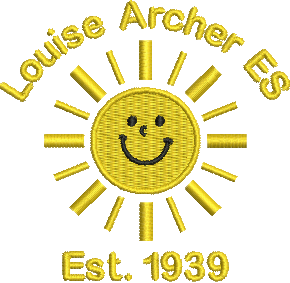
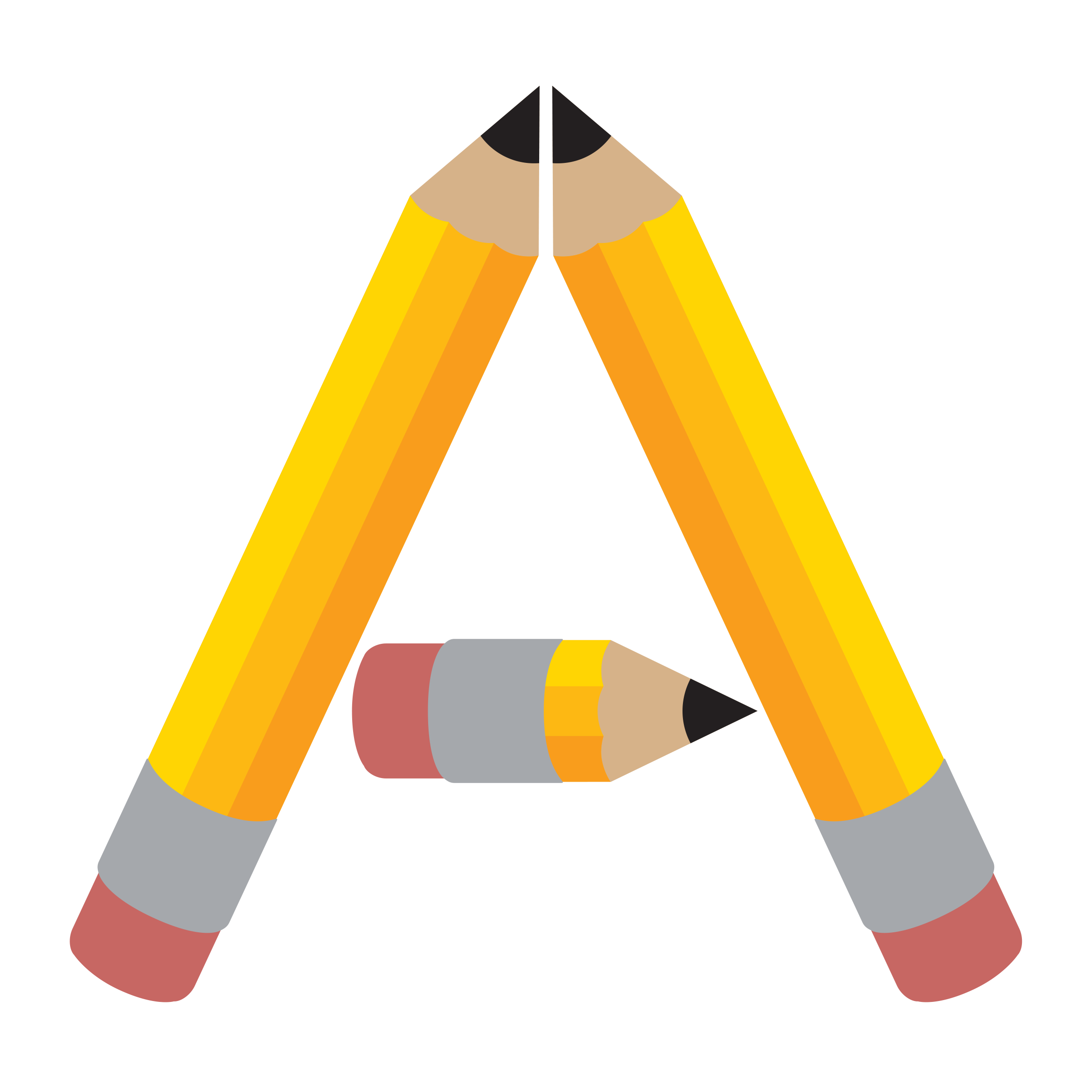
# **LOUISE ARCHER ELEMENTARY**

## **PARENT HANDBOOK**

**2019-2020**



**SCHOOL ADDRESS**

Louise Archer Elementary School

324 Nutley St. NW

Vienna, VA 22180

703-937-6200

Website: [www.fcps.edu/LouiseArcherES](http://www.fcps.edu/LouiseArcherES)

**ATTENDANCE PROCEDURE**

Parents are encouraged to contact the school office each morning when a child will be absent or tardy, by calling the attendance line before 9:30 a.m. Please include your child’s name, the date and reason for the absence.

Telephone Number: (703) 937-6262

[LouiseArcherESAttendance@fcps.edu](mailto:LouiseArcherESAttendance@fcps.edu)

Attendance

A high correlation exists between academic success and school 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. If a student accumulates a total of 5 unexcused absences in a school year, the school will refer the student to the attendance officer, and a plan to resolve the nonattendance will be developed. The chart below defines our tardy and absence policies.

|  |  |
| --- | --- |
| **Excused Tardies and Absences** | **Unexcused Tardies and Absences** |
| Illness of the student  Death in the family  Doctor or dental appointment  Religious observances | Family vacations  Child care situations  Missed school bus/overslept  Nonschool-related activities |

Release of Students

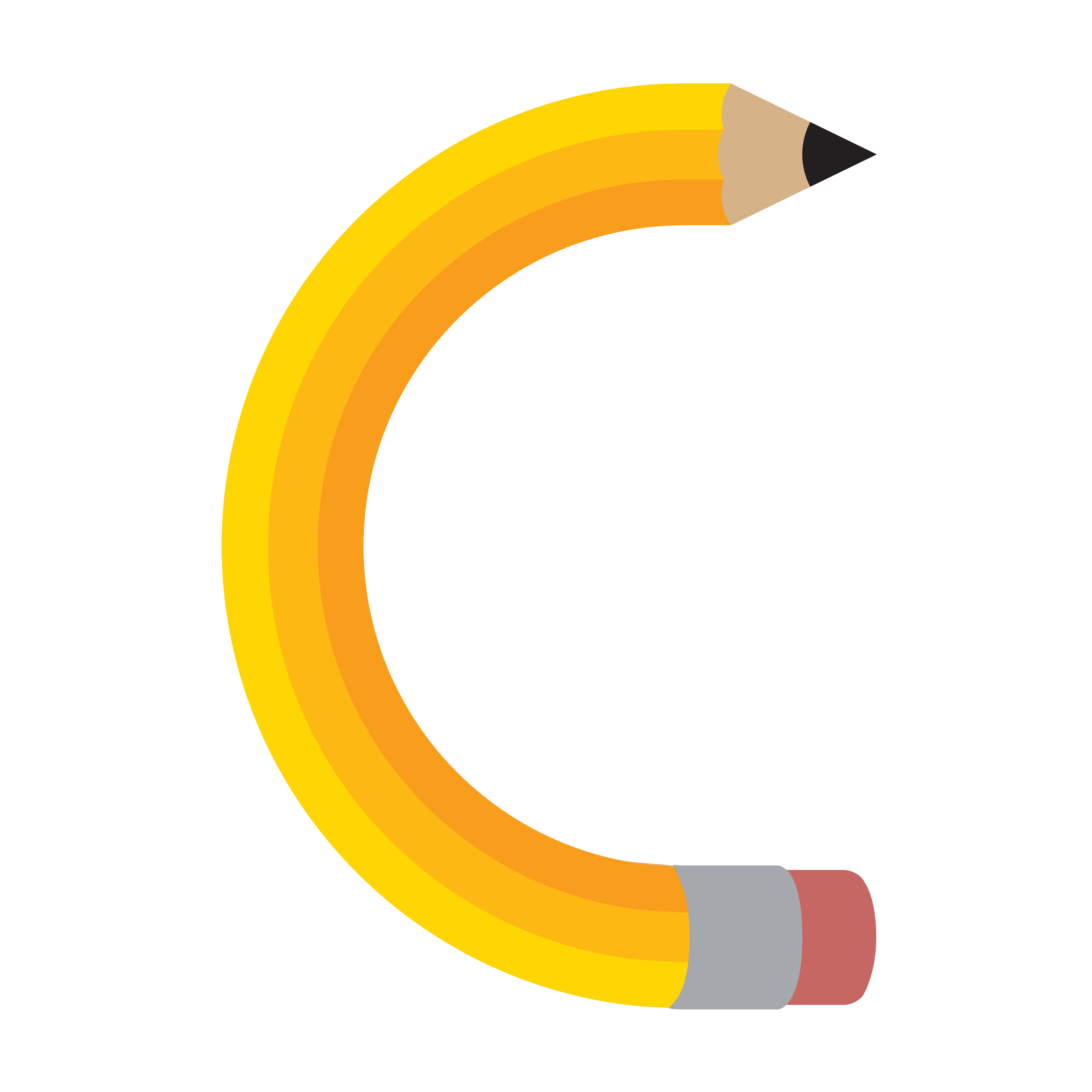
If a student needs to leave school during the day for a doctor’s appointment, etc., please send a note to the teacher in the morning. When you arrive at school to pick up your child, please come to the office where the child will be called from the classroom. All children must be signed out in the office. We will not release a student to anyone except a parent or someone from the emergency care list 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 illness occurs when you are not home, please make a note on the EMERGENCY CARE FORM. Please remember that picking up your child early on a regular basis for after school activities is disruptive to the students and the classroom environment.

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. It is an expectation that all students will be in their seats and settled when school starts at 9:15 a.m.

Prearranged Absence

When a parent or guardian knows ahead of time that a student will miss a day of school, he/she should make a written request for a prearranged absence. The parent/guardian should state the reason for the absence and the exact dates of the absence.



**CAFETERIA**

Students are assigned seating by classes. They are expected to behave appropriately and to clean up after themselves. Clean-up duties are assigned by the classroom teachers on a rotating basis.

Parents can send a check or cash with your child to the cafeteria to put money on their student’s account, or you can pay online using your Myschoolbucks.com account. Applications for free or reduced lunch are mailed home and are also available in the main office. The cafeteria at Louise Archer serves breakfast and lunch. Student breakfasts are $1.75, adult breakfasts are $2.20. Student lunches are $3.25, adult lunches are $4.50. Parents are welcome to join their children for lunch. We ask that you do not bring fast food into the lunch room and please remember to sign in at the front office before going to the cafeteria.

**CELL PHONE POLICY**

Phones must be silenced and in backpacks for the duration of the school day. They may be utilized on campus only before and after school. Teachers may allow usage of cell phones for instructional activities where they are the most appropriate tool, such as video creation or QR Code activities.

**CLINIC/MEDICATION**

The clinic is staffed by a trained clinic aide who is able to handle medications and basic first aid throughout the day. It is important to make sure your emergency contact information is kept current in case the clinic aide should need to contact you about a sick child.

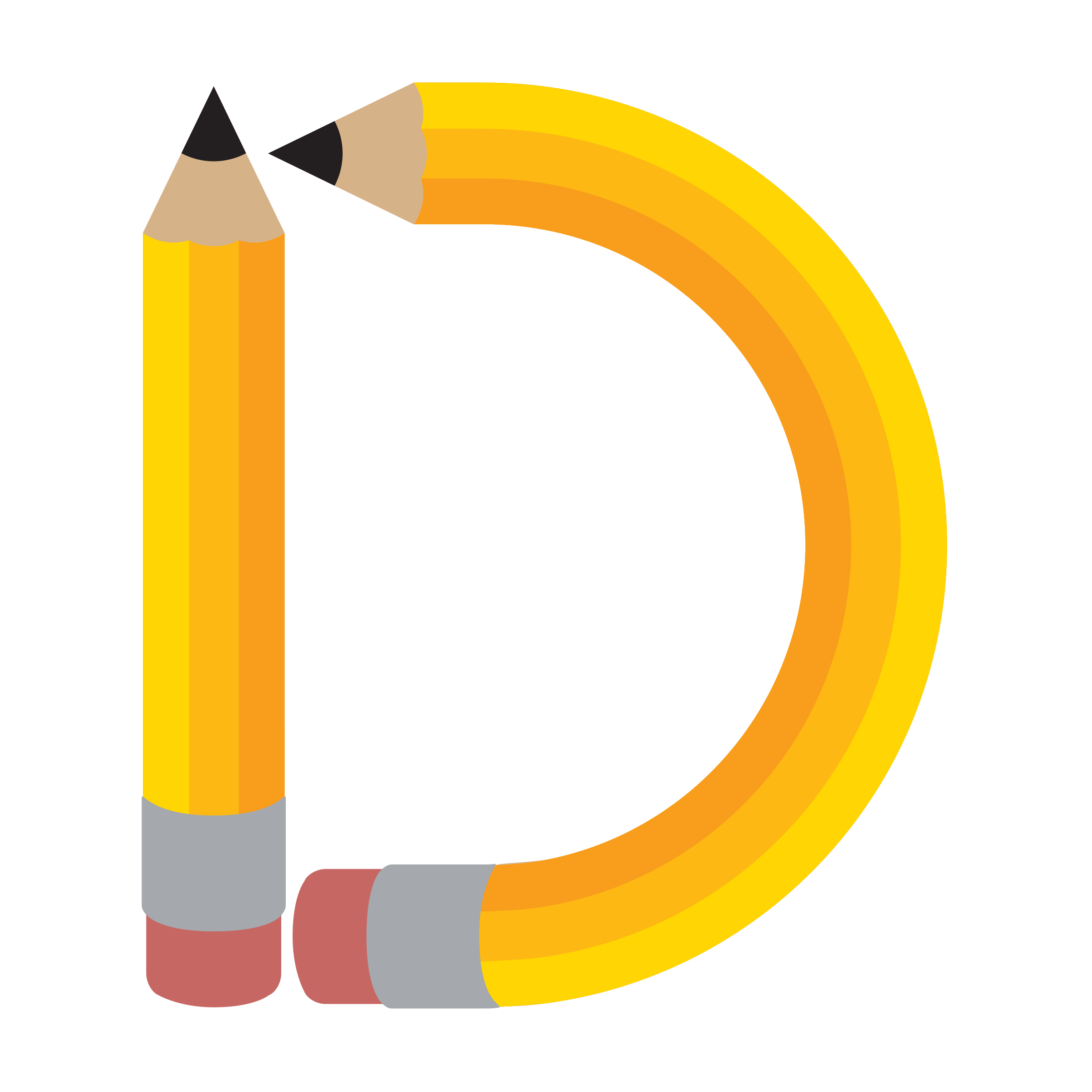
No medication should be sent to school with a child. The parent or guardian must bring the medication to the school in person and sign the required consent form. The school is not permitted to administer medication to a child without a signed Medication Authorization Form. These forms are available on the county website at www.fcps.edu. When over-the-counter medication is to be administered for more than ten days, a Medication Authorization Form with the physician’s signature is also required. Please call the clinic if you are planning on dropping off medication during the school day, (703) 937-6210. Cough drops or throat lozenges may be carried and used by students provided they are in the original packaging.

**SCHOOL COLORS**

The school colors are blue and yellow.

**CONFERENCES**

We strongly encourage close relationships between school and home. Teachers make a special effort to schedule conferences with each parent at the end of the first grading period and as often as needed throughout the year. During the year, if you would like to request a conference, please email or call the school and arrange one with the teacher.

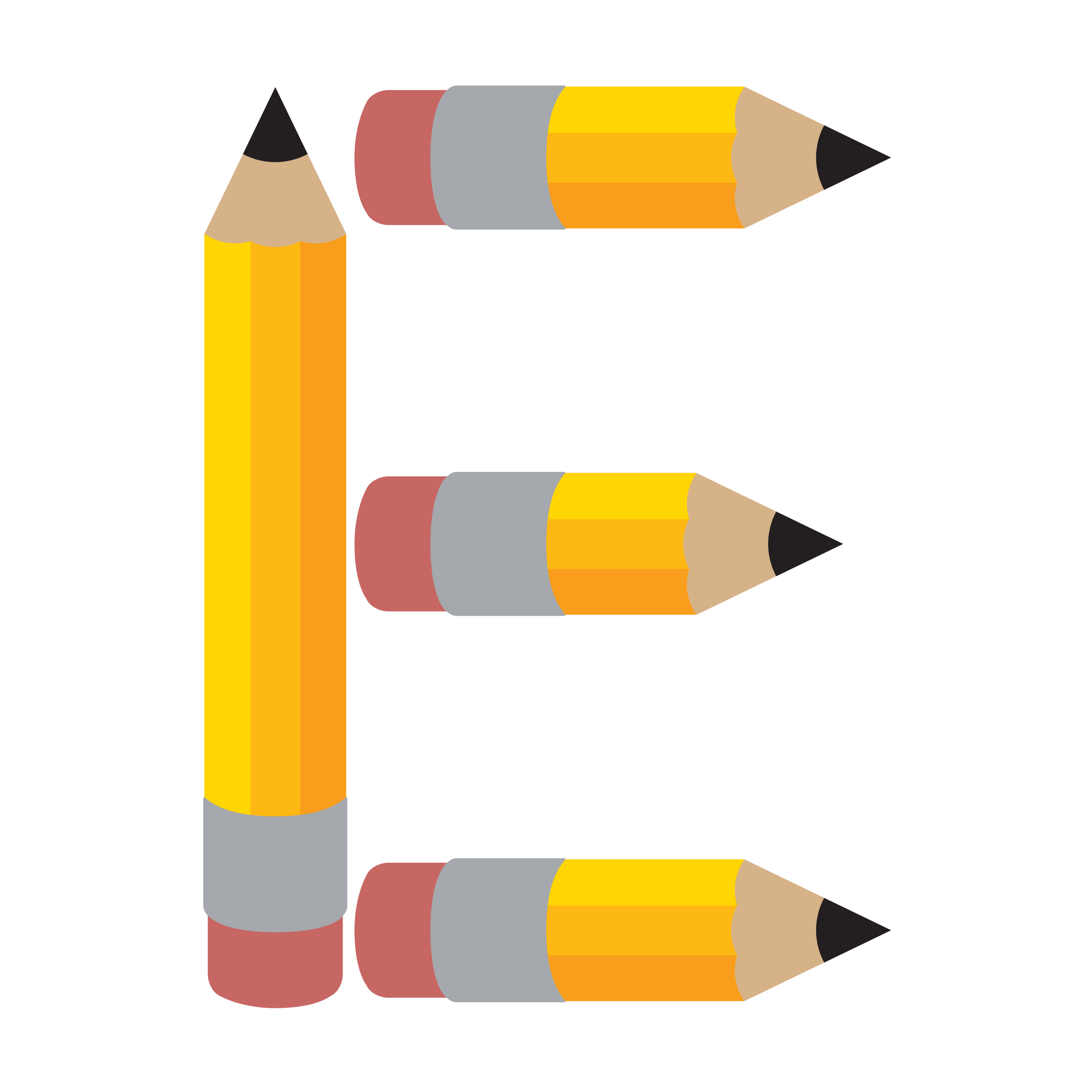
**DAILY SCHEDULE**

Grades Kindergarten through 6

Mondays - Fridays 9:15 am – 4:00 pm

**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 gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia; or clothing that contains threats is prohibited. (See chapter II.A.2.b.(7) of the SR&R for additional information regarding gang-related clothing.) Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes private areas or an excessive amount of bare skin is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, tube or halter tops, studded or chain belts, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes. A principal may provide additional examples to his or her school community. Discussion about dress code violations shall be held privately and maintain the dignity of the student. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this code will be asked to cover the noncomplying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action. The current version of Regulation 2613 provides additional details.



**EMERGENCY CARE CARDS**

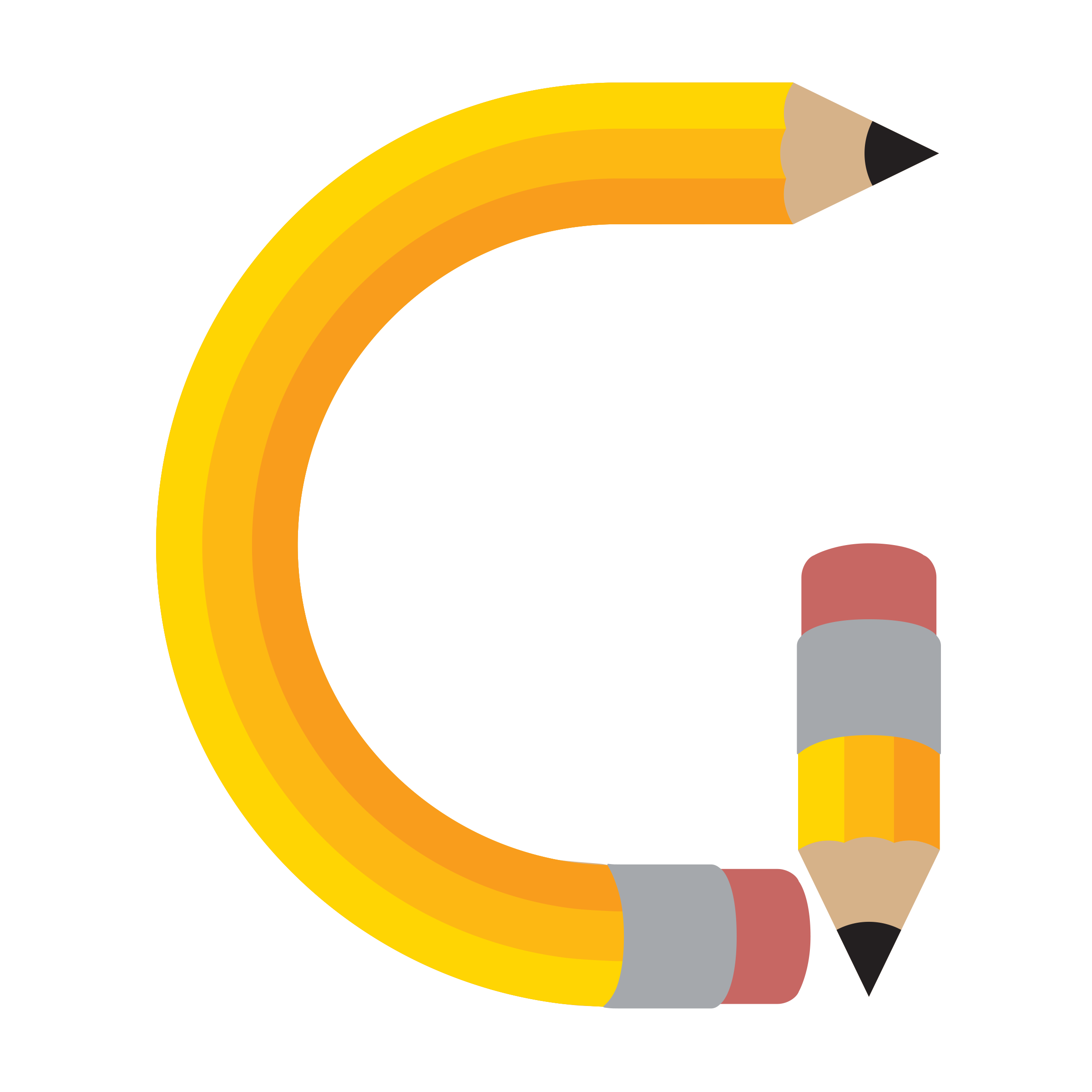
Emergency care cards are urgently needed when a child becomes ill or is injured at school. Please provide the school with accurate emergency information and report changes promptly. Correct home and work telephone numbers are essential. The main purpose of this card is to help us locate a parent or guardian in the event of illness or emergency involving your child. Hospitals and private doctors will not give emergency medication or treatment, or perform any kind of surgery except when the parent or guardian is present. It is very important that we be able to locate you at any time. Please list phone numbers of neighbors who will know where you are for emergency calls and who may pick up your child when he/she feels ill and you are not at home. In special cases you may wish to call and give 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.

**EMERGENCY DRILLS**

A fire evacuation plan is posted in each room. Teachers will review the established procedures with students on the first day of school. When the alarm sounds, students will immediately stand and leave the room. Running is not permitted. Students are not permitted to talk during the drill and are to remain at least fifty feet away from the building until the signal is given to reenter. No one is to reenter the building until the principal or an authorized representative gives the signal. Every drill is to be treated as the "real thing." Fire drills occur every week during the first month of school and monthly thereafter.

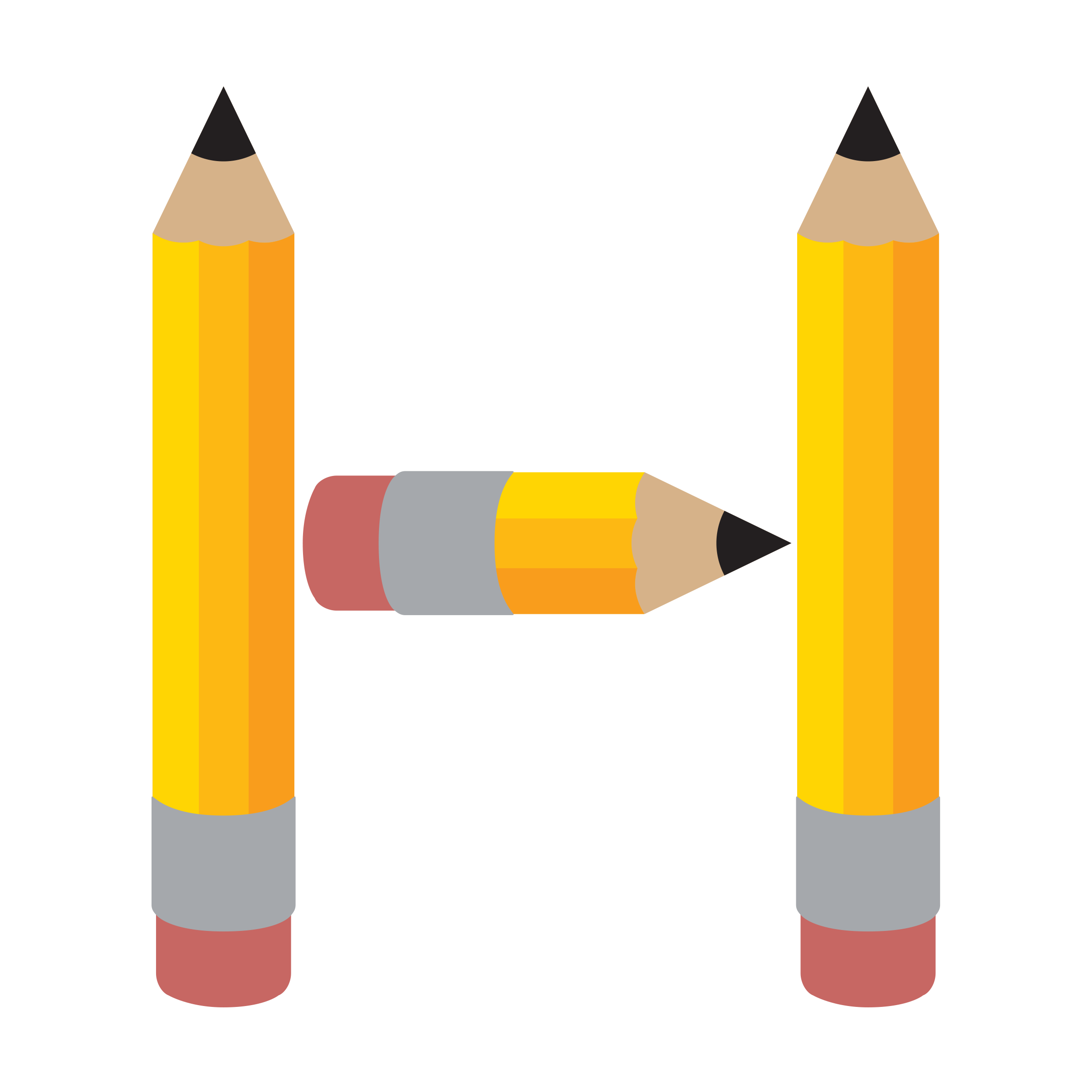
Tornado drills are also conducted during the school year. At the beginning of school, a tornado location is designated and students are given instructions in safety procedures to follow in the event of a tornado. Four required lockdown drills are also conducted each year. Two will be held within the first 20 days of school.

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

**GUIDANCE OFFICE** 

The elementary school counseling and guidance program is a part of the total school program and complements learning in the classroom. It is child-centered, preventive, and developmental. The program encourages students’ social, emotional, and personal growth at each stage of their development. The purpose of counseling with students, parents, and teachers is to help students maximize their potential. The elementary school counselor also 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.

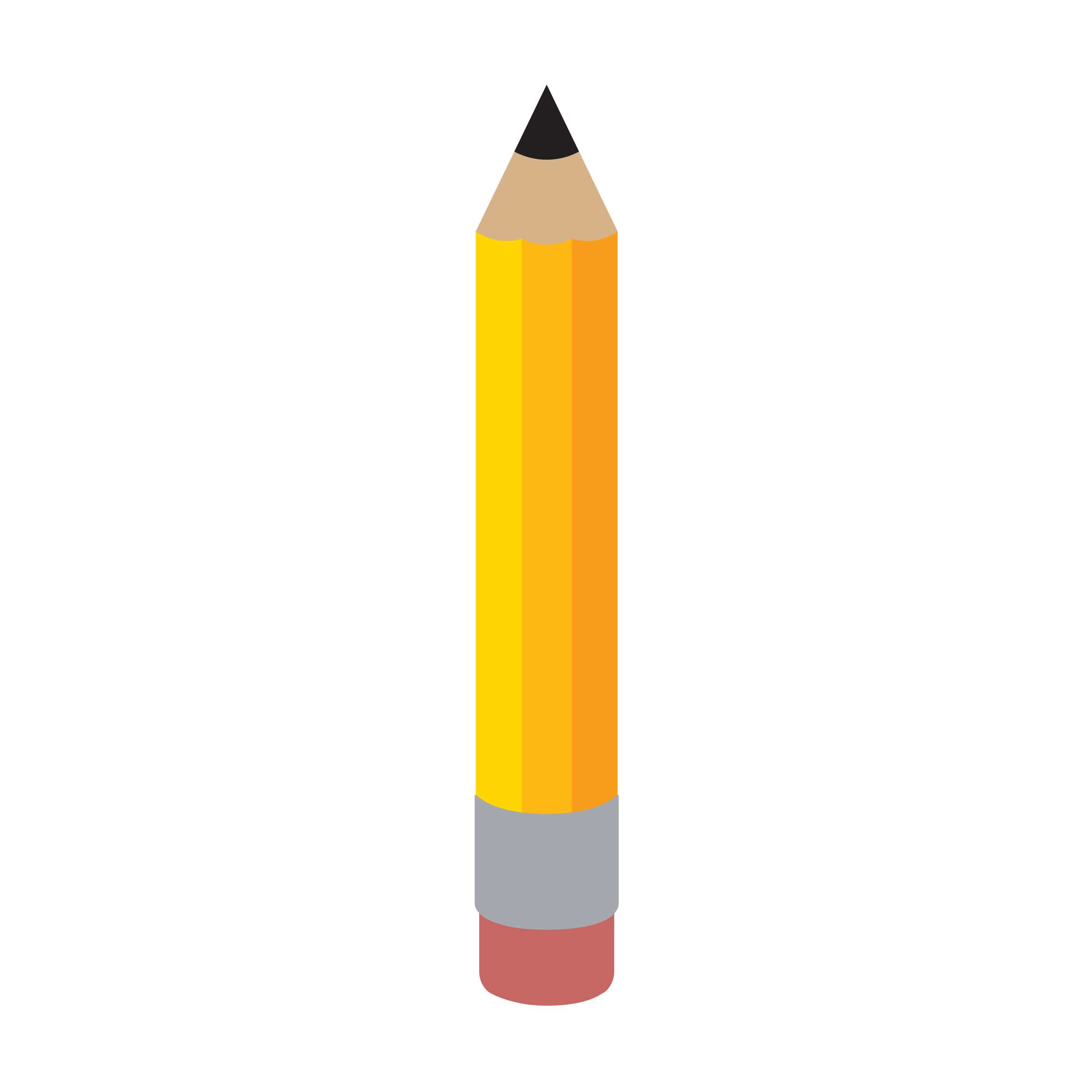
**HOMEWORK**

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

Grades 1-3 up to 30 minutes

Grades 4-6 up to 60 minutes

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 your child is consistently struggling with the content of homework or it is taking on extended amount of time, you are encouraged to reach out to your child’s teacher.

**INSTRUCTIONAL PROGRAM**

Standards adopted by the Virginia State Board of Education define the basic elementary program. Specifically, a planned and balanced program of instruction commensurate with the abilities, interests and education needs of children shall be provided. The basic academic program shall include instruction in each of the following areas: art, health, language arts, mathematics, music, physical education, science and social studies. In conjunction with the Virginia Standards of Learning, the curriculum of Fairfax County Schools is the Program of Studies. Objectives are placed at the level in which most children achieve them. The basic curriculum is a tool for planning, monitoring, and evaluating children’s work on a continuous basis. Materials within the curriculum include objectives, program standards and guides, and some information regarding classroom management.

The state of Virginia has established achievement tests that are administered at the end of 3rd, 4th, 5th and 6th grades to measure the mastery of curriculum. The Standards of Learning Tests (SOLs) test students in the areas of reading, math, history and science.

**PROTECTING INSTRUCTIONAL TIME**

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

To prevent interruptions, all messages or materials should be left in the office and will be sent to the classrooms at an appropriate time. If it is a forgotten lunch or instrument, please take them to the appropriate tables in/near the cafeteria.

## **INCLEMENT WEATHER PLANS**

Late opening, early closing, or cancellation of school due to heavy snow or other emergency conditions will be announced over local radio and television stations, Channel 21 and the Fairfax County Public Schools website (www.fcps.edu) as soon as the decision has been made. **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.

Occasionally during the school year, it may be necessary, due to inclement weather or other emergency closing circumstances, to close schools for the entire day, to open schools late, or to close early. Following is an outline for the procedures used in such cases. Keep this information in a convenient location for future reference.

Working parents are urged to make arrangements now for the care of their children when schedule changes are made (and to provide for the rare situation when it is necessary to close an individual school because of a power failure or other circumstances). Children should know where to go if a parent will not be home.

Decisions on schedule changes are made after careful study of the best information available from many sources, including weather services, the highway department, the police, and FCPS transportation staff members who are out checking the roads. While no sources dealing with weather predictions can be infallible, decisions are made with one overriding consideration—the safety of the students who ride buses or walk to school each day.

FCPS uses the following plan of action during inclement weather which is put into effect when weather conditions impact the safety of children of transporting children to or from school. One of the following plans are followed in the event of inclement weather: (1) close schools, (2) open either one or two hours late, or (3) close one or two hours early.

When the decision is made that schools will be closed all day or will open either one or two hours late, the announcement will be made by 6 a.m.

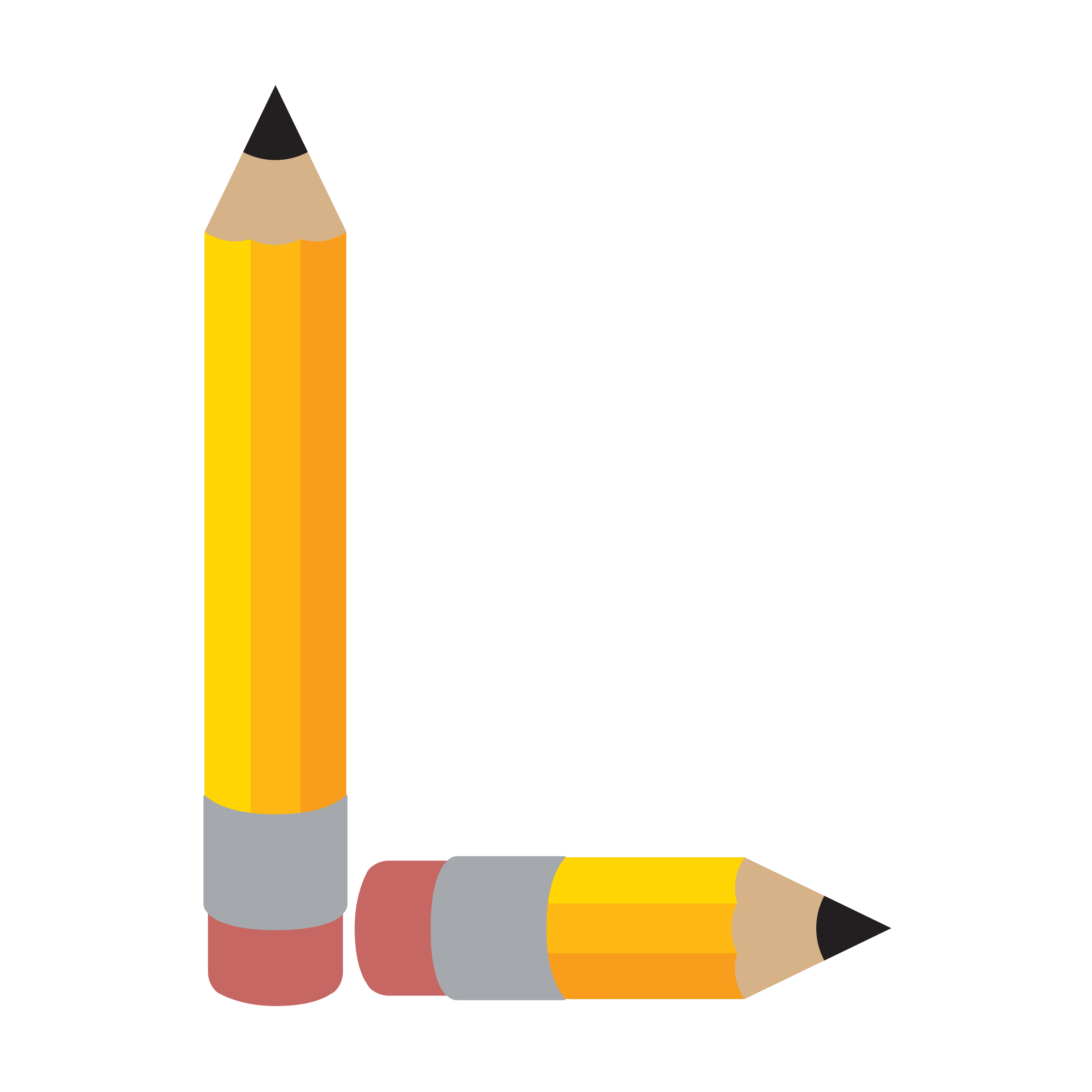
In every case of a schedule change, the news will be carried by approximately 35 radio and television stations, which are notified as soon as a decision is made. Do not phone the school or one of the stations for this information. Turn on your radio, television, or check the FCPS website at [www.fcps.edu](http://www.fcps.edu) for updated information.

**When schools are closed for the day, the following will apply:** All extracurricular activities, interscholastic contests, team practices, field trips, and non-school activities in school buildings will be cancelled. (Exceptions must be approved by an area superintendent.) Adult evening classes, community-use activities, and recreation programs will be cancelled. Extended day care and school-age childcare centers will be closed all day.

**When schools are opened two hours late, the following will apply:** Due to developing weather conditions, this decision may be changed to close schools for the day. This school-closing announcement is generally made by 6:00am.

**When schools are closed two hours early due to worsening weather conditions during the day, the following will apply:** The announcement will be made by 10:30am. Extracurricular activities, interscholastic contests, team practices, and nonschool activities will be cancelled.

**When schools are closed two hours early, students will be dismissed at 2:00pm.**

**SCHOOL LUNCH**

Our cafeteria operates under the National School Lunch Program. School lunch is balanced to meet one third of the daily food requirements of the child. Please encourage your child to eat the school lunch and try all the different foods served. These early-developed patterns will influence the child’s entire life span. A monthly menu will be given to each child in order to help parents plan different foods for dinner. For reasons of good nutrition, students MAY NOT bring soft drinks to school. All students must have a lunch. Food from restaurants may not be brought into the cafeteria.

Parents may prepay for school meals for the month, week, or day. All Students use Personal Identification Numbers (PIN). Meals may be purchased on-line, using [www.MySchoolBucks.com](http://www.myschoolbucks.com), using cash or using a check made payable to Louise Archer Food Services.

|  |  |
| --- | --- |
| **2019-20 Prices** | Students |
| Elementary Breakfast | $1.75 |
| Elementary Lunches | $3.25 |

It is important that you provide lunch money so that your child has a positive balance on a daily basis. If a child is without lunch, the cafeteria will provide a cereal for that day.

**How do I put money on my child's lunch account?**Parents have three options to pay for their child’s lunch account:

* **Online** – Using [www.MySchoolBucks.com](http://www.myschoolbucks.com). If you formally used Mylunchmoney.com, your user e-mail address and user password will be the same. The service is easy to use, convenient, private, and secure. Once the account is open, parents may check the fund at any time from computer or phone. No convenience fee is charged on-line.
* **Check** – If sending with your child, place in an envelope labeled with your child’s name and grade level with a check made out to Louise Archer Elementary Food and Nutrition Services and bring the check to the food service manager’s office. Parents who want their checks for meals only should write “MEALS ONLY” on their check.
* **Cash** – Cash may be brought to the food service manager’s office for deposit on student’s account, or students may pay cash on a daily basis. Please place cash in an envelope labeled with your child’s name and grade level.

**Special Lunches:**

We are always happy to see a parent, grandparent, or sibling come to eat with a student. It is a special occasion for the entire class. Visitors typically either purchase lunch from the cafeteria or bring a bag lunch from home. It is nice for the students to see that grownups also eat nutritious lunches. We ask that you do not bring in soft drinks or "fast-food" lunches. The sale of soft drinks to students is prohibited in all Fairfax County Public Schools, from elementary through high school, during the school day.   
  
The emphasis on nutritional eating is reflected in our health curriculum and in the selection of food sold in the cafeteria. We ask that when you come to eat lunch with your child, you help us continue to model healthy, nutritious eating. It is your presence that makes the occasion special for your child.

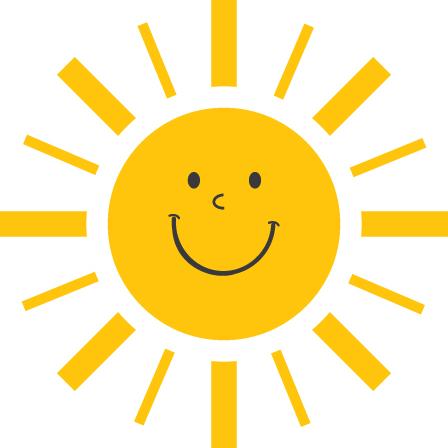
**LOST AND FOUND**

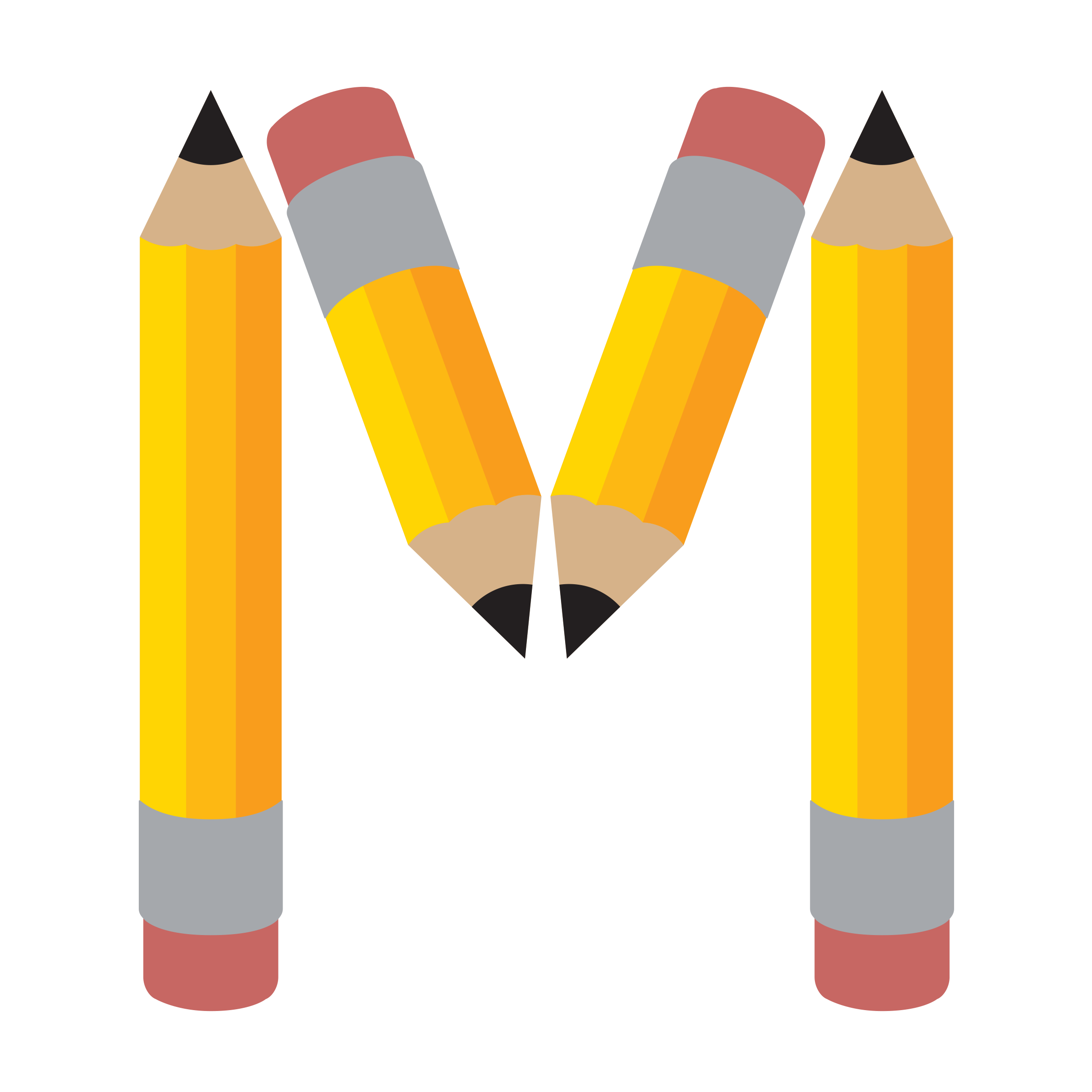
Unidentified articles found in the school are turned in and placed in the back hallway behind the cafeteria. Please check if an article is lost. Eyeglasses, jewelry, and other small things, are generally kept in the office, so please ask there. After notifying parents in the newsletter, lost and found items will be donated to a charitable organization.

To help with the amount of items placed in lost and found, it is important to 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.

**FORGOTTEN INSTRUMENTS and LUNCHES:**

When an instrument or lunch needs to be dropped off after the school day has started, the office staff will instruct you to place the instrument or lunch in the designated area outside the cafeteria. Students are expected to check that area when entering the cafeteria at their scheduled lunch time.



**SCHOOL MASCOT**

The school mascot is the Sunny Guy.

**MEDIA CENTER**

Louise Archer’s library includes over 10,000 books, magazines, reference materials, videos and reading lab books. We have an on-line catalog available through the Internet, a fully automated circulation system, and Internet access.

A professional librarian and a part time assistant staff our library. Classes are scheduled to visit the library on a bi-weekly basis for research, reading, browsing and borrowing. All materials are on loan for one week. Children receive an overdue notice at the beginning of the week for books due the previous week. Parents are urged to have their children return books and other materials when due. There is a replacement charge of lost books.

**MOVING?**

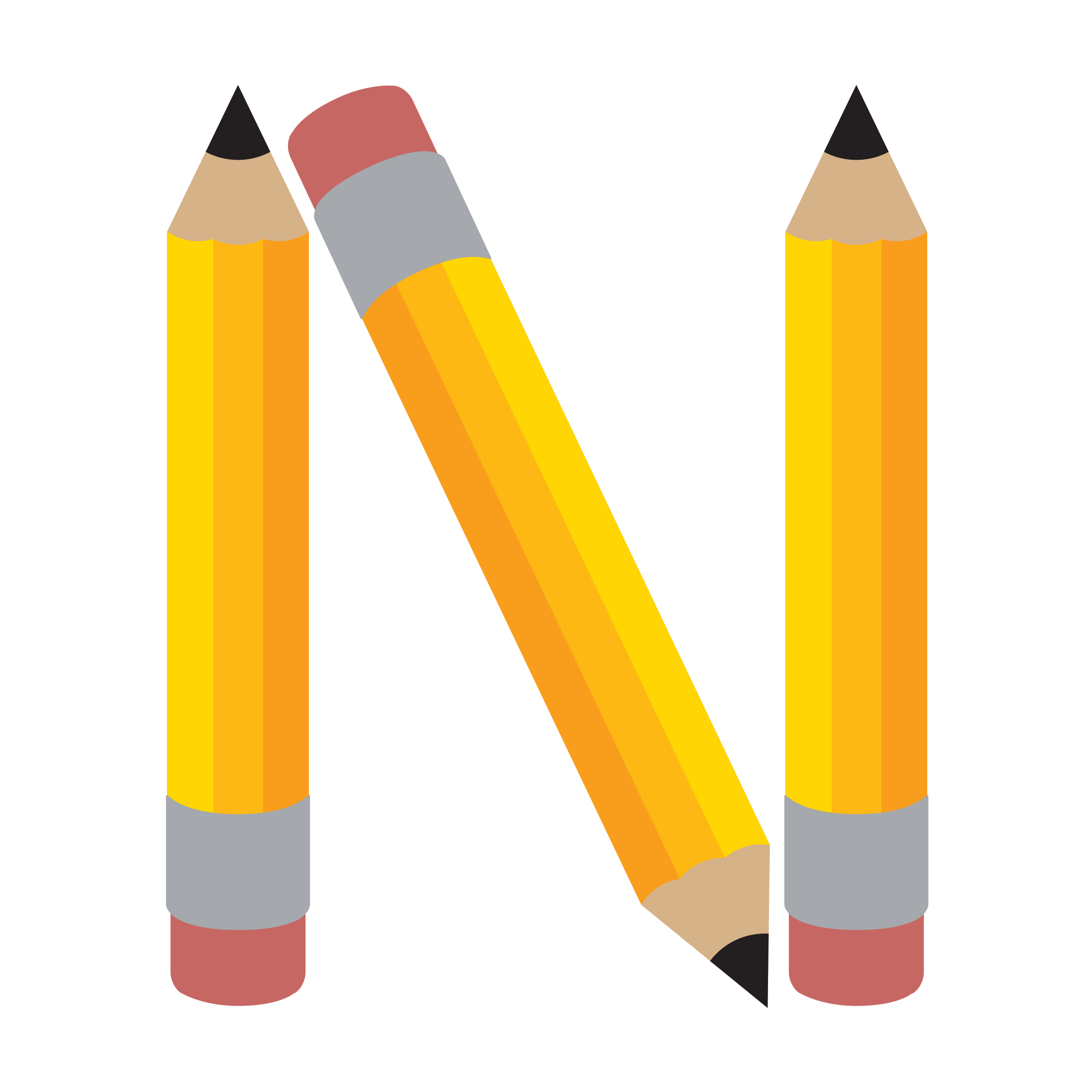
Please notify the main office in writing if you plan to move out of the Louise Archer Elementary School attendance area during the year. Such notice should be given a week before the student's last day and should indicate where the student will be re-registered in school. If you are moving within the Louise Archer 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 be discouraged from bringing extra money to school.

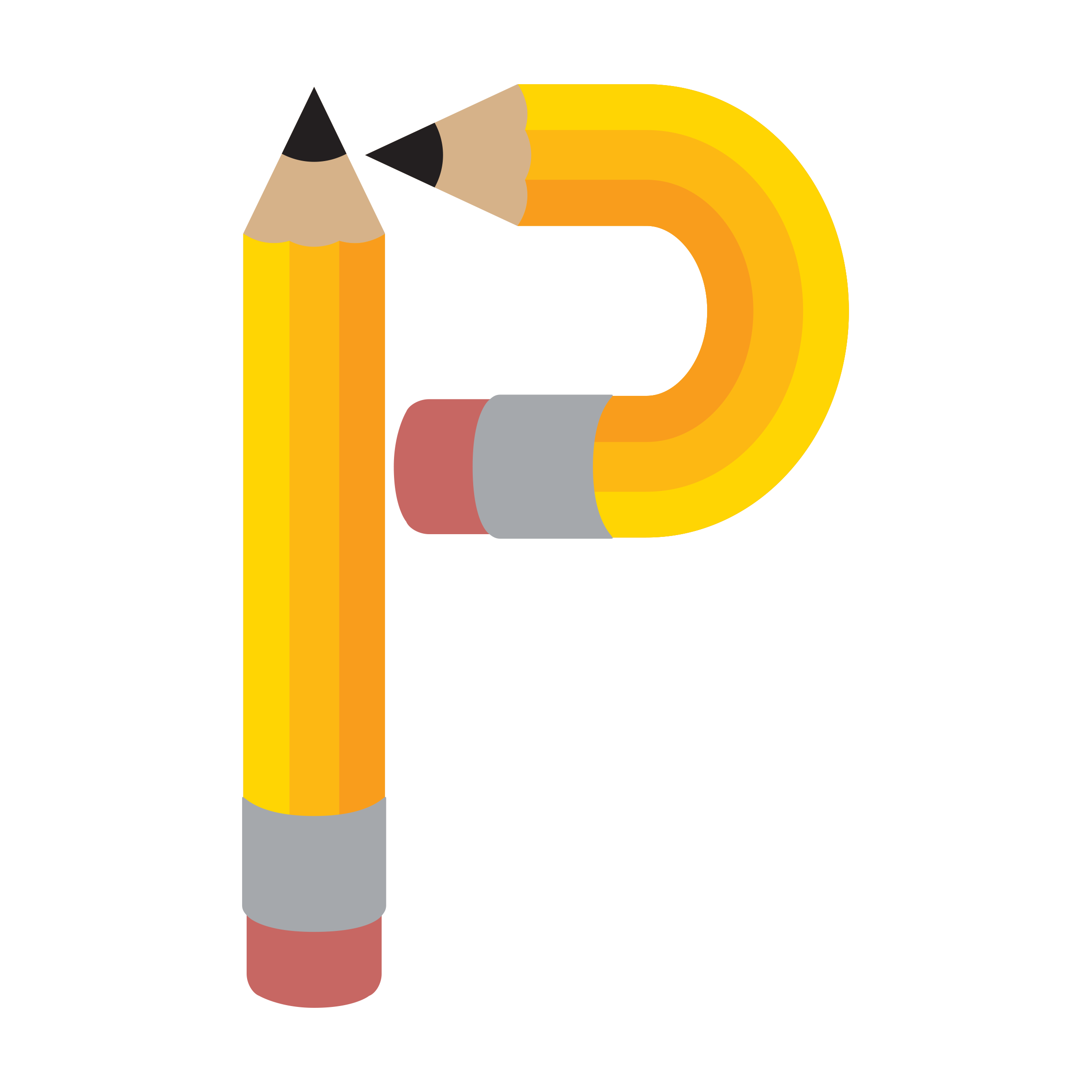
**SCHOOL MARQUEE**

The marquee in front of the school lists events that are taking place.



**News You Choose**

In order to stay updated with what’s happening in FCPS, you can sign up for News You Choose on the fcps.edu website, <https://public.govdelivery.com/accounts/VAEDUFCPS/subscriber/new?qsp=VAEDUFCPS_1>. In addition, Louise Archer Newsletters will be sent out via News You Choose.

**PARKING**

Visitor parking spaces are available in the designated area of the parking lot. Staff members begin arriving at 7:45AM and need to have a parking space available, so please avoid using parking spaces beyond the designated visitors’ area. We are permitted to use available parking spaces at First Baptist Church, but please avoid reserved spaces in the church parking lot. Parking is also permitted in the front of the school except for the designated times on the signs.

**PERSONAL PROPERTY**

Children are not to bring their personal belongings without permission from their teacher. The school will not be responsible for lost or broken items such as mobile devices, ipads, laptop computers, dolls, toys, etc. In addition, footballs, baseballs, softballs, and wood or metal bats are not allowed.

**PROGRESS REPORTS**

Fairfax County Public Schools now uses a standards-based progress report. The elementary progress report measures a student’s progress according to how he or she is performing on expected standards. It provides detailed information about what a student is learning and can demonstrate in each content area. It is one form of communication from teachers to parents. Teachers will report academic achievement, effort, reading level, life, work, and citizenship skills using a 4-point rubric that better describes mastery in each area. More information is available at [www.fcps.edu](http://www.fcps.edu).

**PARENT TEACHER ASSOCIATION**

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

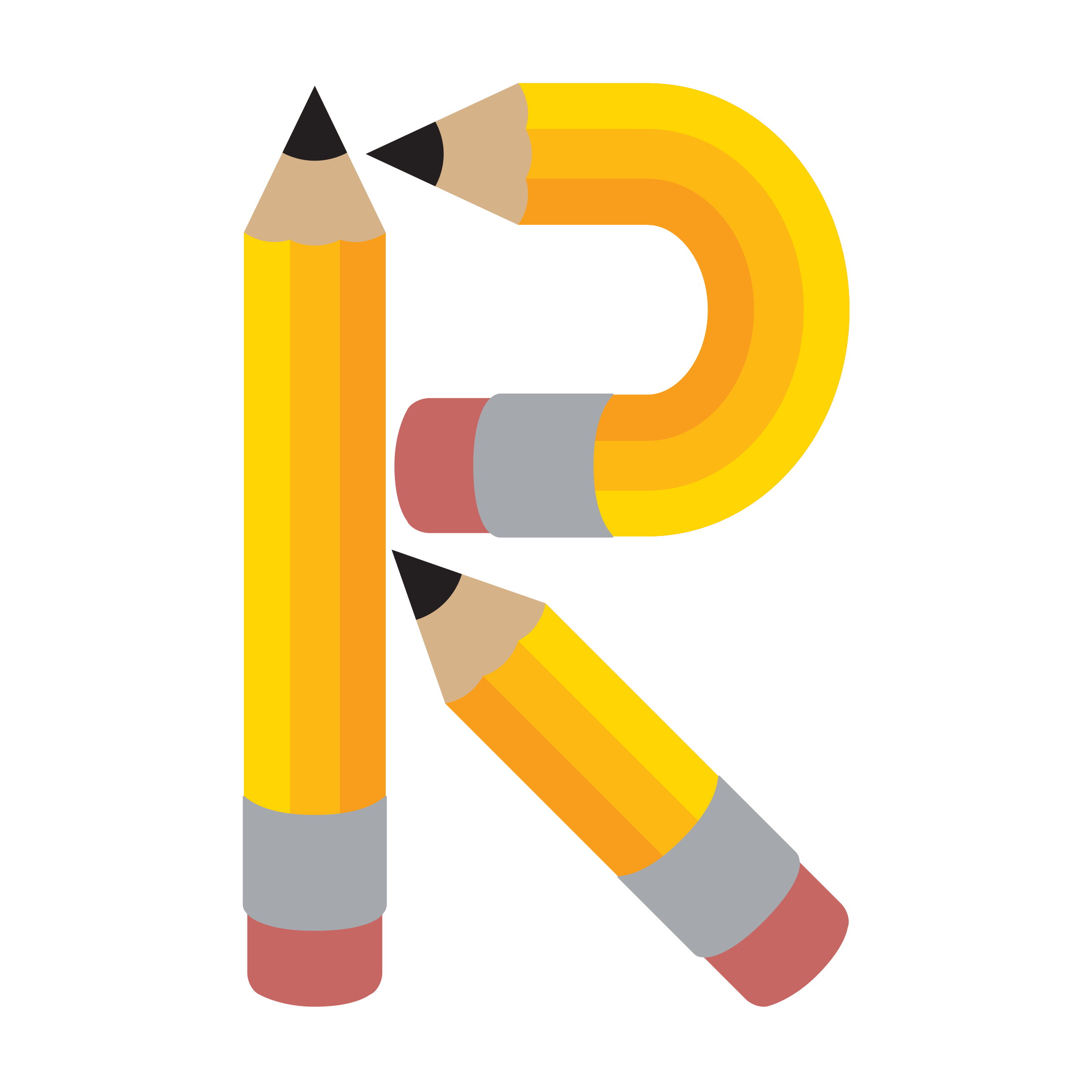
The National PTA has a three-fold mission:

* To encourage parent and public involvement in the public schools of the nation;
* To assist parents in developing the skills they need to raise and protect their children;
* To support and speak on behalf of children and youth in the schools and before governmental agencies and other organizations that make decisions affecting children.

The Louise Archer Parent Teacher Association supports the students, staff and promotes the welfare of children and families in the school and community. Parents are encouraged to join this organization and become an active part of their child’s education. The PTA sponsors foreign language and other enrichment classes before and after school, cultural arts, community outreach, and student field trips.

Our PTA is paperless and their notifications can be found on the PTA website.

Membership dues are $10.00 per adult or $15.00 per couple.

**REPORTING TO PARENTS**

Progress Reports will be sent home approximately one week after the end of each marking period. The purpose of the Progress Report is to help the parent or pupil identify the pupil’s strengths and weaknesses and to help teachers evaluate each pupil and plan instruction accordingly. Teachers will request conferences with parents at the end of the first grading period. Additional conferences are encouraged and may be requested by either the parent or teacher.

Envelopes are sent home each Tuesday containing school information, student’s papers, and homework. Please read all papers carefully and return the envelope to the school the next school day.

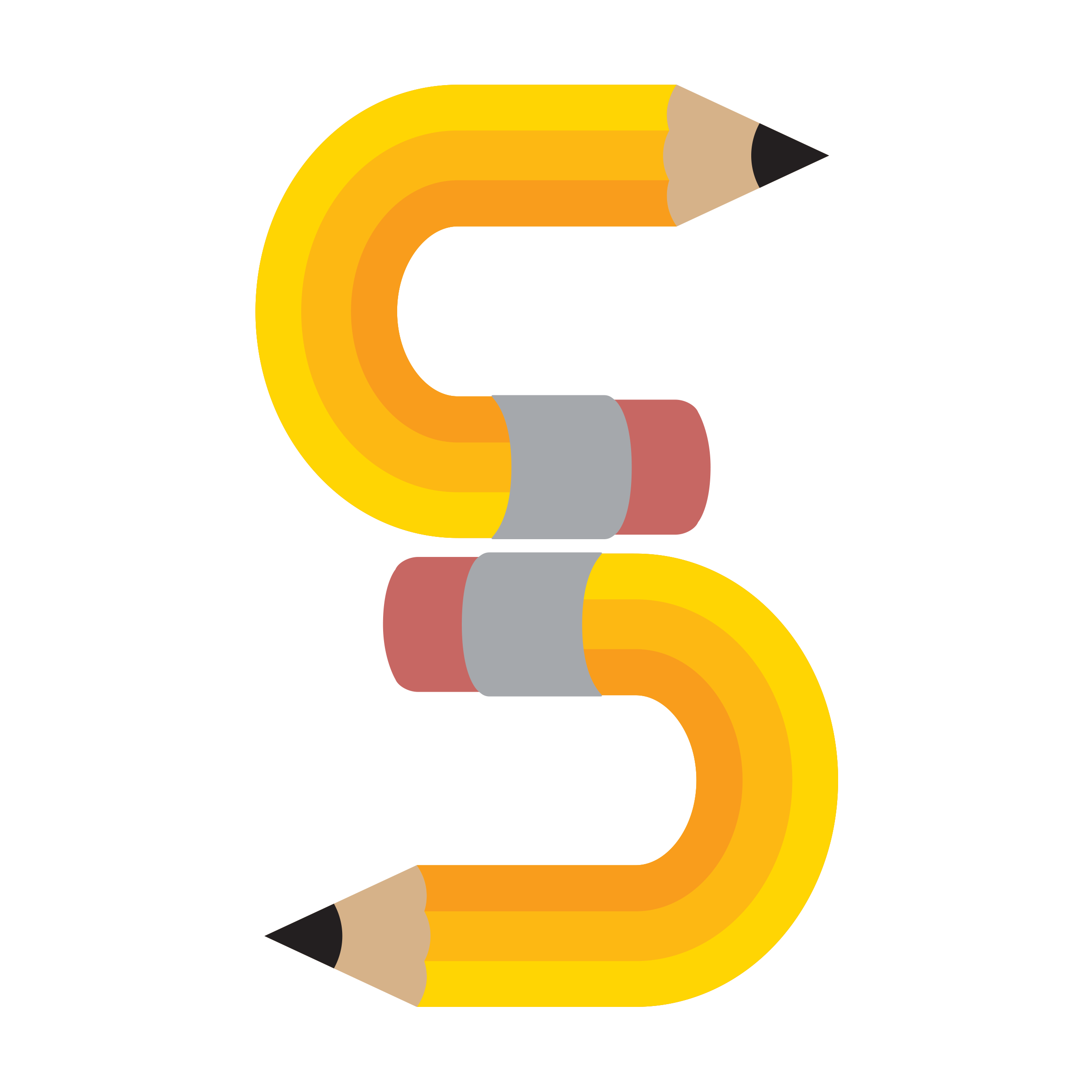
Each teacher also maintains a Blackboard site which can be accessed electronically from home and contains information pertinent to that classroom and/or grade level.

**RECESS**

Students will have recess for 30 minutes daily. The Louise Archer fields, blacktop, and playground areas are used during this time. Each class is provided recess equipment for students to use for recess. Students are not permitted to bring baseballs, softballs, bats, racquets or hard rubber footballs for use during recess. Soft Nerf style footballs are permitted only for playing catch for students in 4th -6th grades.

Students are prohibited from playing:

* Games involving tackling
* Play fighting
* Skateboards
* Keep away games
* Other games determined by school staff to be unsafe

**FCPS STRATEGIC PLAN/Portrait of a Graduate**

The FCPS School Board adopted the FCPS Portrait of a Graduate in the fall of 2014, which outlines what our community believes is important for our graduates to know and be able to do when they leave FCPS. While still focusing on the academic content areas, the Portrait of a Graduate also allows FCPS to move beyond the high stakes testing environment and develop the skills in our students that employers are seeking for their workforce.

The Portrait of a Graduate will be the center of the FCPS Long-Range Strategic Plan. The four strategic goal areas are:

* Student success
* Caring culture
* Premier workforce
* Resource stewardship

Specific objectives and action steps will complete the strategic plan and will assist in aligning FCPS' work so that we are continuously improving in the years to come:

|  |  |
| --- | --- |
|  | Applies effective reading skills to acquire knowledge and broaden perspectives  Employs active listening strategies to advance understanding  Speaks in a purposeful manner to inform, influence, motivate, or entertain listeners  Incorporates effective writing skills for various purposes and audiences to convey understanding and concepts  Uses technological skills and contemporary digital tools to explore and exchange ideas |
|  | Respects divergent thinking to engage others in thoughtful discussion  Demonstrates the ability to work interdependently within a group to promote learning, increase productivity, and achieve common goals  Analyzes and constructs arguments and positions to ensure examination of a full range of viewpoints  Seeks and uses feedback from others to adapt ideas and persist in accomplishing difficult tasks |
|  | Acknowledges and understands diverse perspectives and cultures when considering local, national, and world issues  Contributes to solutions that benefit the broader community  Communicates effectively in multiple languages to make meaningful connections  Promotes environmental stewardship  Understands the foundations of our country and values our rights, privileges and responsibilities  Demonstrates empathy, compassion and respect for others  Acts responsibly and ethically to build trust and lead |
|  | Engages in problem solving, inquiry, and design of innovative solutions to overcome obstacles  to improve outcomes  Uses information in novel and creative ways to strengthen comprehension and deepen awareness  Demonstrates divergent and ingenious thought to enhance the design/build process  Expresses thought, ideas, and emotions meaningfully through the arts  Evaluates ideas and information sources for validity, relevance, and impact  Reasons through and weighs evidence to reach conclusions |
|  |  |

**SPECIALS**

Art Instruction

Louise Archer has 2 art teachers who provide art instruction to all students for one hour weekly. 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 weekly general music instruction. Children sing, listen, improvise, move to music, and play instruments. The recorder is introduced at the third grade level and continued through grade 6.

**Chorus**

Students in grades 5 and 6 participate in chorus. The fifth and sixth grade chorus each meet once a week during school hours.

**Band**

Fairfax County provides free band instruction for students in grades 5 and 6. Instruction consists of a one-hour period of class instruction per week.

**Strings**

A strings program is provided for students in grades 4, 5 and 6 who are interested in learning to play a stringed instrument. Instruction is free and consists of a one hour period of class instruction per week.

**Technology**

Louise Archer has a full time School Based Technology Specialist (SBTS). The SBTS provides site based instructional technology training and models for technology integration. The students use software programs to integrate technology in to all areas of the curriculum. The SBTS also assists with the creation of custom made templates and locating related websites to enhance specific lessons. While each classroom has student access to the Internet, security measures have been taken to prevent inappropriate exposure to material or content not approved by Fairfax County Public Schools for use in an elementary classroom. At the beginning of each school year students and parents are expected to sign and return to their classroom teachers acknowledgment of the FCPS Acceptable Use Policy.

**Physical Education**

Two physical education (P.E.) teachers serve our school and instruct students in grades K to 6 for weekly instruction. Appropriate dress for P.E. includes tennis shoes, socks and pants or shorts. (Girls who wear a dress or skirt on days 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 end of each school year parents receive a general supply list compiled by the grade level team. These supplies can be purchased online through a PTA school supplies fundraiser or by parents. School supplies can be brought to school when families come to open house.

**STUDENT CONDUCT EXPECTATIONS**

Since there will be children moving through the building going to the library, cafeteria, restrooms, breaks, etc. we want to ensure an undisturbed learning environment throughout the building. Students are expected to follow the Louise Archer Sunny Rays of Respect in all school settings. Showing respect for self, others, learning and the world are taught during class meetings and through our character education program.

The faculty and staff of Louise Archer 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 are expected to:

⬥ Come to school on time and 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 appropriate behavior in the cafeteria during lunch.

**STUDENT’S RIGHTS AND RESPONSIBILITIES (SR&R)**

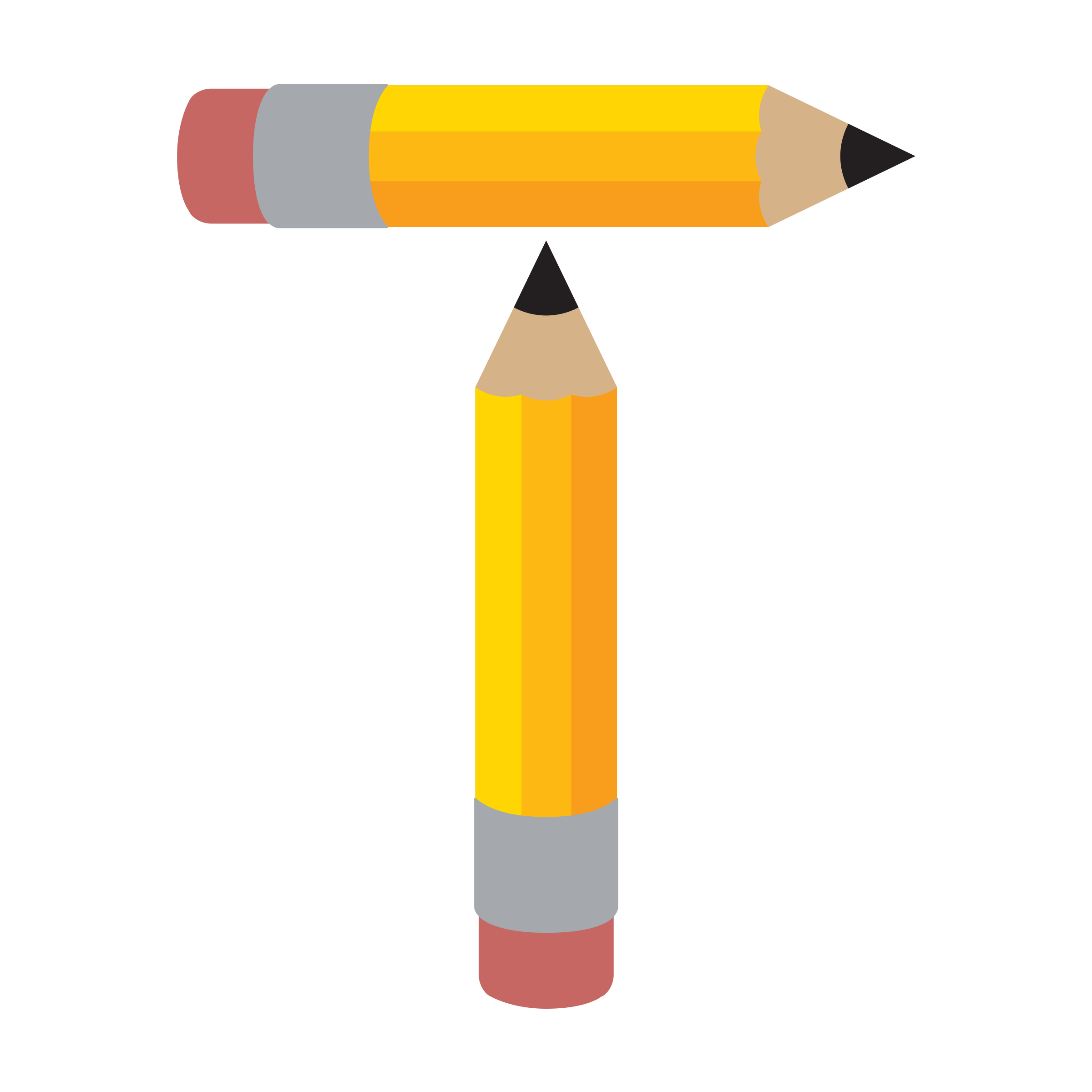
Fairfax County Public Schools Regulation 2601 establishes procedures governing the legal responsibilities and rights of students pertaining to rules of conduct and disciplinary procedures. You can access the SR&R here:

[**www.fcps.edu/srr**](http://www.fcps.edu/srr)

**STANDARD SCHOOL YEAR CALENDAR 2018-2019**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | | |
| **2019** | | | | |
| August 26 | | | School Begins | |
| August 30 and September 2 | | | Labor Day Holidays | |
| October 14 | | | Columbus Day Holiday - Student Holiday/Teacher Planning Day | |
| November 1 | | | First Quarter Ends | |
| November 4 - 5 | | | Student Holidays/Teacher Work Days | |
| November 27 - 29 | | | Thanksgiving Break | |
| December 23 – January 3 | | | Winter Break | |

|  |  |
| --- | --- |
| **2020** | |
| January 20 | Martin Luther King, Jr.'s Birthday Holiday - Student Holiday |
| January 24 | Second Quarter Ends |
| January 27-28 | Student Holidays/Teacher Work Days |
| February 17 | George Washington’s Birthday - Presidents' Day Holiday - Student Holiday |
| March 3 | Student Holiday/Teacher Work Day |
| April 3 | Third Quarter Ends |
| April 6 – 10 | Spring Break |
| April 13 | Student Holiday/Teacher Work Day |
| May 25 | Memorial Day Holiday - Student Holiday |
| June 12 | Last Day of School Students Released 3 Hours Early |

**TEXTBOOKS**

Textbooks are loaned free of charge to all students or are

available online. Books are checked at the end of the year for

damage beyond normal wear. Students are expected to pay for

lost or damaged books.

## **TELEPHONE**

Children will 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 would like our classrooms to be free of interruptions.

Children will not be allowed to call home for field trip permission slips, band instruments, etc. We must teach our students responsibility.

## **TECHNOLOGY AND PERSONAL DEVICE USE**

FCPS is committed to assisting students and staff in creating a 21st Century learning environment. With classroom teacher approval, students may use personal devices (smartphones, laptops, netbooks, tablets, etc.) to access the Internet and collaborate with other students during the school day.

FCPS is not responsible for loss or damage of students’ devices. Students must adhere to the FCPS Acceptable Use Policy for Student Network Access (page 27-30 of SR&R).

**TRANSPORTATION**

Pedestrians

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. Do not walk through neighbors’ yards. Parents will want 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. Students should not arrive at school prior to 9:00 a.m.

Student Transportation by Car

The driveway in front of the building is reserved for BUSES ONLY during student arrival and dismissal periods. Please utilize the Kiss and Ride location in the rear of the parking lot when dropping off and picking up your child. Staff members are on duty from 9:00 to 9:15 a.m. and from 4:00 to 4:10 p.m. to ensure the safety of all arriving and dismissing students.

Riding Bicycles to School

Children are allowed to ride bikes to school and park them at the bike rack on school property. Students interested in riding bikes must be “walkers”. Students who ride bicycles to school should cross streets at the direction of the crossing guard. Students should walk their bikes on school property, both morning and afternoon. Bikes should be locked securely in the bike racks by the main entrance. Students should not arrive at school prior to 9:00 a.m.

Kiss and Ride

Due to safety concerns, we ask that parents please drop off and pick up their students in the parking lot adjacent to the school playground in the rear of the building. Staff members and patrols are on duty to assist students in and out of the cars.

Please have patience while you wait in the Kiss and Ride line. Students are to be dropped off and picked up between the yellow lines in the Kiss and Ride area. Students must exit and enter from the passenger’s side of the car. Parking in the lot and walking to the Kiss and Ride area is discouraged. Please do not drive to the front entrance of the building when buses are present for loading and unloading of students. This is especially important at arrival and dismissal time.

Going Home with Friends

If your child will be going home with a friend or having a friend come home with them, a note must be brought to school by each child with parents’ permission. Both children should bring notes and send them to the office in the attendance envelopes. A permission slip will then be issued to allow a child to ride a different bus home, or in the case of walkers, to allow the child to walk home on a different route.

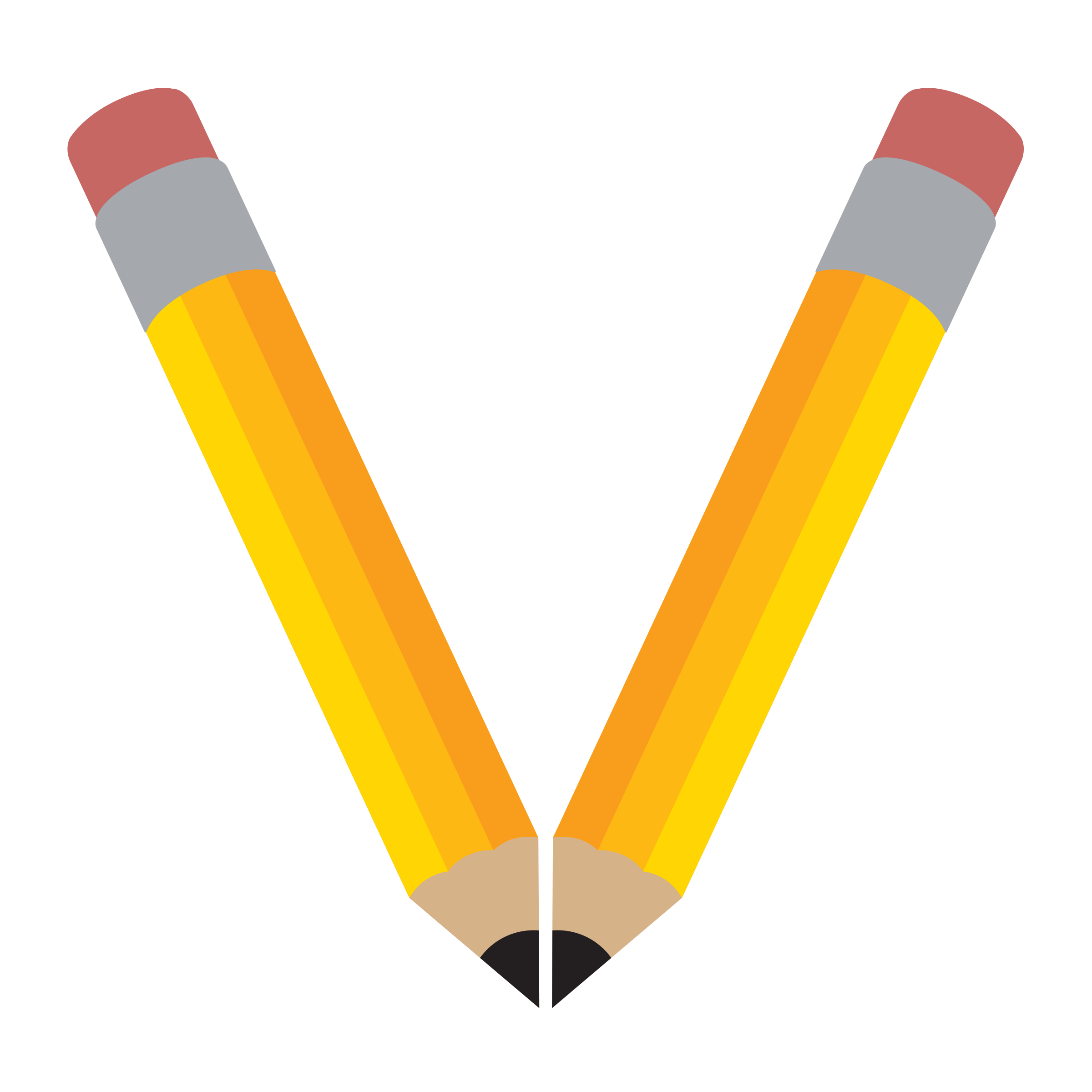
**BUS TRANSPORTATION**

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

* No animals of any kind are allowed on the bus.
* Only authorized students may ride the bus.
* Students must obey the driver promptly at all times.
* All FCPS rules apply to the bus and bus stop.
* "Standards of Conduct for Pupils Riding School Buses" is required reading for all students.
* Students must keep noise down to a conversational tone so the bus driver can hear warning sounds while driving.
* Students must board the bus quickly and be seated as soon as possible. Students are to remain seated until arrival at school or home bus stop.
* Students may not ride a bus or get off at a stop other than the one assigned without permission.

**TUESDAY FOLDERS**

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

**LOUISE ARCHER’S VISION**

At Louise Archer, we strive to empower students to access, contribute, and communicate effectively in the global community. Children will be resilient, problem solvers, opportunistic, and self-reliant with the capability to attain and apply knowledge.

We will work diligently to empower and motivate students to ultimately become confident, respectful, and responsible citizens who continue their thirst for knowledge.

**VISITORS (PARENTS, CHILDREN AND ANIMALS)**

All visitors must come to the office before going to any classroom. FCPS has a new visitor system. In order to sign in, you must bring your driver’s license with you. Younger children, friends of students, 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.

Visitor nametags, provided in the office, are to be worn by all visitors while in the building.

**VOLUNTEER ACTIVITIES**

If you have questions about Louise Archer’s volunteer program or would like to offer to help, you can visit Louise Archer’s PTA website at [www.louisearcherpta.org](http://www.louisearcherpta.org). The PTA works with the volunteer activities of the school.

Many enriching and worthwhile experiences are afforded to our children through volunteer help from parents. Parents interested in volunteering time are requested to contact the classroom teacher. By FCPS code, non-parent volunteers who work on a regular basis in the school must provide a current TB test or x-ray. Young siblings may not accompany the parent who is volunteering.