

# Lutie Lewis Coates Parent Handbook



**Coates Elementary**  
2480 River Birch Road  
Herndon, VA 20171  
(703) 713-3000

School Colors: Blue & Yellow  
Mascot: Stars

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Direct Line  
703-713-3000

Attendance Line  
703-713-3030

Health Room  
703-713-3010

Parent Liaison  
703-713-3004

Website, Facebook, & Twitter  
[www.fcps.edu/CoatesES](http://www.fcps.edu/CoatesES)  
[www.facebook.com/coateselementary](https://www.facebook.com/coateselementary)  
<https://twitter.com/CoatesES>

Office Hours  
8:30—4:30 Monday-Friday

## ATTENDANCE

Bell Schedule

Monday-Friday 9:00 am—4:00 pm

### Arrival Time

Students may not arrive at school before 9:00 am. Please encourage your child to ride the bus every day, thus avoiding any possibility of being late. Students will never be counted tardy if they arrive late by bus.

If students arrive after 9:15, they must be escorted by a parent to the front office and signed in by a parent.

### Absent/Tardy

Regular on-time arrival is essential for student success. If your child is going to be either absent for the entire day or late for any reason, use the link on the Coates website to submit an absence or call the school attendance line (703-713-3030), which is available 24-7 for messages. If the school does not receive a call from a parent, the absence or tardiness will be considered unexcused. Parents will receive an automated phone call if absence was not reported to the school by 10:30 am.

- Excused Absence and Tardy—Illness of the student, death in the family, medical appointment, and observance of a religious holiday. The principal or his designee may require a physician's note in cases of chronic or long-term illness.
- Unexcused Absence and Tardy—Family trip, childcare problem, oversleeping, vacation, nonschool-related activity, traffic or missed bus. Administration is obligated to formally address cases of chronic absenteeism.

### Family Trips

FCPS encourages family trips during scheduled school vacations. The school system strongly discourages such trips

during the school year because these extended absences interrupt the continuity of learning. FCPS must withdraw any student from its 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.

If you are planning for an extended trip, you must submit an extended absence form to the office at least two weeks prior to leaving. There is no guarantee that the student will be in the same class when he/she returns.

### Dismissal

If there is a change in your child's normal transportation routine, a note must be sent to the front office. If a note is not received, or the main office is not notified by 3:00 pm, the child will be sent home his/her normal way. Students will never be released to a person who has not been authorized on the Emergency Care Card unless a parent has called the school with the person's name. If a student is picked up in the front office, a photo ID must be provided by all adults including parents. No early dismissals after 3:30 pm

### Emergency Care Cards

This is a required form that all parents complete at registration or on the first day of school. The information helps us if there is an emergency involving your child. If, later in the school year, your contact information or anything changes, you must inform our office immediately.

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## Moving

If you move to a new home, check the FCPS website to find out which school your child will be attending. All schools, including Coates, have boundaries.

Parents who move out of boundary mid-year and wish to remain at Coates may submit an application for student transfer through the office, but this may not be approved by the principal based on enrollment levels.

## TRANSPORTATION

### Routines and Family Plans

Children thrive on the consistency of a routine. You should make changes in transportation only when necessary. If you require a change from routine, send a note to your child's teacher and notify the office on the morning of the change.

In cases of a child wanting to go home with a friend, we must receive a note from both sets of parents. Buses operate at capacity and cannot accommodate extra passengers. Play dates should be arranged after your child has arrived home.

If you have any questions about transportation, please call transportation at (703) 249-7000.

### Kiss and Ride

**(8:55-9:10 am and 4:00-4:15 pm)**

- Drop off and pick up your child only in the Kiss and Ride traffic pattern.
- Pull your car forward as far as possible, watching for directions given by the attendants on duty.
- Wait for the staff member to open the car door when your child exits and

enters your car on the building side.

- Do not drop off students until a staff member is present.
- Do not pass other cars in line unless directed.
- Do not drop off students in the bus loop.
- If you drop off your student after 9:15 am, you must park your car and walk your student into the main office to receive a tardy pass.

### Bus Riders

FCPS provides bus transportation for students who reside more than a mile from school. Bus riders should follow these guidelines:

- Refrain from crossing or playing on private property.
- Cooperate with the safety patrols and obey the bus drivers.
- Arrive at the bus stop 5-10 minutes before the scheduled pick-up time.
- Remain seated and talk quietly after boarding the bus.
- **Kindergarteners must be met by an adult at the bus after school.**

Rules for appropriate behavior at school apply to students while they are on the bus and at the bus stop. Students may be disciplined at school for misbehaviors at the bus stop and on the bus.

### Walkers

Walking students must use designated paths, sidewalks, and the crosswalk where the crossing guard is present. At dismissal, all walkers will exit the building from Door #3 by the playground, including Kindergarten parents who must pick up their student.

Rules for appropriate behavior at school

apply to students during their walk to and from school.

### Parking and Picking Up Children

Virginia state law forbids the passing of a school bus that is loading or unloading children. We do not allow parking in the bus loop in front of the school during arrival and dismissal. Avoid parking in front of the school at these times:

- 8:30 am to 9:20 am Monday-Friday
- After 3:00 pm Monday-Friday

## GENERAL INFORMATION

### Birthday Party Invitations

Birthday party invitations may be distributed at school only if your child is inviting his/her entire class. If s/he is inviting only some students, s/he will not be permitted to hand out invitations at school. The office is not permitted to give out addresses or phone numbers of students.

### Birthday Treats

Simple birthday treats, not requiring a knife or fork to serve or eat, may be sent in on a child's birthday. We encourage healthy snacks instead of the traditional sugar filled treats.

Plans to send birthday treats should be made in advance with the classroom teacher. Treats will be eaten during lunch. No balloons or goody bags are allowed.

### Cell Phones

Cell phones are allowed in school, but they must be powered-off and kept in backpacks. There are some cases where

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a teacher may allow smart phone use for class assignments. If a phone is out without explicit teacher approval, it will be confiscated. Only parents can pick up confiscated cell phones.

Social networking online is strictly prohibited at school. A student's use of any social networking on his/her personal cell phone or school device while at school will have consequence that include but are not limited to suspension or termination of network access for that student.

## Class Parties

We allow each class to plan two parties during the year. Parents often are asked to assist by providing treats and supervising party activities. See your teacher for details.

## Dress Code

All students are expected to dress appropriately for a K-6 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Student are not allowed to wear hats or hoods in the school building. Clothing should fit, be neat and clean, conform to standards of safety, good taste, and decency, and cover the midriff and undergarments. For additional details on the Dress Code, refer to the current version of the regulation 2613. When a student is dressed inappropriately, we will expect parents to bring a change of clothes to school.

## Field Trips

During the school year, classes may take field trips that relate directly to the

regular instructional program. Parents must return permission slips no later than the day before the scheduled trip. We cannot accept verbal permission. **For safety and insurance reasons, younger siblings may not accompany chaperoning parents on field trips.** Most field trips cost money that all families must pay. In some cases, there may be lower costs for students who qualify for Free or Reduced Lunch. However, there is no case where a field trip is free. Students without payment must be excluded from field trips.

## Health Services

**Medication at School:** Prescription and most over-the-counter medications require strict adult supervision. Forms to authorize school staff to administer medication are available at school and online at [www.fcps.edu/forms](http://www.fcps.edu/forms).

**When to stay home:** Students with a rash, watery and inflamed eyes, fever, sore throat, vomiting, or diarrhea should stay home until a doctor determines symptoms are not contagious. The Department of Health recommends children remain home fever-free for 24 hours prior to returning to school.

**When we will call you:** Our school health room aide works to control and manage exposure to contagious diseases. We will call for these symptoms:

- Fever over 100 degrees
- Persistent abdominal pain
- Vomiting
- Unexplained rash
- Diarrhea
- Head lice
- Inflamed eyes with discharge
- Persistent cough
- Hits head

Children with these symptoms should be picked up as soon as possible. Keep all emergency numbers current. We ask that you notify the school if your child has head lice, strep throat, chicken pox, or other contagious diseases.

Some rashes, pink eye, impetigo, ringworm, and scabies can be passed among students. We require a note from a doctor for any child with these symptoms and it should state the child is not contagious before returning to school. All students need to be fever free for 24 hours prior to returning to school.

## Homework

Teachers will explain their individual homework policies to parents at Back-to-School Night.

## Lost and Found

Unidentified articles found in the school are placed on the Lost and Found clothing rack in the cafeteria. Eyeglasses, jewelry, and other small items found are kept in the office. To prevent loss and to assist in the return of lost items, be sure that all removable clothing, boots, lunch boxes, etc., are labeled with the name of the owner. At the end of the year all unclaimed items are donated to a charity.

## Lunch Program

Students may either bring their lunches from home or buy lunch at school. Prices for this year:

	Breakfast	Lunch
<b>Students</b>		
Paid	\$1.75	\$3.25
Reduced	No Charge	No Charge
<b>Adults</b>		
Paid	\$2.20	\$4.50

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## **How to Pay:**

**Online:** [www.MySchoolBucks.com](http://www.MySchoolBucks.com). The service is free. The balance can be checked by at any time.

**Check:** Send check payable to Coates Food Services. Include child's first and last name, grade level and teacher's name on the envelope. Indicate if you want meals only.

**Cash:** Parents can deposit cash in their child's account by putting the money in an envelope with the child's first and last name, grade level and teacher's name on the envelope.

## **Free or Reduced Meals**

Food and Nutrition Services mail application forms to all families in August. Forms are due in October. Families who think they may qualify MUST re-apply each year. No exceptions.

## **Parent/Teacher Conferences**

Parent/teacher conferences are held at the end of the first grading period and at any other time during the year that the teacher or parent feels is warranted. Contact the teacher to schedule a conference. All teachers' emails are on the Coates website.

## **Prohibited Items**

Please be sure your child has no "look alike" items at school, such as pretend guns, knives, etc. Children are not permitted to bring toys to school unless, requested from the classroom teacher.

## **SACC**

School Age Child Care is a Fairfax County program designed to provide professional day care before and/or after school.

While SACC is housed in our school building, the SACC is separate program with its own staff, expectations, and guidelines.

The Coates SACC direct phone number is (703) 713-3060. Application and registration must be made through the Office of Children at (703) 449-8989.

## **Student Rights and Responsibilities**

The legal rights and responsibilities of students in Fairfax County Public Schools and the rules of conduct and disciplinary procedures applicable to students are explained in the current version of Regulation 2601 (Students Rights and Responsibilities), which is distributed to each student in August.

At the beginning of the year, administration and teachers conduct classroom lessons regarding county and local school rules and these rules are reviewed periodically. Parent awareness and support of our rules is encouraged and appreciated, and is essential to good school citizenship.

## **Thursday Folders**

Thursday Take Home Folders are important communication between home and school. A student's work samples with progress notations from the teacher are included in the envelope. Reviewing students work as it is sent home is a good way to keep informed about your child's progress.

In addition, fliers about school and PTA events will be sent home in these Thursday Folders. Community information, including fliers, are sent

home on a scheduled basis (quarterly) using student's Thursday folders, once approved by the principal.

## **Visiting the School**

School board policy requires that all visitors report to the office upon arrival. Photo ID is required at sign-in. We encourage you to visit the school, but please realize that unscheduled visits can be distracting. Parents are to schedule visits with teachers in advance. Parents may eat lunch with their child in the café on any day without an appointment. We advise parents of kindergartners to follow the teachers' directions on the frequency of this visits to lunch.

## **Volunteers**

Volunteers are essential to the success of Coates and FCPS. Volunteers are not only welcome, but are encouraged to participate in the educational process of our students. **Volunteers should not bring their younger children, not yet of school age, to their volunteer activities.** Upon entering the building, volunteers need to sign in with the front office to receive a badge and need to sign out when leaving the building. We encourage all volunteers to join the PTA.

## **RESOURCES**

Parents can find the latest news about school events and happenings via the:

- **Coates Thursday Folder.** Check your child's folder weekly.
- **Coates Monthly Newsletter** (sent home via Thursday Folder)
- **Coates website:** [www.fcps.edu/coateses](http://www.fcps.edu/coateses)
- **News You Choose** email system. Signup for these messages on Coates website.
- **Coates Facebook**  
Page: [www.facebook.com/coateselem](http://www.facebook.com/coateselem)

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