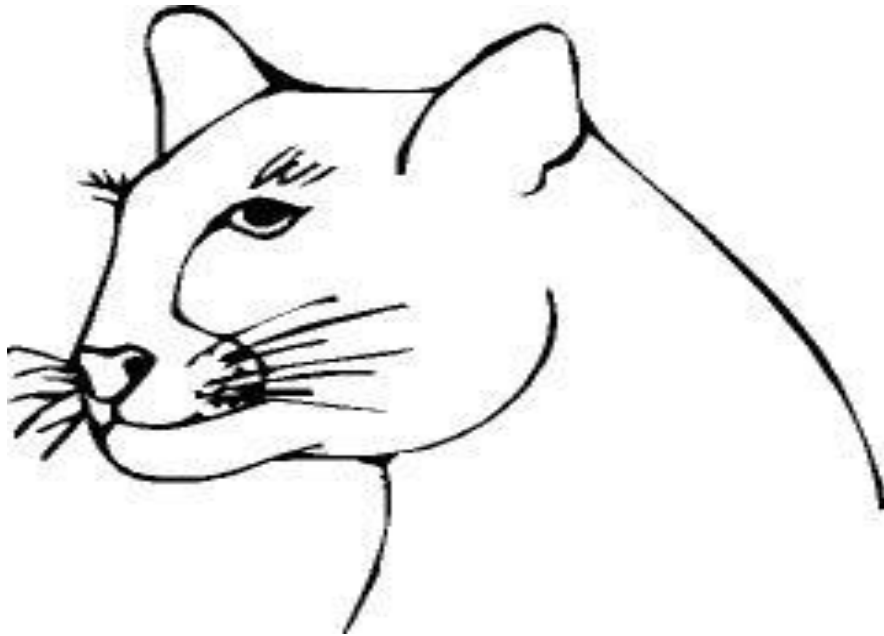


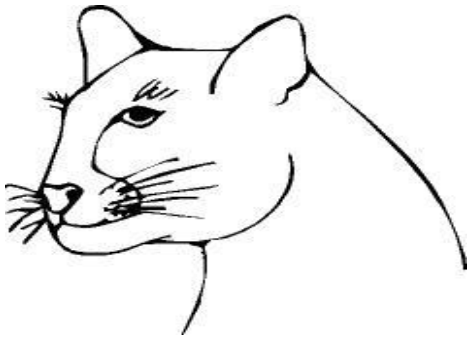
*COUNTRYSIDE ELEMENTARY
SCHOOL*

STUDENT / PARENT HANDBOOK

2011-2012



*CELEBRATING EVERY
STUDENT*



Welcome

Dear Students and Parents:

Welcome to Countryside Elementary School, the home of the Cougars, where we “Celebrate Every Student.” We are excited to have you and your children as members of our school community. Our very skilled staff is dedicated to provide positive educational experiences in a safe and nurturing environment. We invite you to visit our school and become involved in school activities. Creating a partnership between parents and staff that will focus on providing successful educational programs for all students is a goal that I am sure we all share. Our staff is committed to work with all of you to make a difference in the lives of each student who walks through our doors.

On the following pages you will find procedures needed to ensure an environment that is safe and conducive to learning. Please read through the Handbook with your child and if you have any questions about the information, do not hesitate to contact the school.

Please feel free to contact me either by phone or through email (richard.rudnick@lcps.org). I will make every attempt to return your call and/or email within 24 hours.

I wish everyone a wonderful and safe school year.

Sincerely,

Richard Rudnick
Principal

PARENT/TEACHER HANDBOOK

Please consider the following suggestions as ways to assist your child at home to ensure a meaningful school experience. In this way students know that school activities are supported at home and that we all are working together for student success.

You can help us in several ways:

1. Be supportive of your child's efforts.
2. Call your child's teacher with questions first, rather than the parents of other students. Be a positive part of the Countryside team!
3. Find a place in your home for your child to keep school materials, along with a quiet place in which to work and study.
4. Write your child's name on his/her backpack, lunch box, clothing, and other belongings.
5. Teach your child to accept responsibility for his/her actions and to respect the rights and belongings of others.
6. Be supportive of the school's programs and of the efforts of the Parent Teacher Association.

Additionally, be certain your child knows the following vital pieces of information:

1. His/her full name
2. Address
3. Home telephone number
4. Full name of mother and father
5. How to get to school
6. How to get home from school
7. Full name and phone number of child care provider
8. Emergency plan for early dismissal or closing of school

PHILOSOPHY AND MISSION STATEMENT

Countryside Elementary School is a safe and nurturing learning community. By celebrating all students, we will help each student build the necessary foundation to achieve social, emotional, and academic growth. Our children will become successful and responsible contributors to our diverse and changing world.

To accomplish our goal we will provide a positive and challenging environment in which students will:

- Learn, reflect, question, and work to make the world a better place
- Become lifelong learners by participating in a positive and challenging environment that encompasses authentic and collaborative learning
- Achieve maximum potential by experiencing success every day
- Respect each other through cooperation, compassion, tolerance, and integrity
- Thrive in a partnership among students, staff, parents and community
- Have their individuality, diversity, and unique learning style be considered at all times
- Use critical thinking, creativity, decision and risk taking techniques on a daily basis

This philosophy will create a learning community that respects individuality and celebrates each student's unique contribution to our global society.

SCHOOL HOURS

7:30 a.m. First Bell
7:50 a.m. Tardy Bell
10:50 a.m. AM Kindergarten Dismissal
11:35 a.m. PM Kindergarten Arrival
2:35 p.m. Dismissal

AM Arrival - Students are dropped off in the Kiss and Go area. Please pull all the way up to the crosswalk and have your child ready to get out of the car when you arrive to help keep the flow of traffic moving. For safety reasons do not go around a car in the Kiss and Go line. Students should only get out of their vehicle on the passenger side. At dismissal, car riders will be dismissed after the school buses leave the school grounds.

ATTENDANCE

Whenever a student is absent from school, documentation is required to verify the reason for the absence. Parents are required to notify the school as to the reason for the absence. This may be done through the school's Absentee Phone-in-line, 571-434-3251 or email CTYabsentee@lcps.org. Any absence not confirmed by the parent will be considered unexcused. If the parent has not called the school to verify the absence, the school will make a reasonable effort to call the parent to verify the day's absence. Upon the student's return to school, a written explanation from a parent or guardian is required for each absence. The note should include: date(s) of the absence, reason for the absence, and signature of the parent/guardian.

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

If a student is absent for more than 10 days or 10% of the total number of days membership, whichever is determined appropriate by the principal, the school will send a letter to the parents requiring a physician's note for all further absences. At the principal's discretion, contact may be made sooner or waived due to extenuating circumstances.

At the point at which a student accumulates 5 unexcused absences, a referral will be made to the Attendance Officer.

ABSENCES

A written excuse for all absences is required. The written excuse should include:

1. Dates of absence
2. Reason for absence
3. Parent's signature

The absence is presented to the classroom teacher who will keep it with other student records. Excuses are kept on file for the school year. Parents will be called about absenteeism that has not been explained. After five absences, the school's attendance office will conduct a review.

Reasonable make-up work is required of students who are absent. Arrangements for making up work are made with the classroom teacher.

ABSENTEE CALL-IN PROGRAM

A telephone check for all children reported absent each morning will be made from the school office. This telephone check is required by state law to help insure the safety of children on their way to school.

Parents/Guardians are asked to call the absentee call-in number, 571-434-3251, by 8:30 a.m. each day that a child is absent. A school secretary will then call the parents of all children whose absence has not been accounted for.

AFTER SCHOOL ACTIVITIES

No teacher is authorized to keep any student after school hours unless parents have been notified beforehand. Thus, students are required to have a permission slip from a parent when engaged in after-school activities. Parents will have to provide transportation.

AFTER-SCHOOL CARE

Loudoun County Parks and Recreation Department runs an after-school program for students in grades 1-5 on regular school days. The program is not held on school holidays, snow days or early dismissal days. For information call Parks and Recreation at (703) 777-0357.

ARRIVAL OF STUDENTS

Students are not to arrive before 7:30 a.m. Teacher contracts specify a beginning time of 7:30 a.m., and supervision of students arriving before that time cannot be assured.

ARTICLES BROUGHT TO SCHOOL

Students may bring articles for sharing that are of interest and related to the curriculum. Extremely valuable articles (CD players, tape players, radios, laser pointers, and other electronic devices) and those items creating a danger to others (knives, guns of any kind, slingshots, and matches) should never be brought to school. Parents should make themselves aware of the School Board Policy regarding weapons in school. Toys, including any type of trading cards and toy weapons should not be brought to school. Live animals may be brought only with the permission of the principal.

Students are prohibited from operating cell phones, beepers, or other personal communication devices while on the grounds of our school.

BIRTHDAYS

In an effort to keep all children safe and healthy, Loudoun County Public Schools has produced guidelines that do not allow any food to be brought in for a child's birthday. Additionally, non-food gifts of any kind, to include pencils, stickers, balloons, floral arrangements, etc. should not be brought to school for a child's birthday. Each child will continue to have his/her name announced on the Morning News Show, come to our office where we will sing our very special Countryside birthday song, get a birthday pencil from the office and a book that has been purchased by our PTA. We recognize that this is a significant change, but please realize that it is for the safety of all students. Your cooperation in following the new LCPS guideline is appreciated.

We ask your help in seeing that class time is reserved for instruction and in avoiding hurt feelings of our students by insisting that invitations for birthday parties, etc., not be brought to school for distribution. Please make arrangements for these events outside of school.

BOOK CLUBS

In order for your child to purchase books at a reasonable cost for your child's personal library, some classes participate in commercial book clubs. Your participation in these clubs is optional.

Established authors of children's literature write the books selected by the commercial book clubs. From time to time, however, students have purchased books that have contained language that parents found objectionable. Therefore, it is important for you to assist your child in the selection of books if you choose to participate. As you assist your child in the selection of books, please pay careful attention to the description of the books in the designated age or grade level.

BUS

Bus routes and stops are planned and established by the LCPS Department of Transportation. Students are expected to maintain appropriate behavior while riding on their school bus. Riding the bus is a privilege that can be revoked due to improper behavior. All students receive appropriate instruction in bus safety rules during the first week of school. In order for a child to ride a different bus home, the office must receive written permission signed by the parent. The office will then issue a bus pass. Students should be at their bus stop at least 5 but not more than 10 minutes before their designated time.

No wild animals, pets, or other living creatures can be carried on the school bus. Balloons, glass bottles, or jars, sticks, weapons, balls, bats, or large projects constitute safety hazards and are not permitted on the bus.

CAFETERIA

Students may purchase breakfast for \$2.00 and/or lunch with a choice of entrees for \$ 3.00. If you qualify for reduced breakfast and lunch costs, you will pay \$.30 for breakfast and \$.40 for lunch. Students who eat breakfast in school will need to arrive by 7:40 a.m. Our buses will arrive by that time. If your child is tardy, he/she will not have time to purchase breakfast in school, and therefore will need to eat breakfast at home. Adult lunches are \$4.00. Students may purchase milk and frozen juice pops. Please check LCPS website for prices of these items

An open invitation is extended to families to join their children for lunch. To ensure a lunch will be available for you, we ask that you notify us of your choice for lunch by 9:00 a.m.

Lunches can be purchased daily, weekly, or monthly in the cafeteria before the beginning of each school day. Money can be placed on account for lunch only, milk, ala carte items or a combination of each. Checks for lunch tickets should be made out to The County of Loudoun. The Food Service Department of Loudoun County Public Schools is pleased to announce that we team with Café Prepay to provide this service for you via the Internet. You can access the web page at <http://www.pay4lunch.com/>. Ice cream products are served during the last ten minutes of the lunch period. Neither soft drinks nor glass bottles are permitted in the cafeteria.

Students are expected to conduct themselves appropriately in the cafeteria. Behaviors expected include: using indoor voices, remaining seated unless permission to move is granted by a supervising adult, using proper table manners, and remembering that lunchtime is intended to be enjoyable but should not be misconstrued as “playtime.” The trading, giving, and selling of food between students is not permitted for sanitary and other reasons.

CLINIC

Please make sure that our staff, especially our health clinic assistant Mrs. Durkin, is aware of any medical problems that require special consideration. In case of illness or injury, a student will be cared for temporarily by a member of the school staff, preferably the school health clinic assistant Mrs. Durkin. The parents or authorized adults listed on the emergency card will be called to come and pick up any student who is ill. If a serious illness or injury occurs, 911 will be contacted immediately prior to parent notification.

COMMUNICATION

Every effort is made to keep parents informed of what is happening at school. Classroom teachers send home monthly newsletters as well as other notes as appropriate. When parents telephone teachers, they will return the calls at the end of the school day if they do not have time during the day. In addition, teachers will answer emails from parents within 24 hours of receiving them. The Cougar Courier (our school newsletter) will be sent home each month, or can be read online. The Courier will contain general school information and the monthly calendar. We ask that parents take the time to read these important documents and go through their child’s backpacks to help locate other pertinent notices.

CONFERENCES

Parent-teacher conferences are held at the end of the first nine-week grading period and at other times considered necessary by parents and teachers. Conferences are very valuable to the overall educational program and to the progress of each student. We believe that ongoing communication between the school and home is essential for student success. It is not necessary to wait for the regular conference time if a parent has special concerns. Parent conferences are encouraged and can be arranged by calling the teacher in advance. Teachers do not have the time to conference with parents at the start of the day when students are entering the room. If you do walk your child to the classroom (after signing in at the office) please do not try to talk to teachers at that time since they need to be with the students.

CURRICULUM

The plan of studies is based on Loudoun County Public School’s (L.C.P.S.) curriculum. Loudoun County’s curriculum is compiled from the Virginia Standards of Learning (S.O.Ls)

DISCIPLINE

Students are expected to be respectful, courteous, helpful, and serious about the business of learning. Students having problems meeting these expectations are handled individually with, we hope, full parent-school cooperation. We attempt to be fair in our dealings with students. Should corrective actions be necessary for students who violate rules and regulations, every attempt will be made to get the facts and to provide a fair hearing for the student(s) involved. Unless School Board

policy directs a specific action for an offense, the principal or assistant principal will determine the appropriate measure in each disciplinary case. Examples of disciplinary measures are: counseling, reprimand, denial of school privileges, removal from class, eating lunch in the office, denial of bus transportation, in-school restriction, and out-of-school suspension.

DRESS CODE

The primary responsibility for student's dress lies with the parents; however, the school must see that the dress is appropriate for the tasks of the day. Any clothing that is distracting to other students, such as very tight and short dresses, skirts, and shorts on girls, halter tops, spaghetti strap tops, or tops that expose the midriff area and very sagging pants should not be worn. In addition the wearing of cosmetics is inappropriate in an elementary school. Loudoun County School Board Policy 8-33 prohibits the wearing of any article of clothing that has a picture or printed matter advertising any drug, tobacco, alcohol products, or weapons. Students have recess every day and physical education three times a week therefore for safety reasons, all students must have proper footwear in order to participate, therefore flip-flops may not be worn to school. SNEAKERS or RUBBER-SOLED shoes that hold the foot firmly are REQUIRED. Students who prefer not to wear sneakers all day should bring them to school for physical education classes. Roller shoes cannot be worn to school. Finally, we will have a "no hats in the building" policy for all adults and all children at Countryside. Please help your child follow these policies.

DRILLS

Fire drills are conducted once each week during the first month of school, and monthly thereafter. Building evacuation plans are posted in each classroom and in other areas of the school. The school also has specific plans for emergency evacuation and relocation should evacuation of the building for an extended period of time be necessary. In addition, we have a Shelter in Place Plan to seal off the building from the outside environment for a limited time if there is a chemical threat.

Tornado drills are held twice a year, and a procedure is in place to protect students and staff from unwelcome intruders.

EARLY DISMISSAL

Parents are encouraged to arrange appointments, trips, and other activities so their children do not miss instructional time. Occasionally it may be necessary for you to pick up your child during school hours. Please send a note to the classroom teacher on the morning of the early dismissal. Upon arrival at school, please report to the office to sign out your child. The student will be called to the office. For safety reasons, all students are released from the front office, not the classroom. Do not go to the classroom to get your child. Unless there is a court order on file at the school specifying restrictions, students will be released to either parent or a guardian. Please indicate on the emergency card if there are other adults who will care for your child in the event of an illness. If parents come to pick their children up between 2:15 and 2:35 we will dismiss students with our bus riders at 2:35. It is disruptive to the classroom routine to have children dismissed a few minutes early.

EMERGENCY CARDS

It is important that every student maintains an up-to-date address and telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year so that we can reach you (parent or guardian) in case of an emergency. Please remember to keep us up to date regarding your work number. We would also appreciate having beeper and cell phone numbers, when appropriate.

FIELD TRIPS

Field trips serve as a means of enhancing the curriculum in ways that cannot be attained in the classroom. The foremost concern of Countryside Elementary School is that the students remain supervised and safe during field trips. Generally speaking, a ratio of one adult to every four or five students is preferable; however, certain trips require a greater or lesser amount of supervision. Teachers decide how they will choose parent chaperones for field trips. They often use a lottery system, first-come-first-served selection, or handpick the chaperones based upon specific needs. In the interest of the safety of our students, we ask that only parents and/or legal guardians chaperone field trips. We expect children to ride the school buses. Parents who chaperone a field trip may not bring other children on the trip. Teachers will carry copies of emergency care cards, student medication that needs to be dispensed, and a first-aid kit. Students must submit a parent/guardian signed LCPS permission slip in order to participate on a field trip.

FUND RAISING

The PTA and the school periodically hold fundraising activities in order to enhance the school's instructional program. Please be advised: Virginia law prohibits elementary students from participating in any door-to-door solicitation or fund raising.

HOMEWORK

Homework is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for their children to work and by seeing that assignments are completed. The amount of homework that a teacher assigns will vary from day to day. The LCPS guidelines for the amount of homework that is given each evening are as follows: children grades one, two and three should not spend more than thirty minutes daily doing homework; children in grades four and five should be given no more than sixty minutes of homework a night. Most teachers do not give homework on Friday nights. Of course, students work at different rates, so the time children take to complete homework varies. Students may also have additional classwork to complete that they did not finish during the school day. Long-range reports and projects are expected to take more time than the general guidelines suggest. Parents should use their own discretion when their child has been working longer than the homework guidelines mentioned above. Please notify the classroom teacher if your child is working at home longer than the suggested guidelines listed above.

Children are often asked to read nightly, practice their spelling words and/or study math facts for their homework assignment. This type of homework is just as important as a written assignment and should be completed just as carefully as any other work assigned.

ILLEGAL SUBSTANCES

School Board Policies 18-35, 18-36, and 19-37 address the possession, distribution, and use of alcohol, tobacco, and drugs by students. School Board Policy 8-32 prohibits the possession of weapons. These policies clearly set forth the responsibilities of students, and the consequences of violating the policies. These may be reviewed online at <http://cmsweb1.loudoun.k12.va.us/50975518115039/site/default.asp>

INTERRUPTIONS

Parents are encouraged to arrange appointments, trips, and other activities so their children do not miss instructional time. Occasionally it may be necessary for you to pick up your child during school hours. Please send a note to the classroom teacher on the morning of the early dismissal. Upon arrival at school, please report to the office to sign out your child. The student will be called to the office. For safety reasons, all students are released from the front office, not the classroom. Do not go to the classroom to get your child. Unless there is a court order on file at the school specifying restrictions, students will be released to either parent or a guardian. Please indicate on the emergency card if there are other adults who will care for your child in the event of an illness. If parents come to pick their children up between 2:15 and 2:35 we will dismiss students with our bus riders at 2:35. It is disruptive to the classroom routine to have children dismissed a few minutes early.

KINDERGARTEN SNACK

Kindergarten students will have a time each day to have milk in their classroom. Students are here for 3 hours and having milk during their day should be enough of a snack for them. Soy milk is available for students with dairy allergies. A doctor's note is required for a student to be given soy milk instead of milk at snack time. Please inquire about this at the school office. The cost of milk for the school year is \$50.00

LIBRARY

The library is open on a regularly scheduled basis and is supervised by the librarian and library assistant. Library classes are held for grades K-5 once each week. They are held for the purpose of library instruction as well as for the enjoyment of materials and books. The library is also open to students, under the supervision of a classroom teacher for the purpose of completing related assignments, such as independent study projects. The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials are available through the library for teacher use in the classroom.

LOST AND FOUND

All lost and found items are kept in a designated area until claims have been made. More valuable items are kept in the school office. At the end of each school year, unclaimed items are washed and given to charity.

MEDICATION

If a student must take medication at school, the following requirements must be met:

PRESCRIPTION MEDICATIONS:

1. The parent must provide the office with the medication and written instructions from the physician to include:
 - a) student's name
 - b) name and purpose of medication
 - c) dosage and time of administration
 - d) possible side effects and measures to be taken if side effects occur
 - e) termination date for administering the medication
 - f) physician's signature
2. The parent is responsible for informing the health clinic assistant of any change in the student's condition or any change of medication.
3. The medication must be in the original container, with the prescription label.
4. Medical forms are available from the health clinic assistant in the clinic or from the school office. This form must be on file for long-term medication.
5. No more than one week of medication may be sent at one time unless a medical form is on file.
6. Refrigeration is available and medication will be stored there when required by a doctor.
7. Prescribed student medications will accompany the children on field trips.

NON-PRESCRIPTION MEDICATIONS (such as cough crops, lozenges, etc.):

1. Must be in the original container.
2. Must be clearly identified with name and type of medication, and dosage instructions.
3. A note signed and dated by the parent giving the child's name, medication name, dosage instruction, specific dosage times, and other necessary instructions must accompany the medication.

The school must be notified about all medication, including cough drops.

Students may not transport any medicines:

For the health and safety of students, no student will be allowed to transport any medicine (prescription or non-prescription) to school or to return the medicine to home. Parents or guardians must deliver the medicine to the school clinic or office. They must also pick up any remaining medicine from the clinic or office. Parents are also responsible for providing a completed and signed Medication Form (available in clinic) which has been signed by the physician or dentist who had prescribed the medicine before any medicine can be administered. Other forms which include the physician's orders with the same information, the physician's signature, and a parent's signatures are also acceptable. We will ensure that the medicine is promptly locked in a secure location and that it is not left on a desk or counter. We will count and record the number of pills upon receipt. When possible, we will do so while the parent is present.

NEWSLETTERS

In the interest of being sensitive to our environment and save paper, all newsletters will be posted on our school website at the beginning of each month and parents will receive paper copies only if they inform their child's classroom teacher that they wish to receive hard copies of all newsletters.

PARENT VOLUNTEERS

Volunteers play an important role at Countryside Elementary. Parents, grandparents and community members are encouraged to help in the classrooms, as needed by individual teachers, and to assist the school in other areas. They assist teachers with a wide variety of activities. Volunteers are appreciated both in and outside of the classroom. They work under the direction of school personnel. Volunteers help to enrich the curriculum by sharing their interests and experiences. Upon arriving at school, volunteers sign in at the office and wear a volunteer badge. Volunteers also sign out when they leave the building. Volunteer hours are reported to the School Board Office. You will have the opportunity to sign up to volunteer in various areas of the school including your child's classroom throughout the school year. The Volunteer Coordinator from our PTA will help organize our volunteer program. Classroom teachers will also ask for parent volunteers in newsletters and at Back to School Night.

PARTIES

The delivery of instruction is our first priority. Classrooms are permitted three parties during the school year. Usually, teachers request parent volunteer assistance with these parties. All parties will begin no earlier than 1:00 p.m. except in the case of morning kindergarten. Prior to a party, all materials and food should be left in the main office so that instructional time is left undisturbed. Surprise parties for staff members are not encouraged or recommended.

PARENT TEACHER ASSOCIATION (PTA)

Our PTA, with elected officers, plays an integral role in the daily working of Countryside Elementary. The PTA provides support for the regular curriculum as well as enrichment programs and materials for students. Please consider volunteering to help the PTA provide your students with many programs.

REPORT CARDS

Report cards are issued to all students at the end of each nine-week grading period. The Loudoun County report cards issued in grades K-2 are developmental in nature, providing parents with comprehensive information about important developmental milestones and learning stages for their young children. The intermediate report card given to students in grades 3 - 5 reflects the academic achievement of students through the A, B, C, D, and F traditional grading process. Interim reports are sent home mid-marking period for students whose achievement has dropped two letter grades, and/or whose achievement is poor (D) or failing (F) at that time. Some teachers choose to send interim reports to either all or part of their class to inform parents of their child's progress.

SCHOOL CLOSING/DELAYED OPENING

In the event of bad weather or other hazards, school may be delayed or canceled. Announcements are made over the following television channels: 4, 5, 7, and 9

It is strongly suggested that you sign up through our school or Loudoun County Public Schools website to receive instant messages concerning school closing, delayed opening, or early dismissal. Messages can be sent to your cell phone and/or you can receive an email when these changes to our school day occur. In addition, you will receive an automated phone call from Loudoun County Public Schools for the delay or closing.

In the event of a delayed opening, please stay tuned to the radio or TV station in case some change in the weather causes schools to be closed for the day.

A one hour delay would mean that all programs would operate as usual except that they would start one hour late.

A two hour delay would mean that school opening would be delayed for two hours with specific alternatives to certain programs.

1. Morning kindergarten will begin at 9:50 and end at 11:50.
2. Afternoon kindergarten will begin at 12:35 and dismiss at the regular time, 2:35.
3. FUTURA will operate as usual except that it will start two hours late.

Early closings of school may occur if weather conditions deteriorate once students are in school. If you suspect an early closing, stay tuned to your local TV or radio station and avoid calling the school. Phone lines must be kept open for emergency calls.

One hour early closing: All bus routes operate as usual except for starting one hour earlier than the normal time. All school activities, activity runs, and athletic trips are canceled.

Two hour early closing: All bus routes operate two hours early with the following exceptions: Programs for afternoon Kindergarten and STEP are canceled. Morning Kindergarten will go home at their regular times.

It is suggested that parents set up procedures for early closing with their children at the beginning of the school year. If a student is to go somewhere other than usual in such emergencies, it is imperative that both the student and the school are informed. A form is kept on file at the school with the procedures that the parent has set up for their child. Please be sure this form is kept up to date.

SCHOOL INSURANCE

Students will bring home forms for medical and dental insurance. These are mailed directly to the companies. Participation is optional.

STUDENT CONDUCT

Students at Countryside Elementary School are expected to maintain the highest standard of conduct at all times. Students who have difficulty handling this responsibility will be dealt with individually. The behavior expected from students at school is a combination of common courtesy and safety considerations. The following types of conduct are never permissible:

- 1) Fighting
- 2) Defiance of school staff
- 3) The use of profanity
- 4) Refusal to prepare assignments or to participate in class
- 5) Vandalism
- 6) Bullying
- 7) Threatening
- 8) Intimidating

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a

problem, the teacher may confer with the student; confer with the parent; use classroom disciplinary procedures; or refer the situation directly to the school principal. The possession, use and/or threat of use of any weapon, as defined in School Board Policy 8-32, is a very serious matter and will result in disciplinary action. Also considered very serious is the use of alcohol, tobacco, and/or illegal drugs by Loudoun County students while on school property. A School Board policy manual is available for parent perusal in the school library for further clarification.

TARDINESS

Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause a loss of instructional time. Any student who arrives at his/her classroom after 7:50 a.m. is considered tardy, and must get a tardy slip from the office before going to class. Repeated late arrivals will result in a home contact by the school principal. If an excessive number of unexcused tardies occurs, a referral may be made to the County Attendance Office.

TEXTBOOKS

All textbooks are loaned to students free of charge. Parents are asked to review the condition of all books carefully before signing the Book Loan Form at the beginning of the school year. Parents assume the responsibility of paying for lost or damaged books.

VACATION

Families are strongly encouraged to schedule all vacations during breaks from school, so students do not miss important instruction. Sometimes family schedules or family emergencies dictate student absences from school. Please notify the teacher and the principal in advance, if possible. Students are expected to complete work missed during their absence. However, students will not be permitted to take text books with them. Students missing standardized testing due to a family vacation may not have the opportunity to take a re-test. If you are planning a vacation, please check testing schedules in advance.

VISITORS

All visitors are required to report to the school office upon entering the building. Visitors must sign in and get a pass before going to other areas of the building. Parents bringing items to their children should come to the office to avoid disrupting classroom instruction. Even parents who regularly volunteer should be sure to sign in at the beginning of each visit and wear the appropriate identification badge. Visitor badges should be visible to staff and students. These procedures are for the safety of our students and staff. Classroom visitations need to be arranged in advance through the classroom teacher and/or the principal. Disruptions to classroom teaching and learning are minimized as a result.

Good School Citizenship

Countryside students treat others as they wish to be treated, with respect.

Countryside students are considerate; they take turns talking and listening.

Countryside students are kind, honest and always try to do their best.

Countryside students take care of school property.

Countryside students respect the authority of adults in the school.

Countryside students use good table manners and quiet voices at lunch.

Countryside students obey and practice bus safety rules.

Countryside students walk in school.

Countryside students use appropriate language.

Countryside students review and know the rules of Loudoun County Students' Rights and Responsibilities.

COUNTRYSIDE ELEMENTARY SCHOOL IS A POSITIVE
BEHAVIOR SUPPORT SCHOOL.

WE START EACH SCHOOL DAY WITH OUR PLEDGE:

*TODAY I WILL BE RESPECTFUL,
RESPONSIBLE AND READY TO LEARN*

*I WILL TREAT OTHERS THE WAY I WANT TO
BE TREATED*

2011-12 School Calendar
~ Updated on February 14, 2011 ~

August 29	First Day of School for Students
September 5	Holiday (Labor Day)
October 10	Holiday (Columbus Day)
November 4	End of the Grading Period
November 7-8	Student Holiday (Planning/Records/Conference Days)
November 23-25	Holiday (Thanksgiving)
December 22-23/26-30	Winter Break
January 2	Winter Break (Classes Resume January 3)
January 16	Holiday (Martin Luther King Jr. Day)
January 20	End of Grading Period
January 23	MOVEABLE Student Holiday* (Planning/Records/Conference Day)
February 20	Holiday (Presidents' Day)
March 30	End of Grading Period
April 2-6	Student Holiday (Spring Break)
April 9	Student Holiday (Planning/Records/Conference Day)
May 28	Holiday (Memorial Day)
June 8	Last Day of School for Students/End of Grading Period

***NOTE:** Parents with child-care or other weekday scheduling concerns – dates of the Moveable Planning/Records/Conference Day between first and second semesters may change if the school calendar must be changed due to school closings for inclement weather or other emergencies.

Countryside Parent or Guardian and Student Signature Sheet

Parent/guardian and student signatures are required on this form. This form is in addition to the Loudoun County Public Schools Rights and Responsibilities signature page. By signing this form, the student and his or her family indicate that they are aware of Countryside Elementary expectations for students and possible consequences of school rule violations. Please read the discipline section of the Countryside Elementary School Handbook carefully.

We have read and understand the enclosed rules of conduct for Countryside Elementary School.

Student Name

Student signature/date

Parent signature/date

Please cut along left border and return to Countryside Elementary School by Friday, September 9, 2011.