



# **Parent/Student Handbook**

## **2025 – 2026**

**21100 Evergreen Mills Road  
Leesburg, Virginia 20175**

**Telephone: 571-252-2910**

**Absentee: 571-252-2911**

**FAX: 703-771-9616**



# ***Sycolin Creek Elementary School***

## ***2025 – 2026 School Year***

### ***Parent / Student Handbook***



Hello Sycolin Creek Family!

It is with great excitement that I introduce myself as the new principal of Sycolin Creek for the 25-26 school year. My family and I relocated from Texas in the summer of 2025. After growing up on the East coast we were ready to bring our family back to enjoy the four seasons and be closer to family. I am married to my high-school sweetheart and we have two girls who keep us very busy. We love to travel, cook, and just be outside. I come with six years of experience as an administrator. I was also an elementary teacher and spent almost 10 years teaching grades Kinder and 3rd. With many years of experience in education, I am honored to join this incredible school community and eager to work in partnership with you to support the success and well-being of every student.

I believe that school should be more than just a place for academic learning—it should be a place where children build lasting memories, discover their passions, and grow into thoughtful, curious, and confident individuals. I am committed to fostering an environment where learning is both rigorous and joyful. At the heart of my vision is a belief in inquiry-based learning. I want students to feel empowered to ask questions, explore ideas, and take ownership of their education. Every child deserves access to high-quality instruction, and I am dedicated to ensuring that all students are challenged and supported in ways that meet their individual needs.

Equally important is creating an inclusive and respectful school culture—one where differences are celebrated and every student feels a true sense of belonging. Supporting the social and emotional development of our students will be a cornerstone of our work, as we know this is vital to helping them become lifelong learners and empathetic citizens. I look forward to working closely with the PTA to create engaging activities and opportunities that bring families together and strengthen our school community. Together, we can build a culture that celebrates learning, kindness, and collaboration.

The staff at Sycolin is known for their strong foundation and outstanding teachers who go above and beyond for their students. I look forward to jumping right alongside them to continue this journey.

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 Sycolin Creek Elementary School. If you cannot find an answer to your question, please contact school personnel.

Again, welcome to Sycolin Creek Elementary and thank you for joining us as partners in your child's education.

I am truly excited about the journey ahead and the chance to partner with you in shaping a bright future for our students. Let's make this a great year!

With gratitude and enthusiasm,  
Lindsay Sivick

Principal, Sycolin Creek Elementary



# Sycolin Creek Elementary School

## Student School Calendar

### 2025 - 2026

August 19	Kindergarten Orientation, 8:30 a.m.
August 19	Open House for Grades 1-5, 10:00 a.m.
August 19	BTSN for Grades 1-2, 5:30 & 6:10 p.m.
August 19	BTSN for Grades 3-5, 6:10 & 6:50 p.m.
August 21	First Day of School
August 29	Student Holiday
September 1	Holiday (Labor Day)
October 2	Holiday (Yom Kippur)
October 13	Holiday (Indigenous Peoples' Day)
October 20	Holiday (Diwali)
October 30	End of Quarter
October 31	Student Holiday
November 3	Student Holiday
November 4	Student Holiday (Countywide Staff Development)
November 26	Thanksgiving Break Begins
November 28	Thanksgiving Break Ends
December 22	Winter Break Begins
December 24	Holiday (Christmas Eve)
December 25	Holiday (Christmas)
January 1	Holiday (New Year's Day)
January 2	Winter Break Ends
January 19	Holiday (Martin Luther King Jr. Day)
January 22	End of Quarter
January 23	Student Holiday
February 16	Holiday (Presidents' Day)
February 17	Holiday (Lunar New Year)
March 19	Student Holiday (Countywide Staff Development)
March 20	Holiday (Eid al Fitr)
March 30	Spring Break Begins
April 3	Spring Break Ends
April 9	End of Quarter
April 10	Student Holiday
May 25	Holiday (Memorial Day)
June 15	Last Day of School/End of Quarter

#### 9 Week Grading Period Ending Dates

October 30, 2025

January 22, 2026

April 3, 2026

June 15, 2026



## **ATTENDANCE / ABSENTEE PHONE-IN**

The school day begins at 7:45 a.m. and ends at 2:30 p.m. Students who are not in their classrooms by 7:45 a.m. will be considered tardy. They will need to be escorted to the office by a parent for a tardy pass. Please do not drop students off prior to 7:25 a.m. Staff is required to arrive by 7:25 a.m. Students may go directly to their classrooms beginning at 7:25 a.m.

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 for the student's non-attendance, 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.

It is very important that students attend school on a regular basis in order to be successful. We ask that students not miss school for trips or family vacations whenever possible. While written assignments can be made up, classroom activities and interactions cannot be replaced.

If your child will be absent from school, please call the absentee line. That number is 571.252.2911. State law requires that schools contact parents when a child is absent from school if the parent has not notified the school of the absence. The purpose of this legislation is to ensure the safety of your child. A call will be made to the parent/guardian of any student whose absence has not been accounted for through the absentee line or through notification to our attendance secretary. Please make sure to update ParentVUE if your work and/or emergency phone numbers change.

Whenever a student is absent from school, documentation is required to verify the reason for the absence. Parents are required to notify the school as to the reason for the absence. This may be done through the school's Absentee Phone-in line. 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 call the parent to verify the day's absence. Upon the student's return to school, a written explanation from a parent or guardian is required for each absence. The note should include: date(s) of the absence, reason for the absence and signature of the parent/guardian.

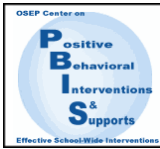
Students are excused for personal illness, a death in the family, medical or dental appointments, court appearances, religious holidays, illness in the immediate family, or emergencies that require the student to be absent.

If a student is absent for more than 5 days, the school will send a letter to the parents notifying them of the number of absences. If continued absences occur, a referral may be made to the Attendance Officer.



## **AFTER-SCHOOL ACTIVITIES**

Should students need to stay after school for make-up work or a scheduled activity, parents will be informed and permission sought beforehand. Parents will need to make arrangements to provide transportation. No student will be kept after school without written or phone permission.



## **BEHAVIOR/PBIS**

Sycolin Creek Elementary School follows the Positive Behavior Intervention and Support (PBIS) framework in which staff members are committed to teaching children appropriate behavior and providing the supports necessary to sustain that behavior. Students are expected to follow our school-wide student code of conduct. This code identifies three anchors that will be required of all students in all school settings. These include:

- I will respect myself.
- I will respect others.
- I will respect property.

Our behavior plan is based on positive rewards and appropriate consequences. Trust, caring, respect and developing strong relationships will be a core focus of our behavior and discipline expectations. Students who do not follow these behavior expectations will face consequences that strive to correct the behavior, allow for growth and understanding, and maintain each child's dignity.

Disciplinary consequences are outlined under discipline in this handbook and/or the Student's Rights and Responsibilities provided to each Sycolin Creek Family. Please carefully review these expectations with your children. During the first week of school, the following behavior expectations will be reviewed in the classroom.

	<u><b>Respect Yourself</b></u>	<u><b>Respect Others</b></u>	<u><b>Respect Property</b></u>
<b>Bathroom</b> Expected Behaviors	<ul style="list-style-type: none"> <li>Use the bathroom and wash your hands in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>Respect privacy and personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Leave it clean.</li> </ul>
<b>Hallway</b> Expected Behaviors	<ul style="list-style-type: none"> <li>Walk on the white, near the right.</li> <li>Walk single file.</li> <li>Use walking feet.</li> </ul>	<ul style="list-style-type: none"> <li>Stay quiet.</li> <li>Respect personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands to yourself.</li> <li>Enter with clean feet.</li> </ul>
<b>Cafeteria</b> Expected Behaviors	<ul style="list-style-type: none"> <li>Use good manners.</li> <li>Raise your hand for help.</li> </ul>	<ul style="list-style-type: none"> <li>Be polite.</li> <li>Stay in your seat.</li> <li>Use a quiet voice.</li> </ul>	<ul style="list-style-type: none"> <li>Put items where they belong.</li> </ul>
<b>Bus</b> Expected Behaviors	<ul style="list-style-type: none"> <li>Sit safely in your spot.</li> <li>Use good manners.</li> </ul>	<ul style="list-style-type: none"> <li>Follow the bus driver's rules.</li> <li>Use kind words.</li> <li>Use a quiet voice.</li> <li>Keep hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>Keep your feet on the floor.</li> <li>Keep your hands to yourself.</li> <li>Keep your backpack closed.</li> </ul>
<b>Recess</b> Expected Behaviors	<ul style="list-style-type: none"> <li>Be safe.</li> <li>Make good choices.</li> <li>Use appropriate volume.</li> </ul>	<ul style="list-style-type: none"> <li>Include others.</li> <li>Respect personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Share equipment.</li> <li>Wipe feet when entering school.</li> </ul>

By reinforcing these rules both at school and at home, we hope that together we can guide children toward self-discipline and ensure that learning is always able to take place.



## **BIRTHDAY PARTY INVITATIONS / NO FOOD TREATS ALLOWED**

Birthday party invitations may only be distributed at school if all students in the class will be receiving an invitation. The staff will not be able to provide addresses or phone numbers. Students in grades K-5 may only bring a **non-food treat** for the class if you choose on your child's birthday. The purchase of ice cream for an entire class as a birthday treat is also not permitted. Suggestions are fun pencils, stickers, school supplies, recess equipment or board games, to be handed out at the end of the school day. No birthday parties will be held in the classrooms.



## **BUS INFORMATION**

It is extremely important that we take the necessary precautions in transporting students safely to and from the school. We ask your cooperation in the following:

1. Please review bus safety with your child, including safety at the bus stop.
2. If your child is to take a different bus home or get off at a different stop from their normal one, a written note must be given to the teacher. The student will be sent to the office for a bus pass. On the note, please provide a contact phone number and if possible, the number of the bus they will be riding.
3. Kindergarten students are required to wear a "Bus Tag" that identifies them as needing a family member, friend, or sibling to escort them from the bus stop. The responsible second party must have a matching "Bus Tag" as evidence of permission to take the child home.
4. No animals, pets, or any other living creatures are permitted.
5. No glass containers are permitted.



## **CAR TRANSPORTATION**

If you are transporting your child to school, we ask, if at all possible, that families carpool. Please follow the traffic pattern and obey all traffic signs around the school. Please drop off and pick up at designated points. Students are not allowed to exit their cars before approaching the cross walk. Please do not allow your child to exit the car before the cross walk unless a staff member on duty is present to assist your child with exiting the car.



## **Cell Phone Usage**

At the June 25, 2024, school board meeting, the board approved a new policy - 8655 Student Personal Device Use, which restricts student cell phone use in schools and has requirements for each school level. Specifically, elementary school students are not permitted to use personal technology during the school day. Any violation of this policy shall result in disciplinary action

in accordance with the SR&R and Student Code of Conduct, as well as Policy 8210, Introduction to Student Discipline, which is incorporated therein. The full policy can be found at this [link](#).



### **DAILY DISMISSAL PLANS AND CHANGES**

Parents will be asked to fill out a “**How I Am Going Home**” and the “**Emergency Early Dismissal**” forms at the beginning of each year. If there are permanent changes to these forms, please request a blank form and fill it out for the teacher. Temporary changes require a note or phone call from the parents.

#### **IMPORTANT NOTE:**

Children often confuse the information so we cannot rely on them to know when a change is made. Please understand that if we do not receive proper notification of the change (via note or phone call), your child will be going home as designated on the forms completed by you prior to the first day of school. Please use the form found at the back of this handbook to change daily dismissal information. The form can also be found on the school website.



### **DISCIPLINE**

Teachers and staff members have the responsibility to maintain discipline. Students are expected to follow our student code of conduct as outlined in the “behavior” section. When a student’s behavior is not acceptable, the teacher may confer with the student, implement appropriate consequences in a fair and consistent manner, contact parents, or refer the situation directly to the administration. Parental support is an important aspect of any positive and effective behavior plan and disciplinary action. We encourage parents to become partners in supporting their child’s behavior to ensure a climate of respect, courtesy, and safety. Thank you for helping us to ensure that every child has the right to learn in a safe and respectful environment.

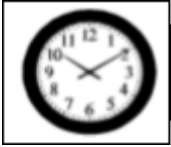


### **DRESS**

Students will be required to dress appropriately for school. Clothing and accessories in violation of dress code are those that:

- a. depict or promote illegal, violent, or lewd conduct;
- b. depict or promote the unlawful possession or use of weapons, alcohol, tobacco, drugs, drug paraphernalia, or other controlled substances;
- c. expose private parts;
- d. expose underwear (however, visible waistbands or straps on undergarments worn under other clothing are not a violation);
- e. are helmets or headgear that obscures the face (except as a religious observance or if medically necessary);
- f. are bathing suits;

g. include language, slogans, profanity, symbols, icons, or images that are reasonably foreseeable to cause a material and substantial disruption or invade the rights of others and that amount to hate speech, are highly offensive or threatening to others, or impede or distract from the Board's mission of instilling values necessary or appropriate for polite civil discourse or political expression in a school context, social tolerance, nondiscrimination, self-awareness and sensitivity to the feeling of others. For example, displays of certain symbols such as Confederate or swastika images are perceived by many as racially hostile, are associated with racial prejudice, have been a source for conflict among students, and could result in hatred, ill will, and emotional trauma that are all inappropriate in the school context.



### EARLY DISMISSALS

If your child needs to leave school before the normal dismissal time for an appointment, please send a note to the teacher. If circumstances during the day arise which requires your child to be dismissed early, please come into the school office and ask the secretary to call for your child. Please do not go directly to the classroom. **Teachers are instructed not to dismiss a child unless the office calls for them. Any change in dismissal needs to be submitted or called into the office by 1:00pm. Here is the [link](#) you can use.**



### EMERGENCY CARDS

A form with your child's emergency information will be available to be completed in ParentVUE.

#### **The following is extremely important:**

1. Update this form as often as necessary to keep it up to date.



### EMERGENCY EARLY CLOSING

Schools may have to close early under certain circumstances. Announcements are made over local TV and radio stations, on the LCPS Website ([lcps.org](http://lcps.org)) or by registering with Loudoun Citizen Alert System. You may register by going on the LCPS Website and clicking on "Closings and Delay Registration." **PLEASE DO NOT CALL THE SCHOOL WHEN YOU SUSPECT AN EARLY CLOSING.** The school phone lines must remain open to receive instruction from the School Board Office and for emergencies.

Parents, please discuss a plan with your children that should be followed in the event of an emergency early dismissal. With your first day packet, you will receive an "Emergency Early Dismissal" form to be completed and returned to school. It is important that you state clearly what your child is to do in the case of any early dismissal. The school buses will run normal routes.

#### **One-Hour Early Closing**

All bus routes operate as usual except for starting one hour earlier than the normal time, 1:35 p.m.

## **Two-Hour Early Closing**

All bus routes operate as usual except for starting two hours earlier than the normal time, 12:35 p.m.

**(Full Schedule is on Page 14)**



### **FIELD TRIPS**

Students at Sycolin Creek Elementary will be given the opportunity to visit places within the county as well as the Washington, D. C. area. Children must have a signed permission slip to participate.



### **FIRE DRILLS**

Schools are required by law to have four Fire Drills and two Lockdown Drills within the first 20 instructional days and one per month thereafter. It is suggested that parents have a fire exit plan in their homes and conduct regular drills.

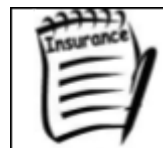


### **HOMEWORK**

The individual teacher defines the scope and style of homework. However, all homework that is assigned will be based on one or more of the following purposes:

1. To practice skills that have been introduced and developed in the classroom
2. To complete unfinished work or projects
3. To relate understandings and skills developed at school to everyday life
4. To enrich the school program by pursuing activities that can be shared with classmates

A child should be able to complete his or her work independently; however, we encourage parents to take some time to check over the child's work.



### **INSURANCE**

Accident insurance forms are sent home with students at the beginning of each school year. Enrollment is totally at the discretion of the parent.



### **LIBRARY / MEDIA CENTER**

The library will remain open during the school day. All classes will have a weekly scheduled library period. During this period, the librarian instructs students on how to use the library and media center materials, as well as provides reinforcement of grade level SOLs. In addition, there will be open times during the day for students to come to exchange books.



### **LUNCH / BREAKFAST**

The cafeteria staff prepares hot meals daily. This year, breakfast will cost \$2.30, and lunch will be \$3.25.

Parents and visitors are always welcome to have lunch with their child. Please be sure to sign in at the office and get a Visitor Badge before going to the cafeteria.



### **MENU / NEWSLETTER / CALENDAR**

The monthly menu, newsletter and calendar will be posted on the school website. The online calendar on our website will be updated regularly.



### **MOVING OUT OF SCHOOL BOUNDARIES DURING SCHOOL YEAR**

If you move out of our school boundaries during the school year and wish to stay at Sycolin Creek Elementary for the remainder of the year, please contact the Special Permission Office to complete the required paperwork. Obtaining permission is not usually a problem; however, you will need to transport your child to and from school.



### **PARENT CONFERENCES**

To help provide the most productive school year for students, communication between home and school is very important. Teachers will plan a fall conference and any additional conferences as requested or needed.



### **PARENT-TEACHER ASSOCIATION (PTA)**

A strong parent organization is vital to the success of Sycolin Creek Elementary. The PTA has numerous objectives, such as working to inform and communicate with parents, sponsor social events for the school community, raise funds to enhance the school's instructional program, and coordinate the volunteer program. The PTA will meet the first Tuesday of each month. Times and locations of these meetings can be found on the PTA website.



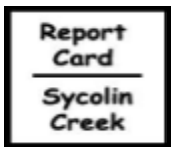
## PARTIES

Each classroom will have three parties in addition to the end-of-the-year party. Students' birthdays are not celebrated in the classroom.



## PICTURES

A professional photographer will take individual school pictures in September. These pictures will be available to purchase at that time. These pictures will appear in the school yearbook, which will be offered for sale in the spring. Delivery of the yearbook to students will be the last week of school. We will also take class pictures in the spring and individual student pictures with a choice of backgrounds will be offered at that time. Purchasing any of the yearbook or picture packages offered is optional. ***If a parent has not given permission for a student's picture to be used for media purposes, specific permission must be given in writing for a student's picture to appear in the yearbook.***



## REPORT CARDS

Report cards will be available online through ParentVUE every nine-week period. Exact dates will be posted in the school newsletter and on the website calendar. The final report card of the year will also be available in digital format. If for any reason, you do not have access to the internet, please contact the main office for support. In addition, an interim report may be sent home midway through the nine-week period if a student has made considerable progress in a subject, if a student is currently receiving a failing grade or their grade has dropped two letter grades.



## SPIRIT DAY

Every Friday will be set aside as spirit day. Students and staff will have the option of wearing school colors (green and blue) or spirit clothes (t-shirts, sweatshirts and other spirit clothes offered for sale by the PTA). Other days may be designated as crazy hair day, hat day, sport jersey day, etc.



## TELECOMMUNICATIONS

- The Telecommunications Acceptable Use Policy is intended to assure appropriate and responsible use of the internet by all students. A digital version of the Acceptable Use policy, as well as the students' Rights and Responsibilities will be sent to each LCPS family. Each document should be digitally acknowledged in ParentVUE.
- All staff members of LCPS have a professional e-mail address to support their responsibilities as employees with LCPS. The following are the guidelines the staff is required to follow when using e-mail in an educational setting:

E-mail ***may be used*** for general purposes such as clarification of assignments, due date questions, field trip questions, requests for phone calls and thank you notes.

E-mail ***may not be used*** for discussions, discipline issues, confidential student information (schedule a conference for this purpose) and anything of a time-sensitive nature (change of dismissal plans, etc.)

Please allow school personnel 24 hours to respond to your e-mails.

- In addition, students should not utilize cell phones or any device with the capability to text during the school day. If there is an emergency situation that requires parent contact, students will be able to utilize the phone in the office.



## TEXTBOOKS

All textbooks are provided to students free of charge. The parent, however, assumes the responsibility for returning the textbooks at the end of the year.



## TESTING

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 a letter and/or the school's

newsletter. Parents are permitted access to and may obtain copies of their child's test scores through ParentVue. The classroom teacher and the administration are available to help with the interpretation of these scores during the course of the school year.



### VISITORS

In order to assure the safety of students, staff, parents and other visitors to Sycolin Creek Elementary, all visitors must go directly to the office before proceeding to other areas of the building. A picture ID is required to enter the school. Please come to the office, sign-in and wear a Visitor Badge while in the building. Please also remember to leave through the main office when leaving the school building.



### VOLUNTEERS

Volunteers play an extremely important role in the entire educational process. They improve instruction by permitting more individual help to students under the direction of the classroom teacher. They enrich curriculum by adding the experience of the volunteers' special interests and hobbies to the knowledge of the classroom teachers.

As always, we ask that you come to the office to sign in and wear a Visitor badge while in the building. The volunteer hours are calculated by the Volunteer Coordinator each month and turned in to the Director of Elementary Education.

Volunteers help out in the office and cafeteria with copying for teachers and other classroom and school-wide activities. We hope to have a very active volunteer program at Sycolin Creek Elementary.

**Please note:**

Volunteers are asked to make childcare arrangements for their younger children. The work room contains equipment that could be dangerous to children, i.e., the hot laminator, a paper cutter, etc. Also, bringing younger children into the classroom while you are volunteering is too disruptive to instruction.



# **SYCOLIN CREEK ELEMENTARY SCHOOL**

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

My Child will be:

- going home on bus # \_\_\_\_\_ with \_\_\_\_\_ (Child's name)
- going home on bus # \_\_\_\_\_ rather than normal afterschool arrangements
- picked up at \_\_\_\_\_ (time) by \_\_\_\_\_  
(Name: Please have ID ready)
- other \_\_\_\_\_

\_\_\_\_\_  
Guardian Signature

Phone: \_\_\_\_\_