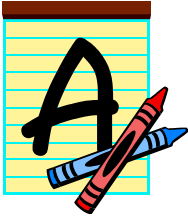


LOUISE ARCHER ELEMENTARY PARENT HANDBOOK

2011 - 2012





SCHOOL ADDRESS

Louise Archer Elementary School
324 Nutley St. NW
Vienna, VA 22180
703.937.6200
Website: 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. Per School Board Regulation 2234, each child who has been absent from school for any reason other than school business shall, upon return or certainly by the day after return, present to the teacher a note from parent/guardian, which sets forth the reason(s) for the absence.

Attendance

Telephone Number: (703) 937-6262

Release of Pupils

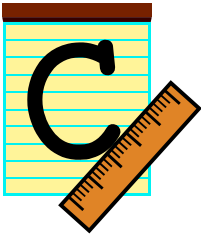
If a student needs to leave school during the day for a doctor's appointment, etc., please send a note to the teacher in the morning. When you arrive at school to pick up your child, please come to the office where the child will be called from the classroom. All children must be signed out in the office. We will not release a pupil to anyone except a parent 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 CARD.

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 must make a written request for a prearranged absence. This should be done at least two school days in advance by submitting a note to the Attendance Secretary. 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 to the cafeteria to put money on their student's card. Students' cards will be kept in the cafeteria and filed under teacher's name. 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 \$1.50, adult breakfasts are \$1.95. Student lunches are \$2.65, adult lunches are \$3.65. 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.

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.

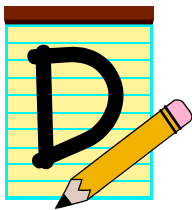
No medication should be sent to school with a child. The parent or guardian must bring the medication to the school in person and sign the required consent form. The school is not permitted to administer medication to a child without a signed Medication Authorization Form. These forms are available on 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	9:15 a.m. - 1:25 p.m.
Tuesdays - Fridays	9:15 a.m. - 3:55 p.m.

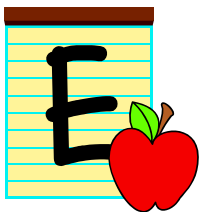
DRESS CODE

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 the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is

prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff or undergarments, or that is otherwise sexually provocative is prohibited. Hats are not permitted in school and should be removed when entering the building. Students are encouraged to not wear open toed sandals or flip flops, as this often results in skinned toes and broken nails. Wearing makeup at school is not permitted unless its application is part of a planned activity.

Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

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.



EMERGENCY CARE CARDS

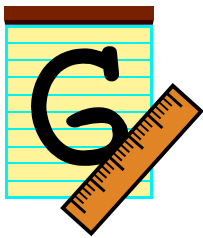
Emergency care cards are urgently needed when a child becomes ill or is injured at school. Please provide the school with accurate emergency information and report changes promptly. Correct home and work telephone numbers are essential. The main purpose of this card is to help us locate a parent or guardian 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.

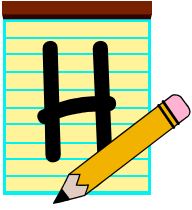
Bus drills are conducted each semester to teach safety rules to bus riders.



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.

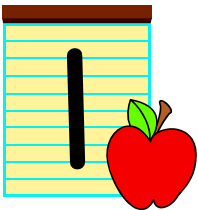


HOMEWORK

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.



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, writing, 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.

At the end of the day, our entire school participates in Sustained Silent Reading (SSR). This lasts from 3:30 – 3:50, Tuesday through Friday. This is an uninterrupted time, so the office will not be calling down to classrooms during this time. Please make arrangements to arrive before or after this timeframe if you need to pick up a child for dismissal.

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 web site (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 is 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 cable Channel 21, or call the FCPS hot line at 1.800.839.3277. Announcements are also posted on the FCPS website at www.fcps.edu and will also be sent via Keep In Touch email message.

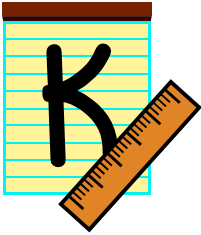
When schools are closed for the day, the following will apply: All extracurricular activities, interscholastic contests, team practices, field trips, and non-school activities in school buildings will be cancelled. (Exceptions must be approved by an area superintendent.) Adult evening classes, community-use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

When schools are opened either one or two hours late, the following will apply: If it is on Monday, elementary schools (which usually close early on Mondays) will close at their usual Tuesday-through-Friday time. Extended day care and school-age childcare centers will be open by 8 a.m. when possible. 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 a.m.

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

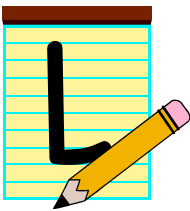
When schools are closed one hour early, the following will also apply: If it is on Mondays, elementary schools will close one hour earlier than their usual Tuesday-through-Friday time.

When schools are closed two hours early, the following will also apply: If it is on Monday, elementary schools will close two or more hours earlier than the usual Tuesday-through-Friday schedule.



“KEEP IN TOUCH” PROGRAM

Parents and interested community members may receive emergency messages from the school division by e-mail through the FCPS Keep In Touch program. Also, through Keep In Touch, you will receive email messages from the principal. To register, go to www.fcps.edu or www.fcps.edu/LouiseArcherES and click on the yellow button that says "[Keep In Touch](#)."



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.

Lunch cards may be purchased in the cafeteria before school. The cafeteria manager holds the cards (grades K-3) and pin numbers to prevent them from being lost. To encourage good manners and to ensure a pleasant atmosphere for eating, students are expected to follow cafeteria rules.

Parents may prepay for lunches in any amount they choose. When funds in the account get low, the cafeteria personnel will give your student a sticker indicating that the account is low.

2011-12 Prices	Students
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Elementary Lunches	\$2.65
Middle and High Students	\$2.75

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.myLunchMoney.com. The service is easy to use, convenient, private, and secure. There is a convenience fee of \$1.95 per transaction. Once the account is open, parents may check the fund at any time from computer or phone.
- **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, more than anything, that makes the occasion special for your child

LOST AND FOUND

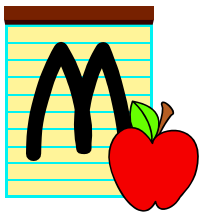
Unidentified articles found in the school are turned in and placed in the back hallway behind the cafeteria. Please check if an article is lost. Eyeglasses, jewelry, and other small things, are generally kept in the office, so please ask

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 on the table in the alcove near the cafeteria and lunches on the designated table in the cafeteria. Students are expected to check that table 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?

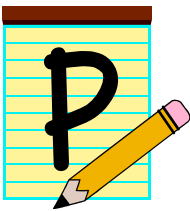
Please notify the main office in writing if you plan to move out of the Louise Archer Elementary School attendance area during the year. Such notice should be given a week before the student's last day and should indicate where the student will be re-registered in school. If you are moving within the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



PUPIL BEHAVIORAL EXPECTATIONS

Since there will be children moving through the building for much of the time to the library, cafeteria, restrooms, breaks, etc. we want to insure an undisturbed learning situation 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.

PARKING

Visitors' 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.

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 MP3

players, iTouches, dolls, toys, etc. In addition, footballs, baseballs, softballs, and wood or metal bats are not allowed.

PROGRESS REPORTS

Progress reports are sent home every nine weeks. They are the teacher's way of letting students and parents know the degree to which students have mastered certain academic and social skills.

Symbols used on the report cards:

A	Excellent Achievement
B	Above Average Achievement
C	Average Achievement
D	Below Average Achievement
G	Good
O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

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.

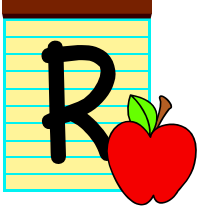
The National PTA has a three-fold mission:

- 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.

FCPS 24-7 Learning Parent View Account

Parents have the opportunity to create an FCPS 24-7 Learning account of their own. The parent's access into FCPS 24-7 Learning is called Parent View. The Parent View account gives parents the opportunity to view all of their children's homework and other assignments online. Parent accounts will also give parents access to other important features like weCare@schools. weCare@schools is the online system that allows parents to submit emergency care information for their children online.

To get your own FCPS 24-7 Learning Parent View account, please review carefully and follow these steps:

1. Online Registration (at home/library/other are providing internet access and computers)

Using your Internet browser, go to <http://fcps.blackboard.com>

- Log on using username: *parentreg* and password: *newuser*
- Under the Parent Portal Registration heading, click on **Click here**.

- Fill out the online form and follow the prompts.
- Please refer to the letter sent home with your child's student id number. This number can also be found on your child's report card.
- At the end of the process, print or write down the unique registration key you are given.

2. Onsite Verification (at one of the schools where you have a child registered)

- Bring a photo ID and the unique registration key to the front office of your child's school.
Do not send this with your child. You must do this in person. You may go to any of the schools where you have a child enrolled. For example, if you have a student at Louise Archer Elementary and at Thoreau, you may choose to go to either school to verify your account. You do not have to go to both.
- The school will give you your FCPS 24-7 Learning Parent View username for your new account. Your password will be emailed to you.

3. Log in to FCPS 24-7 Learning Parent View Portal on your computer

- Using your new username and password, you can log in to the FCPS 24-7 Learning Parent View and have access to all of your children's accounts.

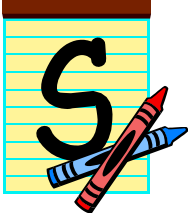
If you need assistance at any time during this process contact FCPS 24-7 Help Desk at 1-866-434-8880.

Recess

Students will have recess for 20 minutes daily. The Louise Archer's 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



SSR TIME (Sustained Silent Reading)

In effort to reinforce reading strategies, encourage reading independence, and build independent reading students' stamina, SSR time is scheduled Tuesday-Friday from 3:30-3:50. During this time, calls to the classroom are prohibited. If a message needs to be sent to your child's classroom or if your child needs to be picked up earlier, please do so before 3:30PM.

FCPS STRATEGIC GOVERNANCES

Fairfax County Public Schools has three student achievement goals:

Goal 1: Academics

All students will obtain, understand, analyze, communicate, and apply knowledge and skills to achieve success in school and in life. Academic progress in the core disciplines will be measured to ensure that all students, regardless of race, poverty, language or disability, will graduate with the knowledge and skills necessary for college and/or employment, effectively eliminating achievement gaps.

Goal 2: Essential Life Skills

All students will demonstrate the aptitude, attitude, and skills to lead responsible, fulfilling, and respectful lives.

Goal 3: Responsibility to the Community

All students will understand and model the important attributes that people must have to contribute to an effective and productive community and the common good of all.

SPECIALS

Art Instruction

Louise Archer has 2 art teachers who provide art instruction to all students. 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 two general music instructional classes weekly. Children sing, listen, improvise, move to music, and play instruments. The recorder is introduced at the third or fourth grade level and is continued in 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 one 45-minute 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 one 45-minute 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.

Physical Education

Two physical education (P.E.) teachers serve our school and instruct students in grades K to 6 for two classes per week. 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 fund raiser or by parents. School supplies can be brought to school when families come to open house.

STUDENT CONDUCT EXPECTATIONS

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:

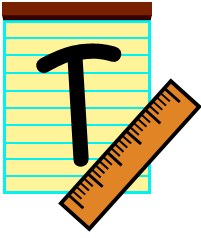
- ◆ Come to school on time and ready to learn with appropriate materials.
- ◆ Respect school property and the property of others.
- ◆ Respect each student's right to be safe in school.
- ◆ Walk in the halls and common areas.
- ◆ Treat other people the way they would like to be treated.
- ◆ Use appropriate language in classrooms, halls, and common areas.
- ◆ Respect the learning and teaching environment.
- ◆ Use restaurant style 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.

STANDARD SCHOOL YEAR CALENDAR 2011 - 2012

September 6, 2011	School Begins
October 10	Columbus Day Holiday
November 4	First Grading Period Ends
November 7 – 8	Student Holidays
November 23	Students Released Two Hours Early
November 24 - 25	Thanksgiving Holidays
December 23 - January 2, 2011	Winter Break
January 16	Martin Luther King Jr.'s Birthday Holiday
January 22	Second Grading Period Ends
January 30	Student Holiday
January 31	Student Holiday
February 20	George Washington's Birthday/President's Day Holiday
March 30	Third Grading Period Ends
April 2 - 6	Spring Break
April 9	Student Holiday
May 28	Memorial Day Holiday
June 14	Graduation On or After This Date
June 19	Last Day of School



TEXTBOOKS

Textbooks are loaned free of charge to all students. 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.

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.

Pupil 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. Two staff members are on duty from 9:00 to 9:15 a.m. to ensure the safety of all arriving students.

Riding Bicycles to School

Children in 5th or 6th grade, after approval from parents and the school administrators 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” and need to pick up a bike riding permission form and regulation packet from the front office. Student requests must be examined and approved by the principal or assistant principal prior to a student being allowed to ride a bike. 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. Two staff members are on duty there 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 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. Younger children, friends of pupils, 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 phone Louise Archer's Volunteer Coordinator. The Volunteer Coordinator is a PTA board member who helps with the volunteer activities of the school and the PTA.

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, 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.