

Louise Archer Elementary School

"Where the Sun Always Shines"

324 Nutley St NW
Vienna, VA 22180
(703) 937-6200

Principal: Michelle Makrigiorgos
mgmakrigiorg@fcps.edu

Assistant Principal: Jennifer Condra
jgcondra@fcps.edu

Administrative Assistant: Colleen Brooks
Registrar: Kathy Cutri
Office Assistant: Becca Stille

Main Office: (703) 937-6200
Attendance Line: (703) 937-6262
Health Room: (703) 937-6210

Website: <https://archeres.fcps.edu/>

Weather and Emergency Info:
⇒ Local Radio and Television
⇒ FCPS Cable Cox Channel 21
⇒ www.fcps.edu

Calendar:

Louise Archer ES follows the standard FCPS attendance calendar, available at <https://www.fcps.edu/calendars/standard-school-year-calendar>



2024-2025

PARENT HANDBOOK

Louise Archer Elementary School, named for its first educator, was built in 1939. It began with one educator and a desire to provide the best education to all students. Mrs. Louise Archer taught African American children at our location on Nutley Street. She set the example that we live by today. We are committed to securing the best education for all children who walk through our doors.

Today, there are approximately 550 students and 85 educators and staff members continuing the dreams and goals which were created 85 years ago. The students, staff, and community share enormous pride in the school's rich history and its warm, friendly community atmosphere.

August 19	School Begins
August 30 - September 2	Holiday (Labor Day Break) No School
October 3	Holiday (Rosh Hashanah)
October 4	Student Holiday — Teacher Workday
October 14	Student Holiday —Indigenous Peoples' Day (Professional Workday)
October 31	End of First Quarter—2-hour Early Release
November 1	Holiday (Diwali)
November 4—5	Student Holiday (Teacher Work Day for Staff) 5th—Election Day
November 11	Holiday (Veterans Day)
November 27—29	Holiday (Thanksgiving)
December 23—January 5, 2025	Holiday (Winter Break) - Classes Resume on January 6, 2025
January 20	Holiday (Martin Luther King Jr's Birthday), Inauguration Day
January 28	End of Second Quarter
January 29	Student Holiday (Teacher Work Day for Staff)
February 17	Holiday (Washington's Birthday and Presidents' Day)
March 31	Holiday (Eid al Fitr)
April 1	Student Holiday (Teacher Workday)
April 14—18	Holiday for Spring Break
May 26	Holiday (Memorial Day)
June 11	Last Day of School—Early Release

Louise Archer PTA

Louise Archer students and staff benefit tremendously from the support of our fabulous PTA. All parents and teachers are highly encouraged to become members.

PTA Board

PTA President: Liz Young
Vice President: Tooba Malik
Secretary: Katie Nevitt
Treasurer: Sabiha Khan

Visit the Louise Archer PTA website:

<http://louisearcherpta.org>

ATTENDANCE

A high correlation exists between academic success and school attendance. Our doors will open at **9:00 am**. At this time, students must report directly to their classroom for the day. If students wish to eat breakfast in the morning, they may eat in the cafeteria prior to going to class. **To keep our students safe, they may not arrive at school prior to 9:00 am.** All students should be seated in their classrooms by the tardy bell at **9:15 am**. Students are considered tardy if they arrive after 9:15 am and are required to go directly to the office to receive an "Office Pass." Parents are required to walk their child(ren) in to the office if it is after 9:15 am.

ABSENCES AND TARDIES: If your child is going to be absent or late, please contact the school office by phone at **703-937-6262** or **through our website by 9:30 am**. If the parent/guardian does not notify the school of the child's illness, the absence will be unexcused. FCPS will call you regarding your child's absence. You may also email absence and/or tardy information to the following email address: LouiseArcherESAttendance@fcps.edu.

- **Excused Absence and Tardy-** Illness of the student, death in the family, doctor or dentist appointment, and observance of a religious holiday.
- **Unexcused Absence and Tardy-** Family trip, childcare situation, oversleeping/missed school bus, car trouble, non-school-related activities.

CHANGE IN DISMISSAL

Child going home a different way

Please do everything you can to remember to send in a note with your child in the morning indicating the change. If this is not possible, a parent/guardian **MUST** notify the school office prior to noon on that day.

Child going home with another student

BOTH children **MUST** present a written note from a parent indicating this change.

Child being picked up by a friend or relative

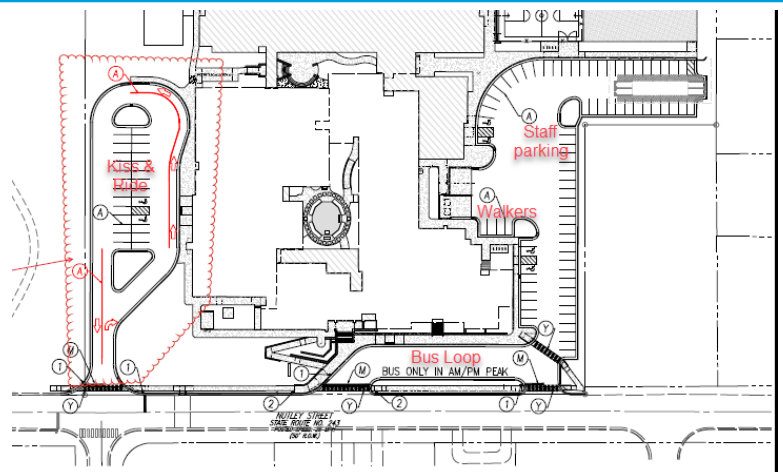
We must have a signed note from the parent indicating the full name of the friend or relative. Please add this friend or relative to the list of people permitted to pick up your child on the Emergency Care Card.

***All notes must include your child's first name, last name, and the name of your child's teacher.**

EARLY PICK UP

Parents/Guardians who need to occasionally pick up children early from school **must** do so **prior to 3:45 pm**. **We will not be able to call into classrooms between 3:45 and 4:00 pm for early dismissal.** Exceptions will only be made for medical emergencies. Parents who are picking their children up early from school **must** come to the office and sign your child out. The office staff will call down to the classroom to have your child dismissed. Louise Archer will not allow a student to walk home alone during the school day, nor will we release your child to anyone other than a parent, guardian, or someone on the emergency care list without a written request signed by the enrolling parent or guardian.

Please refer to this map for the Kiss & Ride loop on the left of the school. Proceed through the loop, pick up your student, and exit the parking lot through the designated path. Remain in your car at all times. Staff members and patrols will help load and unload your student out of the passenger side of the vehicle only. Use extreme caution, as walkers will be crossing at various times in the designated crosswalk.



All parents and visitors must check in at the front office and present a photo ID to obtain a badge when signing in. This badge must be worn at all times on school property.

HEALTH INFORMATION

WHEN TO KEEP YOUR CHILD HOME

Students with symptoms (rash, watery and inflamed eyes, fever, sore throat, vomiting, diarrhea) should stay home until a doctor evaluates their symptoms and determines whether or not they are contagious. The Fairfax County Department of Health recommends that children remain at home, **fever-free for 24 hours without medication** after an illness, prior to returning to school. Please call the Attendance Line at (703) 937-6262 to report your child's absence. When leaving your message, please state your child's symptoms such as fever, cough, sore throat, nausea, or vomiting.

TAKING YOUR CHILD HOME

We will call you to pick up your child if he/she exhibits symptoms of illness such as: fever over 100.5 degrees, persistent abdominal pain, vomiting, unexplained rash, diarrhea, inflamed eyes with discharge, or persistent cough. We ask that your child be picked up as soon as possible. It is important to have all emergency numbers up to date.

MEDICATION AT SCHOOL

This school year, we are changing medication protocols to enhance the safety of our medication administration and management in FCPS. These changes include:

- Any time you drop off or pick up a medication in the health room, a Medication Delivery/Pick Up Form will be completed and signed by both the parent/guardian and the School Health Aide or FCPS staff member. This form will document that all required authorizations are complete and will note the amount of medication accepted/returned. A copy of the form will be given to the parent/guardian and school administrator.
- Medications received will be verified to ensure the description of the medication on the container/packaging matches the medication in the container.
- All medications must be in the original pharmacy container. Over the counter (OTC) medications must be in an unopened original container. It will no longer be acceptable for parents/guardians to bring in refills from home and place them into the container currently in the health room.
- Only a 30-day supply of medications should be brought to school. No more than 100 tablets or pills of OTC medication should be brought to school.

Call the school health aide, Nipapun Evensen, 703-937-6210 for more information.



LUNCH INFORMATION

Prices	Students	Adults
Breakfast	\$1.75	\$2.75
Lunches	\$3.25	\$4.75
Milk	\$0.60	\$0.60

LUNCH A LA CARTE ITEMS

These items are available to supplement student lunches. Students must have a school lunch or home lunch to purchase an a la carte item.



HOW TO PAY FOR LUNCH

- ⇒ **Online:** www.myschoolbucks.com This user-friendly service is free, convenient, private, and secure. Once the account is open, parents can check the fund account at any time.
- ⇒ **Check:** Send a check made payable to **Louise Archer Food Services** to the cafeteria manager in the morning. Include your child's name and PIN number on the memo line of the check. Indicate if you want meals only.
- ⇒ **Cash:** Parents may deposit cash in their child's account or students may pay by cash daily.

FREE OR REDUCED MEALS

FCPS Food and Nutrition Services Office directly mails application forms to families in August. Parents must complete the form **EACH YEAR** to renew this program. Translated copies are available in the school office.

Access the Lunch Menu!

You can access the daily breakfast and lunch menus by visiting our school website and clicking on "School Meals".

Birthdays and Treat Policy

At Louise Archer, we recognize the importance of birthday celebrations while respecting the need for healthy nutrition and being mindful of students with life-threatening food allergies. In order to best support our students and the FCPS Wellness recommendations, students' birthdays will be recognized in other ways than with birthday treats.

Treats during class parties may be allowed. Parents of students with food allergies are encouraged to talk to the classroom teacher about possible substitutions for treats during class parties.

COMMUNICATION

- **Louise Archer Website:** <https://archeres.fcps.edu/>
- **News You Choose-** Newsletter sent electronically to all Louise Archer families that have signed up via the FCPS website.
- **Social Media** - Follow us on Facebook at Louise Archer Elementary School and on Instagram @LouiseArcherElementary to see pictures and hear about exciting events taking place at Louise Archer.
- **Tuesday Folders-** These are folders that go home weekly with communications from school and class work that your child has completed. Folders should be returned on Wednesdays for use all year.
- **Parent-Teacher Conferences-** Upon request, teachers and parents can schedule a brief conference at the end of the 1st quarter to discuss student academic and social/emotional progress.
- **Interim and Quarterly Progress Reports-** The quarterly progress report is sent home with students approximately 2 weeks after the end of the quarter. As needed, interim reports are sent home in the middle of each quarter.
- **Email and Phone-** Parents and teachers should communicate through email and phone as needed. Please allow 24 hours during school days for teachers to respond to email. Teachers do not have time during the instructional day to respond to emails.

For emergencies, please contact the main office at (703) 937-6200.

CELL PHONE POLICY

Cell phones are only allowed to be used before and after school. They should remain in backpacks and turned off during the school day. Smart watches may be worn; however, phone features (text, calls, etc.) must be turned off during the school day.

PARENT REFERRALS FOR EVALUATIONS

When parents have questions and concerns regarding their child's academic, social/emotional, or behavioral development, it is advisable to first address these issues with your child's classroom teacher. Often times, accommodations or interventions can be easily implemented in the classroom to help your child succeed.

If concerns persist, parents may choose to refer their child to the Louise Archer Local Screening Committee, which consists of the school psychologist, school social worker, special education teacher, a principal or designee, and the classroom teacher. A meeting will be set up on a **Thursday within 10 days of receipt of the referral**. The purpose of the meeting is to discuss whether the committee **suspects the student has a disability that impacts his/her learning and may be eligible for special education services or require classroom accommodations**.

To make a referral, please email Saja Salih at srsalih@fcps.edu.

Louise Archer Bell Schedule

Monday-Friday

Arrival: 9:00 AM

Tardy Bell: 9:15 AM

Dismissal: 4:00 PM

*Office Hours 8:00AM-4:30PM

