

2022–2023

Parent/Student Handbook

VIENNA ELEMENTARY SCHOOL

128 Center Street, South

Vienna, VA 22180

703-937-6000; (FAX) 703-937-6097

24-Hour Attendance Line: (703) 937-6066

ViennaES.attendance@fcps.edu

Office Hours: 8:00 am—4:30 pm

www.fcps.edu/ViennaES



Principal

John Carmichael

Assistant Principal

Amber Burnett

Administrative Assistant

Shelly Baumer

Registrar

Darleen Ham

Office Assistant

Amanda Espinoza

The mission of Vienna Elementary School is to achieve academic excellence and social growth for all students. Values, attitudes, knowledge and skills necessary for good citizenship are reinforced in a safe, diverse and instructionally rich environment.

Bell Schedule

Grades K-6

Monday- Friday 8:45 am—3:30 pm (Arrival – 8:35 am, Tardy 8:45 am)

Preschool (am)

Monday-Friday 9:15 am—12:30 pm

Preschool (pm)

Monday-Friday 12:35 pm—3:55 pm

The information contained in this folder should address your questions concerning school policies and regulations. For issues not addressed here, the office staff will answer your questions or direct you to the person best able to respond; the teacher is your first source of information regarding your child's academic achievement & social adjustment. Please check the VES website for more detailed information.

Student Attire

- Students are expected to wear tasteful attire that is suitable for the educational environment.
- FCPS Regulation 2613 details appropriate dress for school; the complete policy is online at www.fcps.edu.

Health Screening

- Each year, all kindergarten students, third-grade students, and students new to FCPS are screened for vision and hearing.

Attendance

- Students arriving after 8:45 a.m. are considered tardy. If your child is going to be absent for the entire day or late for any reason, please call the school **attendance line** (703-937-6066) or send an **email** to ViennaES.Attendance@fcps.edu before **8:45 a.m.** The attendance line is available 24-7. Please include your child's name, teacher's name, the date, reason for the absence (including all symptoms), and a phone number where you can be reached. All FCPS schools use the News You Choose to send automated attendance notification messages to parents using the home phone number and e-mail on file at school. Families will only be contacted if they have not alerted the office of the child's absence.
- If the school does not receive a call from a parent, the absence or tardy will be considered unexcused.
- *Excused Absence and Tardy* – Illness of the student, death in the family, doctor or dentist appointment, and observation of a religious holiday.
- *Unexcused Absence and Tardy* – Family trip, child care situation, oversleeping, non-school related activity, traffic, or missed bus.
- Please note that students with 5 or more unexcused absences will be referred to the Fairfax County Attendance Officer for our area.

Family Trips

- We encourage family trips during scheduled school vacations. We strongly discourage such trips during the school year because these extended unexcused absences interrupt sequential learning in many subject areas. Homework is not given in advance. We must withdraw any student from our enrollment who is absent from school for 15 consecutive days or more. Upon the student's return, a parent must again officially enroll him or her.

Release of Students

- If your child must leave school early, please notify the school in writing **by noon**. Any requests made after 12:00 p.m. will require principal authorization. Report to the office to sign your child out and the office staff will gather your child. You must bring a valid state issued identification card (driver's license, etc...) to sign your student out of school. Students will not be dismissed to parents/guardians without identification.
- Please send a note the **first time** your child is staying at school for an after-school program, indicating the duration of the activity.
- A permission note must be provided by a **parent of each student** who has after school arrangements by noon. If not confirmed in writing, both students must go home or to SACC/day care as usual after school.

Health Room

- Our Health Room Aide, who is on duty during school hours, provides routine care for sick and injured students.
- If medication is to be given in the school, it must be in accordance with Regulation 2102. Parents must deliver medication to the Health Room. Do not send medications with your student. If your child has a health issue or if you have any questions about allowable OTC/non-prescription products, please contact the health room at Vienna ES at 703-937-6010.

School Lunch Program

- The cafeteria operates under the National School Lunch Program.
- You may place money on your child's account directly in the cafeteria, send a check in your child's backpack; or online at www.myLunchMoney.com. You may restrict the money for "lunch only."
- To ensure the nutritional needs of all school-age children, FCPS provides free/reduced price meals to children whose families are in need of assistance. Applications are mailed to families in August, to be completed and returned to the Office of Food & Nutrition for processing. **If you need an application, please contact the school office.**

Communication

- The VES website contains a wealth of information. The Google calendar of events, photo gallery, links to FCPS resources, and our school Twitter account (@ViennaES), can be accessed at www.fcps.edu/ViennaES. Twitter is updated frequently.
- Sign-up for FCPS News You Choose e-mail notification system, Wednesday messages are common throughout the school year. There are directions to sign up in this folder.
- eNotify is used for important school information. All parents/guardians registered in SIS automatically get these emails.

Student Rights and Responsibilities

- The Fairfax County School Board has defined the rights and responsibilities of students in Regulation 2601. Copies of *FCPS Student Responsibilities and Rights* are distributed and discussed with students at school.
- Please review the booklet, reinforce the concepts with your child, and return the Parent Signature Form to acknowledge receipt of the information.

Visitors and Volunteers

- All visitors must check in at the office. All visitors must bring a state issued identification card with them for every visit to Vienna ES. A Visitor or Volunteer badge, provided in the office, is to be worn by every visitor while in the building. All visitors and volunteers must sign-out in the office.
- In order to maximize instructional time, classroom visits and parent/teacher conferences should be scheduled 24 hours in advance.
- Parents interested in volunteering time or services are asked to contact the PTA Volunteer Coordinator or their child's teacher. **All volunteers must have a TB test.**

Bus Riders

- Bus transportation is provided for children who live more than one mile from school or when unsafe walking conditions exist. Bus stops & schedules are distributed in August.
- Unusually large objects are not permitted on school buses; parents should deliver large instruments to the office for the student.
- Kindergarten and Preschool students must be met at the bus stop by a parent.

Walkers

- Walkers should walk only on the sidewalk and cross only at intersections. School safety patrols and a crossing guard are stationed at major or hazardous intersections. Walkers are dismissed through door #11 by the blacktop.

Car Riders

- When you enter our parking lot, bear right and drive around the perimeter of the lot to the "Kiss N Ride" sign by door #14.
- VES staff members help the children to exit/enter the vehicle.
- Please do not use the bus loop in front of the main lobby doors at any time during the school day – it is for FCPS buses and emergency vehicles only.

Bicycles

- Students are not permitted to ride motorized scooters or other powered transportation, to/from school.
- Parents are responsible for selecting their children's walking and/or biking routes to and from school and home.
- Parents are also responsible for providing supervision that is appropriate to the student's age, the student's maturity, and the conditions on the route.

Student Safety Patrols ensure that our students are safe at school. If you observe safety violations, contact an administrator.

Field Trips

- **Written** parental permission is required for a child to participate in a field trip. If your child is not going on the trip, he or she should still attend school for the day.

Birthday Treats

- Birthday treats are not allowed.
- County changes to our Food Service menus have been made to create healthier lunch options as well and this is an initiative that is trending across FCPS also due to concern for students with allergies.
- To ensure the safety of all our students, we are requesting that families send in non-food treats or donate something to the school to recognize your child's birthday.

DELAYED OPENING/EARLY CLOSING OF SCHOOLS

For announcements of late opening, early closing, or cancellation of school due to bad weather or other emergencies, use any of the following sources of information: **radio; television; cable TV Channel 21; eNotify e-mail notification system; and www.fcps.edu.** These sites often have the earliest information so it is better to use the media rather than to call the office. Note that early closing decisions are made by 10:00 am.

Two-hour Delayed Opening *

AM Preschool cancelled
PM Preschool 12:35 p.m. – 3:55 p.m.

Grades K-6: 10:45 a.m. – 3:30 p.m.

Two-hour Early Closing

AM Preschool: 9:15 a.m. – 11:00 a.m.
PM Preschool cancelled

Grades K-6: 8:45 a.m. – 1:30 P.M.

- **All after-school activities, adult classes, and recreation programs are cancelled when schools are closed.**
- **Plan with your child what to do or where to go if school closes early.**

VES PTA

www.ves-pta.org

All parents and teachers are welcome at Parent/Teacher Association meetings. Information about PTA meetings and PTA-sponsored events is sent home in the Wednesday Envelopes and posted on the calendar. Please check the PTA website for addition information.

PTA Officers 2022-2023

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|----------------|-------------------|-----------|-------------|
| President | Christine Krieger | Secretary | Leah Moser |
| Vice President | Jenee Padmore | Treasurer | Evan Thayer |

2022-2023 SCHOOL CALENDAR

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|---------------|--|----------|--|
| Aug. 22 | School Begins | Jan. 16 | Holiday (Martin Luther King Jr) |
| Sept. 2 | Student Holiday – Labor Day | Jan. 25 | End of 2 nd Quarter Early Release *^+ |
| Sept. 5 | Student Holiday – Labor Day | Jan. 26 | Student Holiday (School Planning) |
| Sept. 26 | Student Holiday (School Planning) | Jan. 27 | Student Holiday (School Planning) |
| Oct. 5 | Holiday (Yom Kippur) | Feb. 20 | Holiday (Presidents Day) |
| Oct. 10 | Student Holiday (School Planning) | Mar. 2 | 2-Hour Early Release ^ |
| Oct. 24 | Holiday (Diwali) | Mar. 3 | Student Holiday (School Planning) |
| Oct. 28 | End of 1 st Quarter Early Release *^+ | Apr. 3-7 | Spring Break |
| Oct. 31 | Student Holiday (School Planning) | Apr. 13 | End of 3 rd Quarter Early Release *^+ |
| Nov. 8 | Holiday (Election Day) | Apr. 14 | Student Holiday (School Planning) |
| Nov. 11 | Student Holiday (Veterans Day) | Apr. 21 | Student Holiday (School Planning) |
| Nov. 23-25 | Holiday (Thanksgiving Break) | May 29 | Holiday (Memorial Day) |
| Dec. 19-Jan 2 | Holiday (Winter Break) | June 16 | Last Day of School Early Release *^+ |

* Schools are open.

^ 2 Hour Early Release

+ Report cards are provided to parents at the end of each grading period and at the end of the school year.