a.m. each day. Please refer to the LCPS website for additional information and pricing.

BUSINESS PARTNERS

Arcola Elementary is associated with various Business Partners. One way parents can support their children is to designate Arcola as their school of choice at participating stores. Direct links to these stores can be found on our homepage.

BUS SAFETY

It is extremely important that we maintain safety when loading, unloading, and transporting students to and from school. We ask your cooperation in sharing that responsibility with LCPS in the following ways:

1. Review bus safety information with your child.
2. Review behavior expectations on the bus and at your child's bus stop.
3. In the event of early dismissal or closings, buses will follow their normal routes.
4. Do not pass any bus with flashing red lights and/or the stop sign displayed.
5. Only use the "kiss and go" lane to drop off and pick up your child.

Arcola Elementary
Today's Dreamers, Tomorrow's Achievers

CHANGE OF ADDRESS OR TELEPHONE

It is very important, for emergency and administrative reasons, that an up-to-date student record be maintained. Please immediately notify the attendance secretary if you have a change of address. Phone numbers, emergency contacts, daycare providers, or any other vital information can be updated through your Parent Vue account.

CHILD ABUSE AND NEGLECT

Under Virginia Law, school employees are required to report suspected cases of child abuse or neglect to the Department of Social Services. This law was designed for the protection of children.

COMPUTERS

All students are provided a Chromebook for their use at school and home. We have a full-time instructional facilitator for technology who assists the staff and students to integrate technology and instructions.

COMMUNICATION

It is critical to each child's education, growth, and development that staff, students, and parents communicate effectively. Within this handbook are numerous methods to ensure open dialogue between school and home and home and school. At Arcola, our focus will be on communicating student achievement, expectations, and important events in a timely manner to promote a strong partnership between the school and home.

CONFERENCES

Children respond more readily to school and home expectations when parents and teachers are partners. Therefore, before the end of the first grading period, all parents will be contacted to schedule a conference with the classroom teacher to discuss student progress, strengths, and areas for improvement. Parents are encouraged to also request conferences when a need arises. Teachers are on duty from 7:10 – 2:30 and are not available to conference during the school day unless it is scheduled in advance. Please honor our students' needs and refrain from interrupting instruction for a "brief conference" in the hall.

CURRICULUM

Arcola Elementary will follow the adopted curriculum of Loudoun County Public Schools. Additional information regarding the program of studies is provided at the beginning of the school year and/or is available in the main office.

DAMAGE TO SCHOOL PROPERTY

Any student who causes deliberate damage to school property will be expected to pay for repairs or replacement.

DELAYED OPENING

When road conditions are not satisfactory, the opening of school may be delayed for one or two hours. **A one-hour delayed opening causes no additional changes other than a one-hour late start in the programs at Arcola Elementary.**

LCPS will contact parents using the CONNECT-ED phone system. You may also register with Loudoun Alert to receive up-to-the-minute school status regarding closings, delays, early dismissals, and special circumstances via automatic-mail updates. www.alert.loudoun.gov

DOCTOR/DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule a student's doctor and/or dental appointments outside of school hours. However, when this is not possible, students will be excused for these appointments. If a child must leave school during the school day, the parent should send a note or an email to the child's teacher, the morning of the appointment, and should come directly to the office to sign the child out.

DRESS CODE

All students must wear clothing that is appropriate for an educational environment. The wearing of any article of clothing that is not appropriate is prohibited. The final determination as to whether a student's dress is appropriate for the educational environment at Arcola will rest with the Principal, Assistant Principals, and Dean. All decisions will be guided by the LCPS Student Dress Code.

Students are required to participate in physical education, unless a medical waiver has been provided. It is essential that appropriate shoes and clothing are worn for physical activity.

Even though precautions are taken to ensure clothing is not damaged, parents are encouraged to refrain from sending their child to school in expensive clothes, as they may tear, be damaged by paint, or be ruined by other unforeseen accidents.

Arcola Elementary
Today's Dreamers, Tomorrow's Achievers

DRUGS AND ALCOHOL

The possession, use, or distribution of drugs or alcohol on school property is prohibited by law. Students who violate this law will be subject to criminal prosecution as well as school punishment. A more detailed explanation of this policy is available in the *Student Code of Conduct*.

EARLY CLOSINGS

When it is necessary to close schools in Loudoun County due to snow, ice, the LCPS office of public information will use our CONNECT-ED system to contact all families.

In the event of early closing due to weather or other causes, each student must have specific instructions for getting home or to their daycare provider. Each family will be required to have an early dismissal plan on file with the school at the start of the school year. School personnel cannot call parents nor should parents call the school as the phone lines need to be kept open for emergencies and instructions. Updated information will be available on the LCPS website as well as through the Loudoun Alert system.

EARLY DISMISSAL

A student who must leave school early should bring a note to the teacher that clearly states the reason and the expected dismissal time. If the teacher has this information in the morning, he/she may be able to have the student ready for dismissal with appropriate assignments. No child will be permitted to leave without permission from a parent or guardian. If you are picking your child up early, you must sign in at the office and your child will be notified by our office staff.

EMERGENCY CONTACTS

Please be sure to maintain updated emergency contacts for your child(ren). These should be persons other than parents who will be contacted if neither parent can be reached in the case of an emergency, and who have permission to pick your child(ren) up from school if necessary.

ENGLISH LANGUAGE LEARNERS

The English Language Learner (ELL) program at Arcola serves our non-English speaking students. The goal of the ELL program is academic and social integration of students who are learning to speak English into the Loudoun County system and culture.

ENRICHMENT

Students in every grade level demonstrate many diverse talents and skills in academics, fine arts, or athleticism. Teachers provide differentiated instruction, as appropriate, to challenge students and to motivate children to be active participants in their educational journey. Throughout the year, enrichment opportunities will be accessible to students that support the LCPS curriculum and grade level objectives.

EQUIPMENT USE

Our school contains a variety of instructional, safety, and maintenance equipment. Students are not allowed to use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the parent will be held financially responsible. School equipment will not be available for loan to the public.

FIELD TRIPS

Field trips always relate to the curriculum and extend what the student has learned in the classroom. At times, a fee will be charged to defray the cost of admission or transportation. Parents may request a waiver from this fee and should submit requests directly to the principal. School buses are used for local transportation with school personnel and parents responsible for supervision. Parental permission and proper classroom behavior are required before any pupil is allowed to participate on the field trip.

FIRE DRILLS AND SAFETY

Schools are required by law to have a fire drill once a week during the first month of school and one fire drill per month thereafter. Other measures are taken as well to ensure the safety of all students. Staff members develop and are trained in a Tornado Drill Plan, an Emergency Response Plan, Shelter in Place, and a Lock Down Drill and Plan of Response. Primary and secondary evacuation routes are posted throughout the building and are reviewed with all students and staff.

FUNDRAISING & SOLICITING

The PTA and the school periodically hold fundraising activities in order to enrich the school's programs. Please be advised that **Virginia law prohibits elementary students from participating in any door-to-door selling, soliciting, or fundraising without a parent or guardian.**

Arcola Elementary
Today's Dreamers, Tomorrow's Achievers

GIFTED PROGRAM

The *School-Based, Collaborative Gifted Program* (FUSION) is a new model for delivering gifted services for 4th and 5th grade gifted learners. It was established to provide gifted services for students at their home schools. A gifted resource teacher collaborates with classroom teachers to challenge gifted learners in their regular classrooms by enriching and extending the general curriculum and by integrating curricula developed for gifted learners (e.g., William & Mary Literature Units, Jacob's Ladder, and Mentoring Mathematical Minds). In addition, gifted learners meet during the week with other gifted learners to collaborate on a variety of challenging, interdisciplinary projects.

GUM

Because of the potential damage to clothing and property, gum chewing is not allowed on school property, including the playground and buses.

HEALTH SERVICES OFFICE

The Health Services office is located in the office area and is staffed by a Health Clinic Specialist. Soap, water, band-aids, and ice are the usual remedies for minor injuries, such as cuts, scrapes, or bruises. If it is considered necessary, parents are called to pick up a child.

When a child becomes ill at school, the parent/guardian or designated adult will be notified and requested to make arrangements for the child to go home. It is therefore very important that the information on the emergency form be current and updated as changes occur.

A child who shows symptoms of illness (vomiting, fever, severe cough, etc.) or a communicable disease **SHOULD NOT** be sent to school. Arrangements should be made for the child to remain at home until well enough to return to school. **Any child with a fever must be fever free for 24 hours, without use of fever-reducing medications, prior to returning to school.**

HEALTH SCREENINGS

A vision screening will be conducted for all third graders and new students during the first month of school. A hearing screening is performed on all third graders and students new to Loudoun County Schools. A dental inspection will be conducted for those students who have returned the appropriate dental form. Fine and gross motor screenings are done during the first 60

days of enrollment. Parents will be contacted if a child does not pass the screenings and encouraged to seek additional tests. [Also see medication].

HOMEBOUND INSTRUCTION

Instruction in the home or at a more restricted environment is provided by Loudoun County Schools for students who must be absent from school for an extended period of time due to illness. A certified teacher provides this instruction at no cost to the parent. Parents should contact Mr. Charlish, the assistant principal if there is a need to request homebound instruction.

HOMEWORK

Homework for elementary students includes any activities that are a natural extension of the school day. These activities will be used as a tool for student assessment, but will not be graded. Homework assignments will vary according to the grade level, the individual needs of a student, the ability of a student, and the day of the week. No homework is usually assigned on weekends; however, students may be expected to complete unfinished class work or work assignments missed due to absence during the weekend. Primary children should not average more than thirty minutes daily on homework; students in grades four and five should not average more than one hour.

INJURIES

Any injury (other than superficial wounds) shall be reported immediately to the parents or guardians. A quick, common sense appraisal shall dictate the sequence of action to be taken in the event of serious injuries or illnesses that occur during school hours. It is important that telephone numbers and other information for parents and emergency contacts be correct in order for the school to reach the parent or responsible adult in the case of an emergency. Please notify the office immediately of any changes.

INSURANCE

Information concerning insurance is made available to you at the beginning of the school year. LCPS does not provide student insurance.

INTERIM REPORTS

Parents can expect continuous communication from teachers concerning student progress. Interim reports may be sent home at any time during the year but are usually sent in the middle

Arcola Elementary
Today's Dreamers, Tomorrow's Achievers

of each grading period to alert parents of concerns or unsatisfactory progress. It is important that you talk to your child about the interim report and develop strategies to improve performance. Parents should also contact teachers to schedule a conference, if necessary.

LIBRARY

The media center is considered the center of the academic program at Arcola Elementary. All teachers are encouraged to utilize the valuable resources in the library and students will not be excluded from accessing appropriate literature. Parents will have access to our parent resource section of the library. Each child will be issued a library card at the beginning of the year. Library cards will be kept by the library assistant and used to keep track of items checked out by each child. Generally, the quantity of materials that students may check out will follow these guidelines:

| | |
|-----------------|---|
| Kindergarten | 1 |
| Grade one | 2 |
| Grades two-five | 3 |

Students in grades 1 – 5 are expected to have a minimum of one library book at their desk for independent reading. All materials are expected to be returned in a timely fashion. If a student loses or damages a library book or resource book, the student will be expected to pay the cost of replacement or repair and may be restricted from checking additional materials out of the library until full compensation has been made.

LOST AND FOUND

Each year, students lose items such as gloves, coats, hats, backpacks, etc. These items will be displayed near the cafeteria, where all students can regularly check for lost belongings. We encourage parents to check for lost items as well. All items that are not claimed will be cleaned and donated to a charitable organization at the end of each semester.

LUNCH SERVICES

Our school provides a nutritious hot lunch for our students. Students may pay for lunch on a daily, weekly, or monthly basis. Milk may be purchased to accompany a packed lunch. Ice cream or snacks are also sold in the cafeteria (see ice cream/juice bars/cookies). Students will be permitted to charge lunch up to three consecutive times, but must make full payment before being allowed additional charges. When a child has a negative balance, the parent will receive a reminder notice from the cafeteria manager and a follow up call from the

principal via CONNECT-ED (see charging below). Students that do not submit reimbursement for their charge will be provided a reimbursable meal that will include 3 of the 5 components of a hot school lunch. Thank you for working with us to ensure your child has the proper nutrition to learn.

***Free or Reduced Lunch Program applications are sent home at the beginning of each school year. These forms must be completed and returned to the school before we can authorize free or reduced lunches.*

Cafeteria Prices 2024-2025

| | |
|-----------------|----------|
| Breakfast | \$2.10 |
| Lunch | \$3.05 |
| Milk | \$.65 |
| Ala Cart Items | TBD |
| Adult Breakfast | Ala Cart |
| Adult Lunch | \$4.10 |

Meal Payments

The LCPS Food Services Department has teamed up with TITAN Family Portal to provide lunch payments via the Internet. Parents can access the web at family.titank12.com. Payments must be made in 20-lunch increments.

If payment is made by check and your check is returned for any reason by the bank, the face amount of the check will be resubmitted electronically by E-Cap, Electronic Check Alliance Processing Company, along with a state allowed fee. When you pay for your child's meals by check, you authorize LCPS Food Service Department and E-CAP to electronically debit your bank account for the amount owed up to and including any additional fee allowed by law if the check is returned unpaid for any reason. All payments made by 7:00 a.m. will be posted to your child's account that same day. If you have any questions or need additional information, please call the LCPS Food Service Office at (571) 252-1010. Our menus will continue to be published on line at: <http://lcpshhealthycafe.org>

Charging

If your child's lunch fund has insufficient funds, your child may charge his/her lunch. Any child that has a charge amount exceeding \$6.00 may be sent a letter in the Thursday folder and their parents may receive a discreet CONNECT-ED reminder from Mr. Stevens. If payment is not provided by the following Monday, the child will receive a reduced meal with only three of the 5 components that make up a school lunch.

Arcola Elementary
Today's Dreamers, Tomorrow's Achievers

Lunch Visitors

Parents and other visitors are always welcome to have lunch at school. The cost of lunch is \$4.10 for adult visitors. We would appreciate a phone call or note before 9:00 a.m. if you are buying lunch so that the cafeteria staff can be notified. As always, please sign-in at the office and get a visitor badge.

MAKE-UP WORK

Students absent from the classroom are required to make up any missed work. The initiative for making up missed assignments is the responsibility of the pupil, under the teacher's guidance.

MASCOT AND COLORS

The Arcola mascot is the Dragon. Our school colors are Red, Silver, and Black.

MEDICATION

All medication is kept and administered in the school clinic. Any medication must have the child's name on the original container with the physician's directions for administering. All medication must be hand carried to the clinic by the parent or another responsible adult. Children are not permitted to carry medication to or from school. If your child has asthma, diabetes, seizures, allergies, or other medical conditions and must take prescription medication, a Medication Form must be completed to inform staff of vital information. This information should include:

- Student's name
- Name and purpose of the medicine
- Dosage and time of administration
- Possible side effects and staff response
- Termination date for administration
- Parent signature
- Physician signature

Forms are available in the Health Services Office. No medication will be given to a student without this information. The school must have written permission for all non-prescription medications also. This includes cough drops.

MESSAGES

In order to protect instructional time, interruptions to students are kept to a minimum; therefore any non-school personnel entering the school for any reason must stop at the office. Any items (lunches, boots, etc.) and messages will be forwarded by the office. Parents will not be allowed to visit classrooms without signing in

at the main office and are expected to arrange any visits with the classroom teacher.

MINUTE OF SILENCE

The Code of Virginia requires that a "Minute of Silence" be held at the opening of each school day. During the minute of silence, the teacher responsible for each classroom shall take care that all pupils remain silent and make no displays that interfere with, distract, or impede other pupils in the like exercise of individual choice. To implement the law, we will begin each day with the announcement, "As we begin another day, let us pause for a minute of silence." We will follow the minute of silence with the Pledge of Allegiance. All persons within the school are expected to allow others the right to observe this minute of silence.

MOVEABLE MONDAY

Moveable Mondays will be used in all elementary schools to offset the disproportionate number of Mondays missed during the school year. As a Monday is missed, the Monday schedule is run on a subsequent day of the week. The advantage of this alternative is that the normal schedule is resumed the following week which should decrease confusion among students, parents and teachers. Moveable Mondays will be noted on the School Calendar.

NEWSLETTER

Every week, our digital newsletter, DragonTales, will be emailed to all registered families. Parents will be responsible for the information provided in this weekly newsletter. Each classroom teacher will send home a classroom newsletter to keep parents informed about class activities and to share suggestions for home activities to reinforce school lessons. Newsletters will also include important calendar events. Every other week the PTA will send an E*Blast that shares important upcoming PTA events and school events.

PARENT LIAISON

Arcola Elementary has a parent who serves in a paid position as a liaison to enhance communication between home and school. Our liaison (Sam Woodard) assists in translating, assists with registration for school, and provides information about county services available to families. You may contact her at 703-217-6866.

PARENT VOLUNTEERS

Parent volunteers are greatly appreciated at Arcola Elementary. They provide assistance to

Arcola Elementary
Today's Dreamers, Tomorrow's Achievers

teachers, students, and office staff. Volunteers are needed during the school day to assist with laminating, photocopying, serving as classroom helpers and more. Parent volunteers also are needed for after school events. If you would like to volunteer, please contact your child's classroom teacher or the PTA.

PBIS/SEL

At Arcola Elementary, we strive to support our students' social and emotional health and support positive behaviors. We implement a school-wide PBIS (Positive Behaviors and Intervention Supports) program. This includes having set expectations in all areas of the school along with incentives for students to exhibit positive behavior throughout their school day. This year we will be combining the PBIS efforts with our SEL (Social Emotional Learning) curriculum. Our students will learn strategies and skills that support their well-being and development.. The goal is to educate the whole child and provide them with necessary support to meet success.

PETS

No pets of any kind are allowed at school without prior permission. Teachers may give special permission for pets to be brought to school as part of the instructional or special activity. Pets may not be transported by the bus and must be removed from school at the conclusion of the activity.

PHILOSOPHY

We believe that all children can learn and become productive, caring citizens. We commit ourselves to providing an educational environment that inspires students to realize their full potential and develop a life-long love of learning. We are dedicated to the development of the whole child. The teachers and staff will encourage a partnership between home and school that will promote the strong values of respect, fairness, citizenship, trustworthiness, caring, and responsibility.

PICTURES

Individual student pictures will be taken in the fall. Purchase of the pictures is optional with various package choices. Additional individual pictures and class pictures will be offered in the spring.

PTA (Parent Teacher Association)

The Arcola School PTA meets one day each month. The PTA enhances the education of the children through its support of school activities,

programs and financial aid to staff for additional educational materials. Information about PTA activities will be sent home the first week of school. More information about parent groups can be found on the Arcola web site.

PTA OFFICERS 2023-2024

| | |
|----------------|------------------|
| President | Danielle Waters |
| Secretary | Hollie Daniels |
| Treasurer | Helen Peter |
| VP of Events | Jennifer Buscher |
| VP Fundraising | Kristina Patrick |

RECESS

Recess in grades 1-5 is defined as a daily thirty (30) minute, teacher supervised break from the instructional routine. Recess in Kindergarten is defined as no less than 40 minutes per school day. The teacher may provide options from which students may choose, such as free play or organized games. Classes will go outside, weather permitting, and all students are expected to participate in recess, unless excused for a medical or approved reason. The teacher will set the guidelines for expected behavior. Students engaging in rough play, such as wrestling, tackling, or other activities that may cause injury may be removed from the activity and disciplinary action may be implemented, to include an alternative recess on a temporary basis.

RECORDS

Regulations for the maintenance of and procedures for granting access to student records are specified by state and federal laws. Parents may inspect the contents of their child's records by requesting access and providing identification to the school's administration. School personnel, with a legitimate educational need, interest, or instructional responsibility will also have access to student records. Certain non-school personnel, by law, may be provided access to records or may obtain information from them. Records are transferred, upon written request by authorized employees, of other schools in which the student seeks or intends to enroll.

REPORT CARDS

Report cards are sent home four times each year. Report cards provide an assessment of your child's ability, motivation, participation, development, and achievement. When a student is having academic or social difficulty, the teacher will either call the parent or send a note to the parent. Homework and grades should be

Arcola Elementary
Today's Dreamers, Tomorrow's Achievers

reviewed and discussed with the child to support our home/school partnership. **For the 2024-2025 school year report cards will not be printed. All grades are available through your ParentVue account.**

SAFETY AND SECURITY

For security reasons, only the main entrance is accessible during the school day and ALL visitors are required to report to the main office. All LCPS schools will have security doors. All visitors are required to present a photo ID at the front door before being allowed to enter. For our students' safety, ALL visitors must wear a visitor badge. Badges will be distributed in the main office. Please wear the badge in a visible place or you will be challenged by staff in the building, this is for everyone's safety. If you have the badge on an outer jacket and remove the jacket, please remove the badge and place it so it is visible at all times.

SELLING AND SOLICITING

Please refer to FUNDRAISING AND SOLICITING. Parents and community members will not be allowed to sell goods for monetary gain on school grounds or as fundraisers.

SNACKS

Students in grades K-5 may bring a nutritious snack such as fruit, vegetables, and/or juice to eat as a mid-morning snack. These snacks should be easily accessible and require no refrigeration or preparation. Please do not send your child with a knife to cut apples or spread toppings. Please do not send in any liquid drinks, except water. Please remember that we are Allergy Aware and ask that you remember this sensitivity when planning which nutritious snack to send in!

SPECIAL EDUCATION SERVICES

Special education services are available to eligible students whose physical, academic, and/or emotional needs cannot be met through general education alone. Parents should contact their child's teacher with any concerns.

STUDENT RIGHTS/RESPONSIBILITIES

At the beginning of the school year, every LCPS parent will be provided online access to a handbook establishing system rules and expectations of student behavior. Students and parents must sign and indicate that they have read this information and return the signed copy to the attendance secretary.

STUDY SKILLS

A parent can help his/her child utilize excellent study skills and techniques which make learning easier and more meaningful. The following are some guidelines for achieving good study habits:

1. Come to class prepared (Chromebook, pencil, paper, and other necessary materials).
2. Be an active participant in class.
3. LISTEN CAREFULLY!
4. Ask questions appropriately to clarify.
5. Schedule time for work and play.
6. Apply new learning to new situations.
7. Put forth your best effort.

SUBSTITUTE TEACHERS

In the event that a teacher is absent for personal or staff development reasons, a qualified substitute teacher will implement the instructional objectives in his/her absence. These teachers will follow plans left by the teacher and appropriate respect and behavior will be expected by the students.

TECHNOLOGY

Students in Grades K-5 will be designated an electronic device from Loudoun County Public Schools. After parent permission is obtained and students sign that they understand their responsibility with having a device assigned to him/her, the device may then travel to and from school with the student. This device is to be used as a tool to enhance the instructional program.

LCPS embraces the importance of technology in the educational lives of students. Access to technologies enables instant access to a wealth of information, references, and collaborative resources on the web. These resources can support the learning activities that are a part of the daily classroom instruction. LCPS supports the One to the World/Project Based Learning (PBL) and Personalized Learning (PL) instructional initiatives as it provides students with the connectivity to the tools and information they need, connects students with a global audience, and connects students to those with whom they can collaborate.

We will implement the Digital Citizenship curriculum available through Common Sense Media to earn an annual Digital Citizenship Certificate.

All devices brought to school must follow LCPS Acceptable Use guidelines. No student is

Arcola Elementary
Today's Dreamers, Tomorrow's Achievers

permitted to record in any way any other student or adult during the school day without prior permission being given

TELEPHONE

Students may use the office telephones only for an emergency. The school office staff will determine if a student can use the office phone. In accordance with Loudoun County policy, cell phone use, or texting via a watch or other device is prohibited during instructional hours, including field trips or school sponsored events. Students that bring cellphones to school do so at their own risk.

TESTING PROGRAMS

The Commonwealth of Virginia requires that certain standardized tests be given to students during the course of the school year. In addition, Loudoun County Schools may give supplemental standardized tests to monitor the effectiveness of the instructional program and to evaluate the achievement of students. The classroom teacher and the school administration communicate the dates and the purposes of tests to parents via letter or the school's newsletter. Parents are permitted access to and may obtain copies of their child's test scores. The classroom teacher and the administration are available to help with the interpretation of these scores during the course of the school year.

TRAFFIC PATTERN

Parents who drop off or pick up their child at Arcola are reminded that safety is our first priority. Cars are not allowed in the bus loop until directed by staff. Parents that wish to park and bring their child into the school must park in the main parking lot and use the designated crosswalk. There is no parking in the KISS and GO lane.

All parents that are dropping off their child are to pull into the "KISS and GO" lane. Students are to exit on the passenger side of the vehicle where school personnel will be available to assist. Parents are discouraged from exiting their vehicle during the "KISS and GO" drop off.

If you are picking your child up after school, please pull into the "Kiss and Go" lane. If you are sending a designee to pick up your child, a note should be sent to school with your child and given to the teacher or the office staff must be notified by telephone prior to 2:00 p.m. Parents may not pull their child off the school buses and should not ask for their child to be dismissed

between 2:00 and 2:15 unless prior arrangements are made.

Parents that drop off and pick up their children in the morning and afternoon will ONLY be allowed to make a RIGHT hand turn onto Tall Cedars Parkway.

Parents who pick up their children after school must request an ID tag for their car from the front office. This helps us keep our students safe. Please keep an eye out for more information in our weekly Dragon Tales newsletter.

VISITORS

All visitors who come to Arcola are **required** to have a government issued photo identification.

WEAPONS

Possession or use of a weapon by a student while under the control or supervision of school system personnel or on school property is prohibited. The term "weapon" is intended to be construed broadly and includes any instrument or device which, by its design or use, is capable of causing injury, harm, or threat of injury or harm to the physical well-being of another person. Any student in violation of this policy shall have the weapon confiscated by school officials and appropriate disciplinary action will be enforced. The school official may, if possible, return the weapon only to the student's parent or guardian after a conference with such parent or guardian.

WITHDRAWAL PROCEDURES

Parents should notify the teacher and the front office staff at least a week before the student is to be withdrawn from the school. All textbooks and library books should be returned, and lunch fees should be paid, before the student is withdrawn.

YEARBOOKS

A yearbook will be published and distributed at the end of the school year. All yearbooks will be purchased "pre-paid". Orders can be made online throughout the year, the link to order yearbooks is found on the homepage of the website. Additional yearbooks will not be available at the end of the school year; therefore, if your child wants to purchase a yearbook, it must be purchased at the time of sale.

Arcola Elementary
Today's Dreamers, Tomorrow's Achievers

| BELL SCHEDULE | | | |
|---------------------------------|---------------------------|------------|--|
| Regular Bell Schedule | <i>Grades K – Grade 5</i> | 7:05 a.m. | Staff Arrive |
| | | 7:10 a.m. | Students arrive and report to their classroom. |
| | | 7:30 a.m. | Classes Begin (students not in the building when the bell rings is considered tardy) |
| | | 7:35 a.m. | A.M. Announcements |
| | | 2:15 p.m. | Bus/CASA Students Released |
| | | 2:20 p.m. | Parent Pick up Released |
| | | 2:30 p.m. | End of regular teacher day |
| One – Hour Delayed | <i>Grade K – Grade 5</i> | 8:00 a.m. | Staff Arrive |
| | | 8:10 a.m. | Students Arrive |
| | | 8:30 a.m. | Classes Begin |
| One – Hour Early Closing | <i>Grade K – Grade 5</i> | Lunch | Regular Lunch Schedule |
| | | 1:15 p.m. | Dismissal |
| Two – Hour Delayed | <i>Grade K – Grade 5</i> | 9:00 a.m. | Staff Arrive |
| | | 9:10 a.m. | Student's Arrive |
| | | 9:30 a.m. | Classes Begin |
| Two-Hour Early Closing | <i>Grade K – Grade 5</i> | Lunch | Begins @ 10:00 |
| | | 12:15 p.m. | Dismissal |