

CLERMONT SCHOOL

“WHERE EAGLES SOAR”

CLERMONT ELEMENTARY SCHOOL

5720 CLERMONT DRIVE

ALEXANDRIA, VIRGINIA 22310

<https://clermontes.fcps.edu/>

TELEPHONE: 703-921-2400

FAX: 703-921-2497

ATTENDANCE NUMBER: 703-921-2424

Office Hours: 8:00 a.m. - 4:30 p.m.

PRINCIPAL – Anne Stokowski

ASSISTANT PRINCIPAL –Linda Peace



STUDENT HANDBOOK

INTRODUCTION

The information contained in this handbook should answer many of your questions regarding school policies. Parents will receive school communication through the following formats: weekly Eaglegram, News You Choose (KIT) voice/e-mail message system, Thursday folders (grades 1-6), Daily folder (kindergarten), Teacher/class 24/7 Blackboard site, Clermont website, and FCPS website. Please look for and review all information that is sent home on a weekly basis.

Welcome to another great school year!

DAILY SCHEDULE

Grades K-6

Monday through Friday

8:45 a.m. - 3:50 p.m.

2018 – 2019 SCHOOL CALENDAR

August 28, 2017	School Begins
September 3	Labor Day - Student Holiday
September 19	Students Released 3 Hours Early
October 8	Columbus Day Holiday - Student Holiday
November 2	First Grading Period Ends
November 5 - 6	Student Holidays
November 21 - 23	Thanksgiving Break
December 14	Students Released 3 Hours Early
December 24 - January 2, 2019	Winter Break Begins
January 18	Students Released 3 Hours Early
January 21	Martin Luther King, Jr.'s Birthday Holiday
January 24	Second Grading Period Ends
January 25	Student Holiday
February 4	Student Holiday
February 18	George Washington's Birthday - Presidents' Day Holiday
March 11	Students Released 3 Hours Early

April 4	Third Grading Period Ends
April 5	Student Holiday
April 15-19	Spring Break
May 27	Memorial Day Holiday - Student Holiday
June 13	Last Day of School Students Released 3 Hours Early

ABSENCES OR TARDINESS

You can email your child's absences to our attendance mail. All absences and late arrivals should be reported by 9:05 AM each morning. Please include the reason your child will be absent @ ClermontESAttendance@fcps.edu. **CHILDREN SHOULD NOT ARRIVE PRIOR TO 8:45 a.m.** unless they are in SACC. Children should arrive in the classroom between 8:45 and 9:05 a.m. to begin their day. If they arrive at school after 9:05 a.m., students **must** report to the office before going to the classroom. Parents of students with excessive absences and/or tardies will receive notice of their child's Record of Attendance through a letter from the principal at the end of each quarter. The Standards for Accrediting Schools in Virginia, specifies that schools provide 180 days of instruction for elementary students. In accordance with FCPS School Board *Policy #2232.4, reasons for **Approved Absences** for elementary students are the same as for secondary school students. These include: illness of the student, death in the family, medical or dental appointment, observance of a religious holiday, or any reasons for which the principal considers that exemption from attendance is in the best interest of the student. **Reasons for Unexcused Absences include:*** family and/or student vacations, childcare situations, non-school related activities, missed school bus, or other reason unacceptable to the principal.

CONTACTING THE SCHOOL

Parents are asked to contact the school office each morning a child is absent or late. A message can be left on the **"attendance line"** by calling **703-921-2424**. Please call before 9:05 a.m.

REQUESTING HOMEWORK

If your child is absent from school due to illness one or two days, it is important that he or she rest and recuperate. When your child returns to school, the teachers will help the student to catch up on their assignments. **If your child is absent for more than three days in a row, it is advised that you request homework from the teacher.** Please observe the following guidelines when requesting work:

- Wait until your child is absent for the third day to request work.
- Requested assignments will be ready within 24 hours of your request.
- Pick up requested assignments from the main office before 4:00 P.M.
- Do not request assignments prior to taking your child out of school for a family trip or vacation. Your child's teacher will give your child the makeup work when they return. ***Vacations planned on school time are considered unexcused absences and should be avoided due to a loss of instructional time.***

If you have computer access you can use your child's log-in on the 24/7 Blackboard site to access homework and other information. This is a very convenient way for your child to keep up until he or she returns to school.

ANIMALS

Animals are not permitted in school or on school grounds without permission from the Principal. If you are a dog owner, make sure the dog does not follow your children to school. This creates a disturbance and can endanger the safety of other students. If a dog does come on the school grounds and the owner cannot be notified, we are obliged to call FCPS Animal Control. According to county regulations, *parents and other community residents are requested NOT to walk animals on school property.*

BICYCLE RIDERS

Due to heavy traffic congestion in the vicinity of the school immediately before and after school hours, children are **NOT PERMITTED TO RIDE BICYCLES**. This decision was made upon consult with the police department. This decision was made to ensure student safety.

CAFETERIA

A school menu calendar goes out at the start of the school year. Lunch card accounts are set-up for all students when they enter Clermont through food services. Parents who wish to use a lunch card account can put money on them by visiting in the cafeteria before school or online by using www.MySchoolBucks.com. The cost of a student lunch is **\$3.25 a day or \$16.25 a week**.

HEALTH ROOM

Health services are provided to elementary schools by the Fairfax County Health Dept. through the Health Aide Program. Health Aides are employed and trained by the Fairfax County Health Dept. and are assigned to schools for seven hours a day. **They are not nurses!** They do work under the supervision of a public health nurse. Health Aides are trained to administer emergency first aid, conduct health screenings, maintain a school health room and maintain records for the Health Department.

When children are sick, parents will be called and asked to pick them up. If a parent cannot be reached, the names of contacts listed on the Emergency Care Card will be called. **Please keep Emergency Care Card information updated.** We do not have facilities or personnel to care for sick children at school, so picking up your child promptly is greatly appreciated and it will reduce chances of spreading germs.

Medication

*Children are not permitted to carry any type of medication to school with the exception of cough drops or lozenges which do not need a medical form. Students can self-administer medication such as inhalers and epipens as long as a doctor has filled out a medical form stating that the child has received the appropriate training to self-administer. For medication to be administered in the school Health Room the following is required: **The parent brings the medication to the health room in a bottle labeled and dated by the pharmacist as ordered by the physician.** These medication form orders must include name of medication, dosage at school, time to be dispensed at school, duration of order, symptoms or condition for which medicine is ordered, physician's signature and phone number, and the date. *Over-the-counter pain medications such as Motrin, Tylenol, Advil, etc., in their original containers, may be kept in the clinic during the year, provided that there is a parent signature on the appropriate medication form. All other over-the-counter medications may be given for 10 days ONLY with a signed form on file.* Please call the Health Room at 703-921-2410 to make proper arrangements. Medication forms can be picked up in the health room or online at the FCPS website.*

EMERGENCY CARE CARD

- PLEASE READ CAREFULLY -

The main purpose of the Emergency Care Card is to help us locate a parent in the event of illness or emergency involving a child. It is essential that we be able to locate parents at any time during the school day. Please include all work, home and cell phone numbers AND E-MAIL ADDRESSES on this card. Hospitals and private doctors will not give emergency medication or treatment unless a parent or guardian is present. List phone numbers of neighbors who will know where you are for emergency calls and who may pick up your child when he or she feels ill and you are not at home. In the event that daily routines change (that you are not in your normal workplace), please call and give the school secretary a number where you can be reached that day. **Please list on the emergency card any allergies or serious medical problems of which the school should be apprised.** Emergency Care Cards can be updated at any time by logging into FCPS 24-7, Parent View at www.fcps.edu.

***Please notify the school as soon as possible when your phone number has changed.**

Positive School Behavior through our C.A.R.E./PBA PROGRAM

At Clermont, we encourage children to develop and exercise self-control during all activities in a positive and caring environment. Our **C.A.R.E. Character Ed Program** emphasizes Clermont's 4 core values: **COOPERATION, ACCEPTANCE, RESPONSIBILITY** and **EFFORT**. Positive school behavior is manifested in the manner in which children pursue their daily tasks. The school and home are partners in encouraging students to work toward higher levels of self-discipline. When positive behaviors in the school setting are not used successfully by students, the student participates in a series of leveled consequences that originates with the teacher. If the student persists with the unacceptable school behavior, then he/she is sent to an administrator for counseling. The administrator has the authority and responsibility to maintain a positive learning environment for all students. To do this fairly they apply the county and state regulations for behavior found in the **FCPS Student Rights and Responsibilities Handbook**, which is sent home the first week of school.

DRESS CODE

We are interested in student dress only as it affects the school environment, which supports learning and the development of wholesome attitudes. Children behave better and are more attentive to their schoolwork when they dress appropriately for school. Youngsters want to experiment with a variety of styles of dress and hair, so, **we urge parents and teachers to work together to help children learn to make appropriate clothing selections for a given place or event.** All students need to wear shoes or sneakers at school, NO FLIP FLOPS. Please refer to **the FCPS Dress Code** established by our school board on-line at <http://www.fcps.edu/dss/ips/ssaw/SRR/index.shtml>. **Rubber-soled shoes (sneakers) are required in the gym at all times.** Clothing not allowed at Clermont: T-shirts with language that is vulgar, discriminatory, or promotes illegal or violent conduct, halter tops, tube tops, tops with thin or spaghetti straps, backless blouses or blouses with only ties in the back, shorts/skirts that are shorter than fingertips when arms are held straight down, hats or hoods worn in school (unless for medical religious reasons).

EMERGENCY MESSAGES

FCPS wants to keep you well informed. When we experience a critical situation such as: weather related changes, schedule changes, bus delays, community incidents that affect our students and their families; **Fairfax County**

Public Schools use five different communication systems to reach parents with accurate and timely information. These systems are:

Radio and TV

When appropriate, FCPS will notify all radio and television stations in the Washington, DC Metropolitan area to encourage the publication of emergency information through media channels.

The Internet - www.fcps.edu

In an emergency, the words Emergency Announcement appear in red at the top of the home page. Click on those words to see the latest announcements and schedule changes as well as messages from the Superintendent, and links to helpful parent resources.

Keep in Touch (KIT) E-mail/Voice Message System

When you provide us with your email address on your child's emergency care card you are automatically signed up for all school KIT messages.

Red Apple 21

Emergency messages are scrolled across the screen on the school division's cable channel 21. (Only available to Cox Cable customers.)

EMERGENCY CLOSING OF SCHOOL

PLEASE **DO NOT TELEPHONE THE SCHOOL**. DURING EMERGENCIES, instead, use your computer or smartphone to check **Keep In Touch (KIT)** or turn on the TV to **Red Apple 21** to get up to date information.

EMERGENCY PLANNING:

Should schools unexpectedly close early, your child will need to know what to do if they arrive home and you are not there. Consider giving them contact phone numbers for you, reliable family members, and/or neighbors so they can check in once they arrive home.

WHEN SCHOOLS ARE CLOSED FOR THE DAY, all extracurricular activities, interscholastic contests, field trips, and non-school activities in school buildings are canceled.

IF SCHOOLS OPEN TWO HOURS LATE our start and ending times are **10:45 am - 3:50 pm**.

IF SCHOOLS CLOSE TWO HOURS EARLY our start and ending times are **8:45 am - 1:50 pm**.

FIELD TRIPS

The school and the PTA may raise funds through a variety of fundraising activities that enable our children to go on special field trips. Field trips are taken to support grade level instruction once or twice a year. Students must bring in a completed permission slip in order to attend a field trip. **In the event of a delayed opening, field trips are automatically canceled.**

HOMEWORK

Homework is assigned in grades 1-6, with the amount of homework increasing as the child advances through the grade levels. Kindergarten students will receive little if any homework. Reading to a kindergarten child daily is essential. Students in grades 1-6 will post homework in their planners each day. Primary grades might receive homework that takes about 30 minutes daily to complete (weekdays only). Grades 4-6 might have daily homework assignments that take about one hour to complete. Contact your child's teacher if an excessive amount of time is

being spent on homework or if you are unclear about assignments. Please stress the importance of using the homework planner to help your child successfully organize his or her homework assignments.

KISS 'N RIDE

Please drop off and pick up students at the designated **Kiss 'N Ride area in the parking lot** before and after school. The **Kiss 'N Ride speed limit is 15 mph**. In order to ensure the safety of our students on the roadways in and around the school, drivers need to remain in the kiss & ride line at all times and must adhere to traffic rules and regulations. **To ensure the safety of our students, parents should expect that students exit from the passenger doors onto the sidewalk.** Staff will assist as needed, parents should remain in vehicles. All parents/drivers need to exhibit courteous driver behaviors while driving on school grounds. Traffic violations and unsafe driving practices on school grounds will be reported to the Fairfax County Police Department.

LOST AND FOUND

Unidentified clothing and items that are found will either be in the main office or placed outside the main office in a plastic bin labeled LOST & FOUND. **All clothing items that your child could remove during the day should be labeled with your child's name.** Unclaimed articles are donated to local charities.

MONEY

When money is sent to school with a student, please enclose it in a sealed envelope labeled with your child's name, classroom number and teacher's name. **Children should not bring extra money to school.**

PARENT VOLUNTEERS

Volunteers provide many enriching and worthwhile experiences for our students. Contact our PTA or your child's classroom teacher to become a parent volunteer. Please NOTE: **All volunteers must have a current TB test or x-ray and must attend a volunteer in-service.**

PTA

The PTA actively supports the school through many activities. Each parent can find many ways to contribute to our school, whether it is for one special activity or on a regular basis. Please join our PTA and plan to attend monthly meetings. Check out the PTA website at <http://www.clermontpta.org>.

PARTY INVITATIONS

If you are planning to pass out party invitations at school, please ensure that every child in the class gets an invitation.

RELEASE OF PUPILS

Standard guidelines need to be followed to assure the safety of children who are being released during the day. Please follow these guidelines: (1) **Written parental permission must be sent to the office stating the requested time of release.** Parents should warn children never to ride home after school with a stranger who may claim that he or she was sent by the parent. (2) **The parent** (or other adult named in the note) **should come to the office, show an ID, and sign out the child.** (3) **Children will remain in the classroom until the parent has arrived and is called for by the school secretary.** (4) **Children may not leave the building during the day unless accompanied by an adult.** (5) **Parents are requested to note on the emergency care card the name of other persons who are authorized to pick up their child from school.** (6) **Children going home with other children for a special occasion must have notes from their parent and the parent who is expecting them. Permission must be received from both sets of parents before the school will recognize and authorize the change.** (7) **Parent requests to change afternoon pickups will be accepted if they are made before before 3:00 pm.** REMINDER: Please ***notify the school as soon as possible when your phone numbers have changed.***

TELEPHONE

Children will not be allowed to make telephone calls, either on personal cell phones or school phones, during the school day unless asked to do so by a teacher or administrator. The Health Room Aide or secretary will contact a parent/guardian in case of an illness or emergency.

REPORTING STUDENT PROGRESS

Interim reports will be sent home at the 4th week of each new quarter. **PROGRESS REPORTS** are sent home every nine weeks, approximately one week after the end of each marking period. The progress report identifies the pupil's strengths and weaknesses as assessed by tests, quizzes, projects, class work, effort, etc. *Kindergarten students do not receive a 1st quarter Interim or Progress Reports.* **Parent/Teacher conferences are required and are scheduled for all students at the end of the first grading period.** Additional conferences are encouraged and may be requested by the parent or teacher. Student work folders and notices are sent home in their **"Thursday folder."** Kindergarten teachers send work and important messages home in a **"Daily Folder."**

TEXTBOOKS AND SUPPLIES

Students are responsible for lost/damaged materials. It is necessary to require payment for items that are lost or damaged through negligence or abuse. Likewise, should a planner be lost, a new planner must be purchased for \$5.00.

BUS TRANSPORTATION

Bus transportation in Fairfax County is a privilege! School bus riders are required to observe rules of SAFETY and GOOD CITIZENSHIP while on a bus and while waiting at a designated bus stop. ALL parents & students receive a copy of Regulations for Pupils Riding School Buses in their welcome folder. All parents should review this information with children and return the signed portion to school. Parents will be responsible for the transportation of a pupil who loses school bus privileges due to poor or unsafe behavior. ***Kindergarteners must be met by a parent/guardian or sibling that is in grade 7 or above at the P.M. bus stop. If a parent/guardian or sibling (grade 7 or above) is not at the stop to receive a student, the student will be returned to the school.***

WALKERS

Patrols are stationed at hazardous intersections for the safety of our children. **Walkers are asked to walk only on sidewalks (or sidewalk right-of-ways) and to cross only at intersections.** Students are encouraged to be timely in their arrivals and departures from school, as they are not permitted to walk home alone once patrols have left their posts. **All students are to go directly home after school.** **Parents are reminded to please talk to their child about NOT accepting rides with strangers. Remind them to refrain from speaking to strangers!**

CAR RIDERS

Parents should NOT use the driveway in front of the school immediately before and after school hours. This area is kept clear for buses. Students must be picked up and discharged in the "Kiss 'N Ride" area of the parking lot.

VISITORS

Security is an essential part of student safety. **All visitors, including parent volunteers are required by the FCPS School Board to report to the main office to sign in the date and time of their arrival and departure.** At Clermont, we use the Student Management System to generate visitor badges and log visitor arrivals and departures. Visitors who are not wearing an approved ID badge will be considered "trespassers" as per FCPS School Board Policy #1360.2. The doors throughout the building will be locked. The building is facilitated by a keyless entry system monitored by the office staff. Those enrolled in SACC should use the buzzer designated SACC.

The Clermont school team thanks you ahead of time for working with us as we work to keep your children safe during the school day.

August 6, 2018