

MARSHALL ROAD ELEMENTARY 2024-2025 PARENT-STUDENT HANDBOOK



ONE KIND ACT CAN CHANGE THE WORLD

SCHOOL ADMINISTRATION

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Marshall Road Elementary School

730 Marshall Road SW

Vienna, VA 22180

Telephone: 703-937-1500

Attendance Telephone: 703-937-1515

Attendance Email: MarshallRoadElem.Attendance@fcps.edu

2024-2025 SCHOOL CALENDAR

August 19	First Day of School
August 30	Labor Day Holiday
September 2	Labor Day Holiday
October 3	Rosh Hashanah Holiday
October 4	Student Holiday
October 14	Student Holiday
October 31.....	1 st Quarter Ends, students released 2 hours early (2:05 pm)
November 1	Diawali Holiday
November 4 & 5.....	Student Holiday
November 11.....	Veterans Day Holiday
November 27-29.....	Thanksgiving Break
December 23-January 3.....	Winter Break
January 20.....	Martin Luther King Jr. Day, Holiday
January 28	2 nd Quarter Ends, students released regular time (4:05 pm)
January 29	Student Holidays
February 17	Presidents' Day Holiday
March 28	3 rd Quarter Ends, students released regular time (4:05 pm)
March 31	Eid-al-Fitr Holiday
April 1.....	Student Holidays
April 14-18	Spring Break
May 26	Memorial Day Holiday
June 11	Last Day of School

Marshall Road Elementary school is nut-free. Please make sure all food brought into the building is nut-free (snacks and lunches).

DAILY SCHEDULE

School is held Monday- Friday, 9:20 am - 4:05 pm - Students may not arrive before the school doors open at 9:05 am. The school office is open 8:15 am – 4:45 pm.

ATTENDANCE

Regular, on-time attendance is critical to your child's success. Your child is required to attend school each day unless there is a legitimate reason for absence, such as illness, medical or dental appointment, observance of a religious holiday, or a death in the family. Teachers are not required to provide make-up work for a student who has an unexcused absence.

By state law, every absence must be verified the morning of every school day.

If your child is going to be absent or tardy, please report the absence or tardy and the reason for the absence to the office so that attendance can be coded accurately in SIS. Please report to the school through one of the following:

- Email: MarshallRoadElem.Attendance@fcps.edu
- Phone: 703-937-1515
- Online: <https://marshallroad.es.fcps.edu/attendance-form>

If the school is not contacted by 10:15 a.m., the school will call, text and/or email the student's home.

TARDINESS

At 9:05am the doors open. Your child is considered tardy if he or she arrives after 9:20 am and must report to the school office to be checked in before going to class. Students coming in after 9:20am from appointments must have their parent check in with them in the office.

TRANSPORTATION TO SCHOOL

We encourage all children who live in the walking area to walk to school. Patrols are stationed at major crosswalks to ensure your child's safety.

Bus Riders: All bus riders will enter the building through Door #1 (the front door).

Kiss and Riders: If you drive your child to school, enter the south parking lot by way of Dellwood Drive and join the Kiss and Ride line. Please read the Kiss and Ride instructions that were mailed to you from the school. MRES staff will assist students from the passenger side of the car, please have your student unbuckled and ready to exit the vehicle. **FOR THE SAFETY OF STUDENTS AND ADULTS, CELL PHONE USE IS PROHIBITED IN THE KISS AND RIDE LINE.**

Do we want everyone entering Door 1 like they used to so specialist do not have to man doors in the morning and afternoon??

Walkers: Walkers will be met by MRES staff.

- Enter through Door #3 if coming from Marshall Road
- Enter though Door #7 if coming from Dellwood Drive

The back parking lot may NOT be used to drop off or pick up students during arrival or dismissal times. The front parking lot is reserved for teacher parking and handicapped parking ONLY. Please respect the reserved Handicap Accessible parking spaces. **Do not** park in them if your car does not have a valid handicap parking permit, even for a quick drop off or pick up. **Please do not park on any cul-de-sac on Marshall Road for drop-off or pick-up.**

PERMISSION TO CHANGE DISMISSAL TRANSPORTATION

All changes of dismissal transportation arrangements must be made in advance by notifying the office. Students will not be permitted to make after-school plans during the school day.

Parents/guardians of **both** students going home together must notify the office by 1:00 pm by phone or email before the change will be approved. Without a confirmation or call from both parents, students will go home their usual way.

DISMISSAL PROCEDURES – Are we going back to pre covid and have kinders line up in the pod for buses?

- Bus Riders – Bus numbers are posted as buses arrive. 3rd – 6th grade students riding the bus are released through the front door #1. K-2nd grade students will be escorted from the cafeteria to their bus.
- Kiss and Ride – 3rd–6th grade students are notified by number and are released to the Kiss and Ride area. K-2nd grade students will be escorted from the gym to Kiss and Ride.
- Walkers – will dismiss through door #3 or #7 as they entered the building.

Students are encouraged to go home the appropriate way consistently every day. Last minute changes in dismissal are discouraged as they cause confusion in the classroom, the office, and for your child.

EARLY RELEASE OF STUDENTS

Specific procedures are followed to assure the safety of children who are released during the day for illness, appointment, travel, etc. **If a student is ill they should report to the clinic to be release home instead of contacting the parent via smart device.**

1. An email to MarshallRoadElem.Attendance@fcps.edu or written parental permission should be sent to the office and teacher stating the time of release. If any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent specifying the necessary information.
2. The parent (or other adult named in the note) should come to the office and sign out the child. Children will remain with the teacher until notified by the office.
3. Children may not leave the building during the day unaccompanied by an adult.

EMERGENCY CARE INFORMATION

A completed and signed Emergency Care Information form is **required** for your child to attend school. It is important that you list all phone numbers for each emergency contact. **We must be able to reach you or another emergency contact / childcare provider at any time.** It is a good idea to have more than one emergency contact, if possible. ANY CHANGES IN YOUR CONTACT INFORMATION AND/OR EMERGENCY CARE PROVIDER INFORMATION SHOULD BE REPORTED TO THE OFFICE AS SOON AS POSSIBLE.

EMERGENCY CLOSING OF SCHOOL

FCPS has several schedules set up to deal with inclement weather. Announcements are made over local radio and television stations, including FCPS Channel 21. Email notifications will be

made through the FCPS e-Notify system to the current parent contact information on file. Please do not telephone the school for this information. Phone lines need to be kept open in order to receive instructions from school officials. **Please plan ahead with your child what to do should he or she arrive home before you do.**

The following information will help you interpret announcements:

IF SCHOOLS...	MONDAY-FRIDAY
...are closed for the day, announcement made by 5:00 a.m.	All day and evening classes and activities are cancelled. SACC will be closed.
...open two hours late, announcement made by 5:00 a.m.	School begins at 11:20 a.m. SACC will open by 7:15 a.m. School will close at 4:05 p.m.
...close two hours early, announcement made by 10:30 a.m.	School closes at 2:05 p.m. After-school and evening classes and activities are cancelled. SACC will operate until 6:15 p.m. when possible.

STAY CONNECTED

Staying connected is more important than ever right now. Make sure you are signed up to receive FCPS This Week and your school newsletter through News You Choose. This is how we will be sharing all the need-to-know school information.

MEDICATION

The school is not permitted to administer medication to your child without your written statement of informed consent on the appropriate Medication Authorization Form; prescription medications, as well as over the counter medications which will be given for longer than 10 days, require a physician's signature. The only over the counter medications which do not require physician signature are those for headache, muscle ache, orthodontic pain, or menstrual cramps. Exceptional health problems must be brought to the attention of the principal. You will be provided the appropriate forms for medications, inhalers and epi-pens to be completed, signed and returned to school. All medications must be unopened and in the original packaging. Children are not permitted to carry medications either to or from school, or with them during the day. The school health aide is not a registered nurse and does not have extensive medical training; she cannot prescribe or diagnose. She will dispense specific student medication and provide basic first aid. Our school is assigned a Public Health Nurse who can be reached at 571-459-8295, or by email at acallow@fcps.edu.

STUDENT RIGHTS AND RESPONSIBILITIES

The Code of Virginia and the Acknowledgment of Parental Responsibility are found in the *Student Rights and Responsibilities Handbook*. This includes the Rules of Conduct and is distributed to each student at the beginning of each school year or at the time of enrollment. https://rise.articulate.com/share/k2VE0noAxUtKDUVfm8mwPyzm_x6zbLOT#/ Please log on to your SIS ParentVue account and sign to acknowledge review of this document OR return this form to the school by September 15, 2023. More information can be found at: www.fcps.edu/srr.

BREAKFAST & LUNCH PROGRAM

Our cafeteria operates under the National School Lunch Program. Menus are also available via the free FCPS mobile app or web at <http://fcps.nutrislice.com/>. Information about applying for free / reduced meals can be found at www.fcps.edu/frm. Information about prices, setting up lunch accounts and ways to pay for cafeteria meals can be found at www.fcps.edu/resources/student-safety-and-wellness/food-and-nutrition-programs/prices-lunch-account-prepayments. All students should bring a water bottle with their name on it.

Due to cafeteria limitations parents cannot come in and eat lunch with their student, however, they can take their child out for lunch. Restaurant food is a treat that is likely better for outside of the school day. Food should not be sent for multiple kids in the same way we would not expect any family to send 4 cupcakes to school where students sit in groups of 6-8 as we don't want to leave others out. Please know that food delivery for students is not an approved practice at the MS and HS level either.

LIBRARY BOOKS

Students who lose or damage library books will be charged the replacement cost.

HOMEWORK

Grade level teams will determine a cohesive homework plan. Curriculum updates and homework will be shared on the grade level sites, accessible from the Marshall Road website.

THE INSTRUCTIONAL PROGRAM

Marshall Road Elementary School emphasizes the Standards of Quality legislated for the Commonwealth of Virginia and the objectives/priorities determined by the Fairfax County School Board. The Fairfax County Public Schools curriculum is published in the Program of Studies (POS). The POS includes learning objectives in grades K-6 for all subjects in the elementary curriculum. The POS is available on the FCPS web site:

www.fcps.edu/academics/academic-overview/.

PROGRESS REPORTS

Progress reports are issued four times a year at nine-week intervals. Parents should expect progress reports approximately ten days after the end of each nine-week grading period. All progress reports will be sent home with students unless parents have opted for paperless.

PERSONAL BELONGINGS AT SCHOOL

Under no circumstances is your child permitted to bring toy guns, knives, water pistols, matches or other dangerous or dangerous looking items to school. Toys disrupt valuable instructional time and are not permitted. Valuable articles should not be brought to school. The school cannot assume responsibility for these items if they are lost, stolen or broken.

BRING YOUR OWN DEVICE (do we need to add anything about removing smart watches?)

Cell phones must be turned off and left in a backpack during the day. If used during the school day, it will be subject to confiscation by school officials. Students may bring personal devices such as tablets and laptops to school; use during school hours is limited to **class related purposes ONLY, at teacher prompt.** FCPS has implemented a self-registration process that auto-directs devices to a secure, pre-determined network during the registration process. Once connected, students will have access to FCPS resources on their personal devices. FCPS is not responsible for device or data loss, theft or damage, and Marshall Road staff will not store or support student owned devices.

BIRTHDAY CELEBRATIONS

Birthday parties are not permitted in the classroom or cafeteria. **Edible treats for your child's birthday may not be brought or sent to school.** Suggestions to celebrate your child's birthday at school are the donation of a book to the classroom library, pencils, or stickers. Please respect the school's request and find creative, non-edible ways to celebrate birthdays at school. Invitations to parties outside of school may not be distributed in school.

MONEY

When your child brings money to school for field trips, please enclose it in an envelope labeled with his/her name, teacher's name, and the purpose. Children should not bring extra money to school.

LOST AND FOUND

Please label your child's name on all jackets, lunch boxes, backpacks and other items brought to school. We maintain a lost and found however, items left will be donated to charity several times a year.

PTA

The Marshall Road Parent Teacher Association supports the school through many PTA sponsored programs and services that reflect the generous assistance of the school community. The PTA does not make or enforce policies or procedures, but encourages and promotes a cooperative home/school relationship. It provides funds for cultural arts programs, volunteer programs, book fairs and other events that benefit the school community. Getting involved in the PTA is one way parents help to make Marshall Road a great school. The PTA web site is a great resource: www.marshallroadpta.org.

The PTA officers for the 2024-2025 school year are:

President: Renee Lindberg, president@marshallroadpta.org

VP for Membership: Kristen Gjormand, vp@marshallroadpta.org

VP Events/Volunteers – Monica Nuno, vp@marshallroadpta.org

Secretary: Melissa Avrutine, secretary@marshallroadpta.org

Treasurer: Lisa Kelso, treasurer@marshallroadpta.org