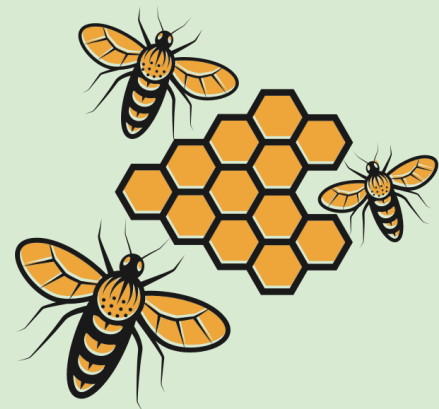




# Family Handbook

2022-2023

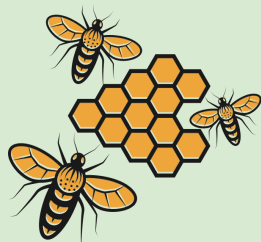


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## Welcome to the Hive



Sabillasville Environmental School School represents a partnership among the students, parents, and faculty. Our hive is united in the commitment to the objectives outlined in our mission statement and will be successful when open lines of communication are established and implemented.

The Principal, with the Board of Directors of Sabillasville Environmental School, guides the school in alignment with the mission statement

### SCHOOL MASCOT

The mascot of Sabillasville Environmental School School is the honeybee. The honeybee is critical to healthy ecosystems and sustaining life on earth.



### SCHOOL COLORS

The school colors are green, yellow and black.

### Mission Statement

#### Sabillasville Environmental School- A Classical Charter

The mission of the Sabillasville Environmental School (SES) is to provide elementary and middle school-aged children in Frederick County with a well-rounded, college and career focused instructional program that develops students' knowledge, reason, and self-expression. In addition, the school will have a focused curriculum on environmental learning. The long term vision of the SES is to be a high-achieving model providing environmental science and a traditional, rigorous liberal arts education using well-researched instructional approaches and hands-on environmental learning.

Through in-service training, the school will provide teachers with professional development in subject matter content, cognitive science, and research-based pedagogy. The principal, staff, and school improvement team will look first to data and evidence to better school performance, with the guiding criteria that each enhancement should be specific, replicable, and monitored to validate the achievement of its intended results. SES will serve students from all demographics and socioeconomic backgrounds, including diverse cultural, ethnic, or racial backgrounds, students with advanced learning capabilities and students with disabilities as well as assisting military families as they transition into our community.

# CLASSICAL PEDAGOGY

**“Learn the True, Do the Good, See the Beautiful.”**

“At the end of life, what matters is not what we bought but what we built; not what we got but what we shared; not competence but our character; and not our success but our significance. Live a life that matters - Live a Life of Love” - author unknown

Sabillasville Environmental School will focus on the following principles of classical education.:

**Festina Lente** - Make haste slowly

**Multum non Multa** - Much; not many- Less is More

**Repetitio Mater Memoriae** - Repetition, the mother of memory

**Songs, Chants & Jingles** - Use of chants and songs to make connections

**Wonder & Curiosity** - Inspire a sense of wonder for truth, goodness and beauty

**Educational Virtues**- Cultivate virtues for life

**Embodied Education** - Enjoyment for studying; appealing the senses

**Scholé** - Contemplation and restful engagement

**Docendo Discimus** - By teaching we learn

**Optimus Magister Bonus Liber Est** - The best teacher is a good book

Video : [▶ The Eight Essential Principles of Classical Pedagogy](#)

## THE CLASSICAL APPROACH

The classical approach to education follows the trivium, which divides the twelve years of education into three phases: grammar, logic, and rhetoric. While these phases may be typically thought of in specific grade bands, **we do not limit students to only the phase in the grade band.** Teachers and students will move between the stages as needed.

<b>Phase</b>	<b>Emphasis</b>
<b>Grammar</b>	Fundamental knowledge and skills (or “grammar”) of all subjects—not just English grammar. Emphasized in k-4
<b>Logic</b>	Building on existing knowledge and skills, use reasoning to learn more and to understand previous learning more deeply. Emphasized in 5-8
<b>Rhetoric</b>	Reflect on knowledge and reason to persuade others and express the student's own views. Emphasized in 9-12

## **VIRTUES**

Sabillasville Environmental School School works to cultivate virtues in our students. Virtues are universal and recognized by all cultures as basic qualities necessary for our well-being and happiness. We focus on explicitly teaching and modeling the virtues. As we learn about history and read various pieces of literature, we will identify the virtues that the historical figures and characters displayed and the many ways of how those virtues helped them. We encourage families to become familiar with the guiding virtues of our school. The focused virtues for SES include:

- Love
- Courage
- Patience
- Respect
- Responsibility
- Integrity
- Perseverance

## **CLASSROOM GREETING**

In order to instill a focus for learning, students will participate in a simple classroom greeting when they enter a classroom from a transition. Students will be greeted by their teacher while standing by their desks. They will then greet their teacher and be invited to sit.

## **BOARD OF DIRECTORS**

The Board meets monthly to share information in a community forum setting; inviting parents, faculty and community members who wish to attend. In collaboration with the Principal, they share decisions and support the mission and vision of the school.

## **COMMUNICATION**

School-Wide Communications:

- FOF (Find out First)- sign up through [ECPS.org/fof](https://www.ecps.org/fof)
- [SESClassical.org](https://www.sesclassical.org)
- SMORE News- will be published weekly
- Facebook Group: <https://www.facebook.com/groups/sesclassical/>
- Remind
  - Kindergarten <https://www.remind.com/join/8b62cf>
  - 1st Grade <https://www.remind.com/join/8778gb>
  - 2nd Grade <https://www.remind.com/join/aacc9>
  - 3rd Grade <https://www.remind.com/join/ffgkk24>
  - 4th Grade <https://www.remind.com/join/cb22b3>
  - 5th Grade <https://www.remind.com/join/dhfd6h4>
  - 6th Grade <https://www.remind.com/join/6thgrdaec>

# **POLICIES AND PROCEDURES**

The policies, rules, and procedures of Sabillasville Environmental School School have been developed in accordance with our community as well as FCPS policies.

## **ATTENDANCE & ABSENCES**

SES follows the **FCPS attendance policy and regulations**. The building opens at 8:00 for arrival and dismissal begins at 3:00. All students are expected to be in the building and present for attendance at 8:30. Any late arriving students should report to the front office. If your student is absent, please send a note explaining their absence upon their return. This note is required **within two school days** of the student's return, or the absence is automatically classified as unlawful.

Alternatively, you may email Jane Savage, Administrative Secretary, within two school days of the student's return regarding the absence.

Absences considered lawful and therefore excused, as described in the Public School Laws and Code of Bylaws of the Maryland State Board of Education, are as follows:

- Illness of the **student** (doctor's verification may be required)
- Death in the immediate family (an obituary may be requested to include with the parent note)
- Court summons for the **student**
- Hazardous weather condition
- Work or activity accepted by the school authorities
- Observance of religious holiday
- State emergency
- Suspension
- Health exclusion
- Other emergency (judgment of Superintendent or designee)

Students who take trips with their parents may be excused **no more than twice during a year** for a combined maximum of five days.

## **ACADEMIC YEAR**

SES follows the **FCPS academic calendar**. The calendar may be adjusted based on inclement weather. Any system wide changes will be announced via Find Out First.

### **SES 2-hour Early Release dates for the 2022-2023 calendar year:**

September 16th	April 28th
November 30th	June 1st* tentative last day of school
February 15th	

### **SES 3.5-hour Early Release dates for the 2022-2023 calendar year:**

September 23rd	October 14th
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### **SES 4-hour Delayed Opening dates for the 2022-2023 calendar year:**

October 12th and 13th

## **HOURS, ARRIVAL AND DISMISSAL**

Front Office Open: 8:00-3:30

Student Arrival Window: 8:00-8:30

Student Dismissal Window: 3:00-3:30

\*\*Students may not be dropped off before 8:00. (unless enrolled in Clubhouse Kids)

\*\*All students must be picked up by 3:30. (unless enrolled in Clubhouse kids)

## **WEATHER-RELATED DELAYS, CANCELLATIONS, AND EARLY CLOSURES**

Delayed openings and school day cancellations are generally announced by 6:00 a.m. on local radio and television stations. Parents who have signed up for the FIND OUT FIRST (FOF) service will be notified by email and/or text. Sabillasville Environmental School School follows FCPS school system's inclement weather announcements.

<b>2 hour delay</b>	<b>4 hour delay</b>	<b>2 hour early dismissal</b>	<b>3 ½ hour early dismissal</b>
Arrival time 10:00 AM	Arrival time 12:00 PM	Dismissal at 1:00 PM	Dismissal at 11:30 AM

## **LATE ARRIVAL**

If a student is a late arrival to school, a parent or guardian must accompany the student to the school office and sign him/her in. Late arrivals will be considered excused for the following:

- Dr. Appointments

## **EARLY DEPARTURE**

For a planned early departure, please send a note to school with your child. All students leaving early must be signed out by the parent/guardian.

If a note is provided regarding a doctor's or dental appointment, the early dismissal will be recorded as excused. Otherwise, the early dismissal will be unexcused.

## **MAKE-UP WORK**

Students who were absent have the right to make up class work missed and to have this work reviewed and evaluated by the teacher to be included in the grade. Students/Parents have the responsibility to request and complete missed work. **In the event of a planned trip, upon return, the student shall be given the essential make up work. This will be determined by individual teachers and alternate assignments may be provided.**

Arrangements for making up work for absences of six days or longer should be coordinated with the teacher of each subject. Teachers will provide essential work and assignments may be an alternative to what is done in the classroom. There will be no late penalty for work made up due to absence. **All missed work must be turned in no later than 3 days prior to the end of the term.**

## **STUDENT ILLNESS/COVID PROTOCOLS**

*Families are requested to keep students at home under the following conditions:*

- has a fever of 100.0 or above without medication, or has had a fever of 100.0 or above within the past 24 hours without medication
- is significantly nauseous, has had diarrhea or has vomited within the past 24 hours
- has active lice. Students returning to school from home lice treatment must be cleared by the health room staff before being permitted into the classroom.

Students are encouraged to attend school and remain in school throughout the day whenever they are well enough to do so; however, in the event your child shows signs of illness, we ask that they be kept at home in order to ensure the health of the staff and classmates.

In the event your child becomes ill during the school day, our health room staff will determine if the student needs to be picked up early. Please make every effort to pick up your child promptly. Please make sure emergency contacts are updated throughout the year.

## **CAR LINE (Morning Drop-off and Afternoon Pick-up)**

**\*\*\*Please note during the first few weeks of school this process may take a bit longer. We appreciate your patience.**

Each SES family will be registered for **Car Line** and is assigned a family number. This family **Car Line** number should be displayed for easy view and displayed so the car line attendant can see it. If you are part of a carpool you can be assigned a **Car Pool Car Line Number**. (This number will be shared amongst the families who are a part of the group) Any changes to the car pool should be shared with Jane Savage in the front office. At any time parents may be asked to show identification and /or wait while school records are checked for confirmation.

Car Line is a busy time, please remain attentive and please note it is illegal to use your cell phone while operating a motor vehicle. It is imperative for the safety of our students that the Car Line remains orderly and free of distractions.

### Safety Protocols:

- Help ensure your child knows his/her Car Line number.
- Display the number in the requested location in your car and keep it visible until all children are in the car.
- Stay in your car at all times and place your car in park when stopped.
- If your child is delayed from leaving the building, you may be asked to park in the front lot. Your number will be called again.
- Passing in a car line or driving out of line or around cars that are still loading or unloading is very dangerous and not permitted— students may run in front of your car accidentally.
- Allow space between vehicles to ensure safety of students, volunteers and staff while loading and unloading students and their belongings.
- Cellphones are not to be used when operating a motor vehicle.
- For families with young students, please ensure that they can buckle and unbuckle seat belts on their



own.

- Students should not be loading items into the trunk of their car. This could cause the student to be pinned between vehicles.
- Students should load into the car from the side closest to the school.

### **Morning Car Line Drop-Off (8:00-8:30am) SINGLE LINE**

The **Morning Car Line** will begin each morning at **8:00 am** and end each day at **8:30 am**.

Parents will arrive each morning at the front of the school. Please pull up along the front sidewalk as far as possible to allow others behind you to unload as well. Please only load and unload when you are between the cones. **All students will enter through the front doors. This will be a single file line. Please do not drive past other vehicles in line. Wait your turn to leave.**

In the event that it is necessary for you to come into the building with your child, parents should speak with the staff on duty outside of the building prior to entry. Should you need to escort your child inside please park and be prepared to show identification as well as state your reason for entering.

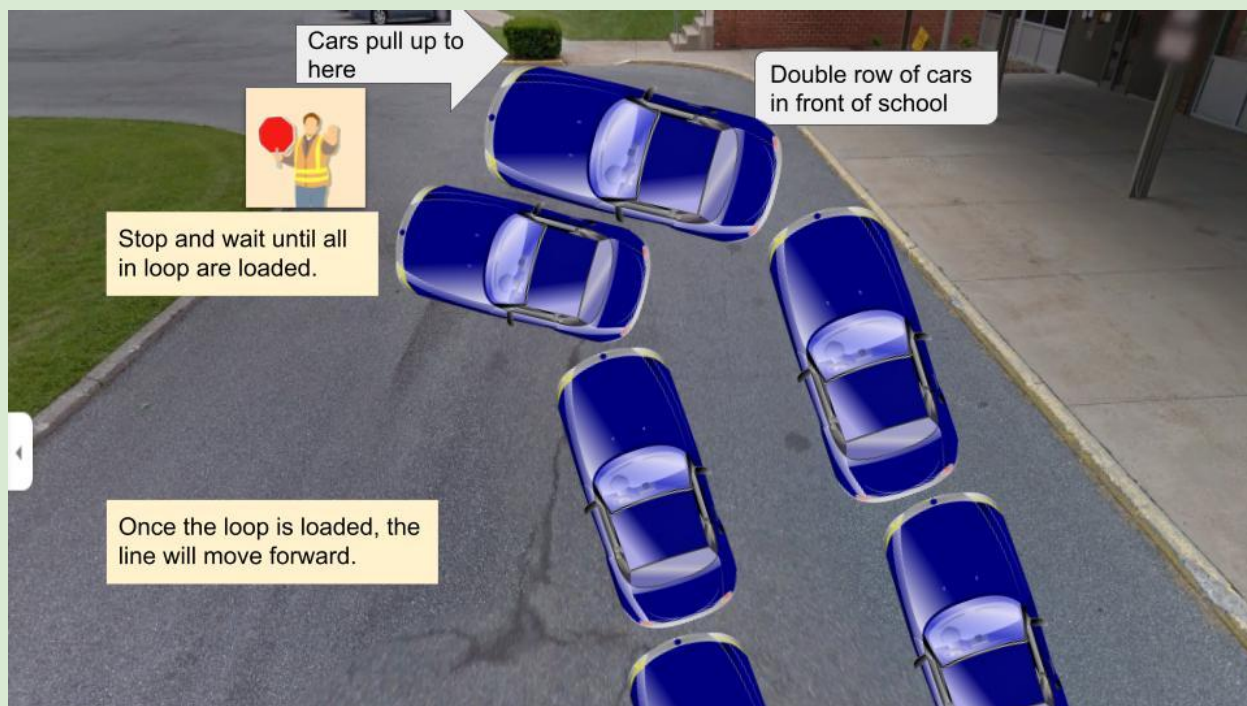


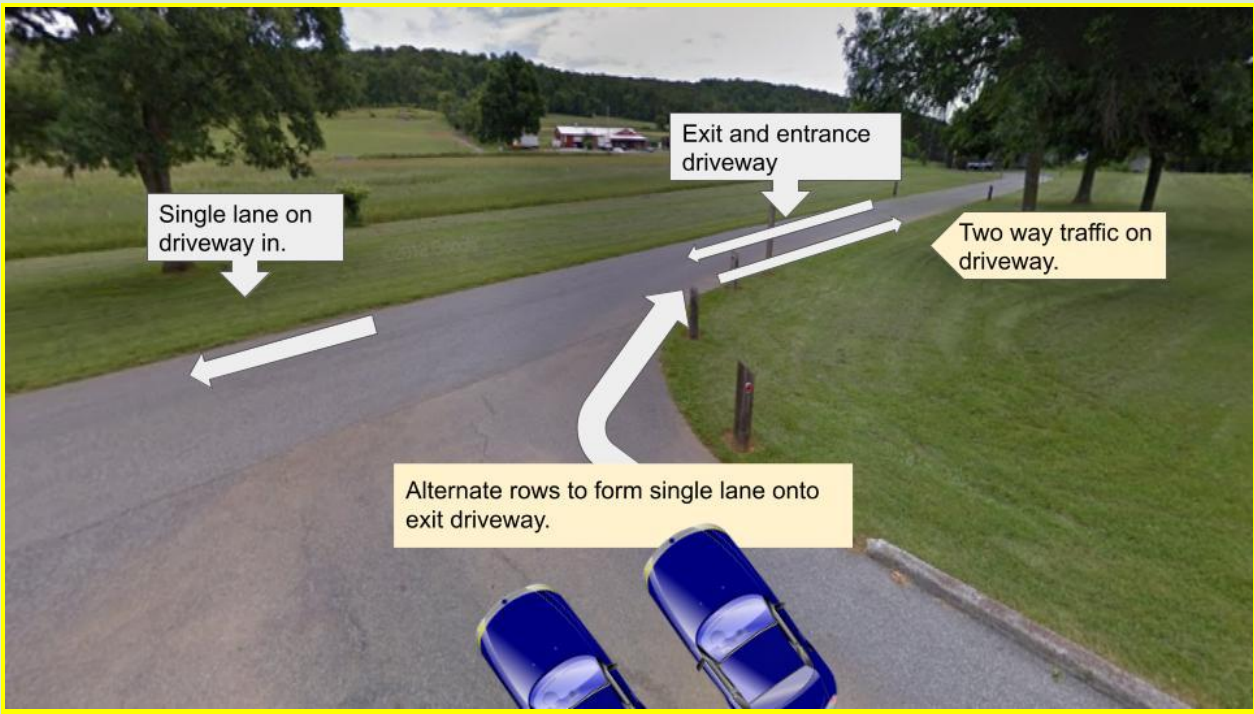
### **Afternoon Dismissal Car Line (3:00 pm): DOUBLE LINE**

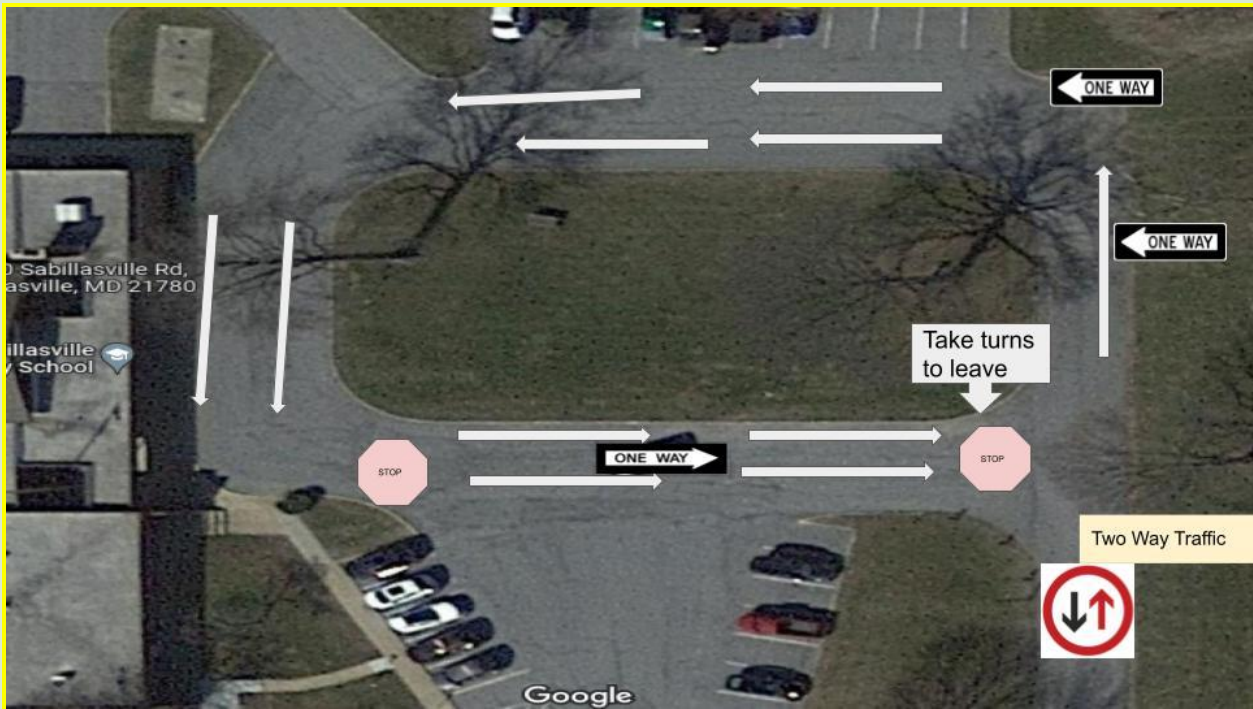
Faculty will release students at the end of each school day when the child's car line number is called.

Parents will follow the orange cones and guiding faculty as they pull up to the front of the school to retrieve their child or children. Cars will be directed by faculty to move forward. Students may only be loaded when the cars are in the designated loading zone. After 3:30 pm, remaining students will be sent to the front office for pick up. Students being picked up after 3:30 pm must have a parent/guardian come to the front office to sign the student out as a late pick-up.

The office cannot provide childcare for students that are frequently picked up after 3:30 pm. It is required that families have the required forms completed with Clubhouse Kids, our aftercare program, to use in the unexpected event that your child cannot be picked up on time.







**BEFORE AND AFTER-SCHOOL CARE PROGRAM**

Clubhouse Kids is an approved, independently owned and operated state-licensed, on-site Before and After-School Care Program available to students in all grades. Enrollment is limited and current enrollees in the program are given enrollment priority for the upcoming year. New applicants are admitted on a first-come, first-served basis. Students attending the After School Care program (Clubhouse Kids) report immediately at 3:00 pm when car rider dismissal begins. Contact information for the Before and After Care program operator may be obtained from our front office staff. Clubhouse Kids hours are 6:30am-8:00 am and 3:00 pm to 6:30 pm.

**CLUBS**

The Sabillasville Environmental School may provide enriching experiences for SES students by offering a variety of clubs. These clubs may be offered throughout the school year and are provided by SES Staff, volunteers, or community members. Clubs may operate before, during or after the school day.

**SAFETY PATROLS**

In recognition of their increasing maturity, and to encourage community service, all students in the middle school are encouraged to volunteer as safety patrols throughout the school year. The safety patrols are guided by staff and parent volunteers. Students who wish to participate will be asked to complete a parent permission slip. Safety patrol students are expected to demonstrate the virtues. Students not able to conduct themselves as expected, will be coached and given the opportunity to achieve their goals. Continued issues

will result in the loss of safety patrol privilege. Safety patrol students will be selected based on their demonstration of understanding and supporting the SES virtues. The safety patrol may be asked to assist with younger students during arrival and dismissal. They may also be asked to work with younger students in understanding school expectations.

### **PROPOSING A CLUB**

Parents, staff, and community members may propose a club. Parents and community members that wish to start a club should submit a proposal to the principal. A background check would need to be conducted in order to qualify as a club volunteer. Staff members that wish to start a club should submit a proposal to the principal. The proposal should include the following items:

- Name of the club
- Contact Information of Club Leaders
- Description
- Student Eligibility (grade levels or other prerequisites)
- Minimum and Maximum number of students
- Staff and Parent Support Needed
- Corporate and Grant Support (optional)
- Schedule of Meetings
- Logistical Information
- Location
- Needed Equipment and Supplies
- Cost
- Other Logistical Considerations
- Benefits of the club to the students and/or the school
- Additional information to assist in evaluating the proposal

For parent and community proposed clubs, the Board will consult with the Principal about the logistics and schedule of the club prior to making a decision. If the Board approves the club, the leaders of the club will then ask parents to register their children to determine if there is sufficient interest. If the number of interested students and adults is sufficient to start the club, it will begin operation.

### **DRESS CODE**

Sabillasville Environmental School School follows FCPS [policy](#) on dress code. Students are encouraged to wear clothes that are conducive to working outside on a daily basis. Teachers will notify families when a special activity may result in a possibility of permanently soiled clothing/shoes. Students may have an extra pair of shoes/boots to wear in muddy environments that may be left at school. Students may also bring an additional set of clothes. Kindergarten and Grade 1 students should have a seasonally appropriate change of clothes in their backpack.

### **LOST and FOUND**

Clothing and unmarked personal items found on school property will be located inside the cafeteria. All unclaimed, unmarked items will be displayed for reclaiming. Label all items, so they can be returned easily.

## **MEDICATIONS**

*ALL* medicine (including inhalers and over the counter medications, like cough drops) brought to school by students or parents for students to take during the school day must be left in the school nurse's office, accompanied by a form completed by the student's doctor outlining the instructions for dispensation and dosage. Sunscreen must be applied at home.

## **FOOD in the BUILDING Regulation 400-06**

### **ALLERGIES**

The health room will compile a list of students with known allergies. Please be sure to keep the information in your student's file up to date. A confidential file is then shared with teachers. If necessary accommodations such as nut free tables are needed, they will be provided during lunch times. Stock epi-pens are available for use by trained staff should an emergency arise. However, students who have a prescribed epi-pen should have one in the health room.

### **BREAKFAST**

Students may purchase breakfast or apply for Free and Reduced Meals from the serving line in the cafeteria and eat it at the cafeteria table near the serving line. Try to have students eating breakfast dropped off at school as close to 8:00 am as possible, to ensure enough time to eat before the day begins.

### **LUNCH**

Students may bring lunch from home, purchase a school lunch or apply for Free and Reduced Meals. Lunch choices routinely are a choice of hot entrees, salad, or WOW butter sandwich (peanut-free). The FCPS food and nutrition services post a menu showing the daily hot entree option. Snack and milk only purchase will also be available.

All lunch bags or boxes should have the student's name printed clearly on them. Water bottles can be refilled during the day at the fountains. Please ensure that your child can easily open water bottles as well as lunch storage containers.

Students should not share any food items.

A peanut free table, as necessary, will be provided for all lunch shifts. This table will be cleaned and sanitized using separate supplies that do not contact other tables.

### **PRICING**

Students will have to pay for meals based on their free and reduced status effective August 17th. Meal prices remain the same pre pandemic. Meal Benefit Applications (FARM) for 2023 will be available on line the last week of July.

Breakfast

K-6 - \$1.60

Lunch  
K-6 - \$2.65

### **Parent Lunch Visits**

Family members that desire to come eat lunch with their student may do so with prior notification to the school. Please remember to sign in at the front desk to receive a visitor's pass when visiting your child. You will be required to show your driver's license for verification.

### **BIRTHDAY TREATS**

In compliance with the [FCPS Regulation regarding Wellness \[400-82\]](#), food use for incentive and promotional activities are required to follow these criteria:

- Students are only permitted to bring in food for personal consumption.
- Parents/Guardians are only permitted to bring in food for the consumption of their individual student.
- School-based celebrations involving foods that do not meet Maryland Nutrition Standards for All Foods Sold in Schools (Smart Snacks) are limited to three (3) per school year.
- Schools will notify parents in advance of such celebrations so that parents/guardians may alert their child's teacher of food allergies.
- Schools will designate food items needed for these celebrations.

In order to remain in compliance with the aforementioned regulation, we are unable to have food (cupcakes, cookies, etc.) brought in for birthdays and shared with classmates.

We recognize that birthdays are a special day in the lives of our students and their families. Although we are unable to celebrate birthdays with edible treats, items such as a pencil or bookmark could be provided for the homeroom class in celebration of the birthday.

In the event your child wishes to invite classmates to a birthday celebration *outside of school*, the invitations may be distributed at school only if all students in the homeroom are included. Invitations to only certain students within the homeroom will not be distributed and will be returned home with the student.

### **VISITORS**

All visitors must report to the front office to sign in, present identification and receive a visitor badge before proceeding anywhere else on campus. Visitors must have a legitimate reason for accessing classroom areas. At times, it may be necessary for an SES employee to escort visitors to their destination. In such cases, visitors will be asked to wait until an SES employee is available to escort them.

### **VOLUNTEERS**

We aim to create an atmosphere that feels like family. As part of our hive, we encourage parents to be involved. Ways to volunteer may include, but are not limited to:

- Chaperone a field trip
- Volunteer in the classroom
- Volunteer at home by cutting out items etc...
- Be a guest speaker
- Arrange for a guest speaker or a special event
- Volunteer for PTO
- Attend Public Board of Directors Meetings
- Etc...

### Volunteer Information

- Prior to volunteering, all parents/guardians who wish to volunteer inside the school must attend a volunteer training session and acknowledge training on various FCPS/SES regulations. To set up training outside of the yearly scheduled volunteer training, contact Jane Savage at [jane.savage@fcps.org](mailto:jane.savage@fcps.org)
- The classroom teacher will work with the parent(s) to schedule the volunteer day(s) and time(s).
- Parents that are volunteering in their child's classroom but become a distraction to his or her child may be encouraged to volunteer in another location.
- Parents that are causing disruptions to the learning environment will be asked to leave.
- All parents must sign into the front office prior to entering classrooms or any other school areas. Please remember to sign out before you leave the building.
- Parents must exit through the front doors only.
- Proper identification (Driver's License or Government ID) is required.
- Volunteers who have been working at school and wish to pick up their child or children at the end of the school day should come to the front office.

## **ACADEMIC INFORMATION**

[SUPPLY LIST-CLICK HERE](#)

**Please check the GREEN folder nightly for papers and assignments. On Thursday nights, it will also have school information.**

### **PROMOTION**

In Grades K – 2, the decision to promote to the next grade is based on the student's social/emotional maturity, developmental skills, academic performance, and the likelihood of success in the upcoming grade, as assessed by the teaching team and administration. Parents of students who are being considered for retention recommendation will be notified well before the end of the academic year. We follow the FCPS placement and promotion of students policy. [500-10](#)



## **CLASSWORK, TESTS AND HOMEWORK 500-15**

Educators and parents share one common goal—to help each student in our schools be successful. Each group plays an important role in student achievement. Students learn best when they, their parents, and their schools work together. Parents are encouraged to communicate with teachers should questions arise concerning homework, and teachers should contact parents when the student’s homework is not satisfactory.

While teachers may strategically assign homework, due to a number of factors impacting homework success, recording a grade for all homework assignments may not be an equitable practice. Grading homework can warp the accuracy of academic progress if students have not worked independently on an assignment. It may perpetuate the achievement gap and reveal biases if some students do not have access to resources that others do, and it could undermine the concept of valuing risk-taking and mistake making in practice towards standards proficiency (Feldman, 2019). **Teachers will consider these factors as they evaluate whether or not to record student evidence of learning on homework in the gradebook and as such, these graded assignments should make up no more than 10% of a student’s grade.**

Assigning homework may be effective, but its effect depends on many factors. In strategically assigning homework, “it is not necessary to assign huge quantities of homework, but it is important that the assignment is systematic and regular, with the aim of instilling work habits and promoting autonomous, self-directed learning. Homework should not exclusively aim for repetition of content, as this type of task is associated with less effort or lower results. When it comes to homework, how is more important than how much.” (Fernandez-Alonso, 2015). In other words, homework should not be assigned for the sake of simply doing more; we should not base assigning homework on the assumption that significant quantities of work is equivalent to academic rigor.

### **Guidelines for Homework**

Homework will be planned so students:

- (1) Understand the purpose of and see the relationship to their homework to intended learning objectives.
- (2) Have a clear understanding of the procedures and due dates.
- (3) Understand how their homework is evaluated.
- (4) Understand how they can use feedback on homework to improve understanding.

### **Volume and Extent**

**PreK – Grade 3:** Since research shows that homework is not as beneficial for students in these grades as it is for older learners, teachers should use discretion in assigning homework. Items such as reading and math facts may be assigned as well as other items deemed necessary for student success.

**Grade 4 – 6:** No more than 45-60 minutes of homework per night for combined subjects.

**If you are finding that your student is spending too much time on homework each night or is becoming frustrated, please contact the teacher. Homework will be reviewed as necessary by the teacher throughout the week.**

### Projects

Student projects are intended to be a challenging and relevant adjunct to the learning process that takes place in the classroom. Students should be encouraged to work independently on projects, with parental involvement limited to assisting the child in organizing the concept and procuring materials for the assignment. The learning that results from a less-than-perfect product created by the student is far greater than that derived from a near-perfect project executed by the parent.

### **AWARD CEREMONIES**

It is part of the Sabillasville Environmental School program to encourage a strong work ethic, perseverance, and striving for excellence. In recognition of outstanding achievers and citizens, an event is held quarterly. Academic achievements as well as virtues will be celebrated.

### **SCHOOL SUPPLIES**

Each year, students are responsible for bringing certain supplies to school for use in their classes. A list of required supplies is provided to families prior to the beginning of the school year and is available.

### **BOOKS**

#### **Library Books**

Students will have the opportunity to self select books from the media center weekly.

If materials are lost or damaged, this information must be reported in writing to the teacher. The parent is responsible for the replacement cost.

### **PARENT/TEACHER CONFERENCES**

During days and times designated by FCPS, Parent/Teacher Conferences are held. Conference dates are published in the FCPS School Calendar. At conference times, parents sign up to meet with their child's academic teachers. Sign-up information will be provided as conference times approach. In addition, parents or teachers may request a conference at any time.

### **PARENT CONCERNS**

In an effort to address concerns as quickly as possible, parental concerns about a student's academic progress or social experience at school should immediately be addressed to the relevant classroom teacher. If a concern remains after contacting the child's teacher, parents should contact administration.

### **GRADING 500-06**

Teachers are expected to review their assignment of grades for student work and tests on a regular basis. Assigning a grade of "0" when averaging grades on a percentage scale (0-100), has a significant negative impact on the overall student grade; therefore, teachers are discouraged from entering a grade lower than 50% for any assignment while using a percentage scale. When teachers assign grades on a proficiency scale, the impact of the "0" is less detrimental and may effectively be used to communicate that students have submitted no evidence towards standard proficiency. As FCPS transitions to a standards-based teaching, learning, and grading system, systemic direction will be provided at each school level to gradually replace the

“0” with a “50” as the lowest grade of “F” in subsection H below.

### K-1

Students in grades K-1 receive progress marks on their report cards evaluating success in meeting curriculum standards and requirements.

EE- Exceeds Expectations

ME- Meets Expectations

AE- Approaching Expectations

DE - Developing Expectation

NE - Not Evaluated

Classroom assignments, tests and quizzes may be marked with letter grades, percentages or points.

### 2-8

Students in grades 2-6 receive letter grades on their report cards evaluating success in meeting curriculum standards and requirements. Letter grades/percentages/points may also be used for class assignments and/or tests, quizzes and projects.

### **Letter Grades**

The percentages for each letter grade are as follows:

A – 90% - 100%

B – 80% - 89%

C – 70% - 79%

D – 60% - 69%

F – 59% - lower

Teachers are using an FCPS provided online grade book and reporting system, Schoology. Parents can access this system from home. Directions for access are provided on the FCPS website and by SES teachers.

**Students are encouraged to complete all assignments and are provided with accommodations if specified in a 504 or IEP. If a student continues to struggle with their work, a parent conference may be held.**

## **PROGRESS UPDATES**

### Report Cards

Evaluation of progress is issued regularly following the FCPS distribution and grading term calendar for all students.

### Interims

Progress Reports (Interims) are reports which are sent home halfway through each grading period. Interims are sent for students in Grades K – 8 who are performing below expectations.

Interim reports are to be used whenever any of the following conditions exist:

1. A student's performance has dropped two (2) or more letter grades.
2. A student's performance is not satisfactory.
3. A student is failing.
  - NOTE: No student shall receive a failing mark without prior notification to student and parent. If a student's failing status occurs after the normal date for issuance of interim reports, notification should be made as soon as possible.

Families are encouraged to contact teachers at any time they are concerned with their student's progress.

### **FIELD TRIPS**

Field trips comprise an important aspect of the learning program at Sabillasville Environmental School. They are curriculum-related or cultural in nature. All FCPS and SES rules and policies, including electronic device guidelines, apply for all school sponsored events and trips. Please remember that cell phones are not permitted on field trips. Volunteers for field trips must complete FCPS training and follow all rules set by the staff.

### **SCHOOL SAFETY**

Safety is a top priority for all students and staff at SES. We follow all recommended policies and procedures outlined by FCPS. Drills will be conducted to ensure that students and staff are familiar with the procedures.

In the event of an evacuation- either on or off site, please know that we will have a secure area for students and a location we will ask parents to report to. The location will be separate from where the students are secured. This will allow us to identify individuals picking up students and complete the process as quickly as possible. Once a parent or emergency contact is verified, the student will be released into their custody.

**Please make sure emergency contacts are updated at all times. Include all individuals that are part of your carpool process in your emergency contacts.**

### **DISCIPLINE FCPS Policy 400-08**

#### Recognition- Top of the Mountain

Students who demonstrate virtues above and beyond expectations will be recognized monthly and participate in a special lunch event with the guidance counselor and principal. Those monthly recipients will be further recognized at quarterly award ceremonies.

#### Recognition- Mountain Money

Students will be recognized throughout the day and be given mountain money for representing the SES way. Students will have the opportunity to "purchase" items with their money. Items for purchase will include tangible as well as non-tangible items determined by the individual classrooms. Examples may be : pencils, lunch with teacher, bookmarks, special seating in classroom, etc...

#### Behavior Concerns and Consequences

Occasionally, students may make decisions that do not demonstrate the virtues. In the event that situations

created by poor decisions occur, SES will follow a Progressive Discipline Model for behavior intervention. Administrative consequences that are issued will align with [FCPS regulation 400-8](#).

At SES, our students are expected to be:

- **Safe**
- **Engaged**
- **Self- Motivated**

#### Cellular Phones/Electronic Devices/Toys

Cell phones, other electronic devices and toys are not permitted during the school day. In the event that a student must bring a cell phone, other electronic device or toy to school, it must be turned off and in the student's book bag upon entering the building and remain there until after the student has exited the building or reported to his/her after-care program or club. Students who violate this rule will be asked to turn in the item and the parent will be required to retrieve it from the principal. This policy also applies to field trips. Cell phones will not be permitted on any field trips.



# SABILLASVILLE ENVIRONMENTAL SCHOOL

*A Classical Charter*

