



Elementary Family Handbook

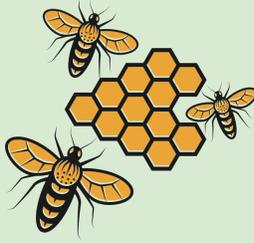
2025-2026

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Welcome to the Hive



Sabillasville Environmental 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 and policies in accordance with Frederick County Public Schools.



SCHOOL MASCOT

The mascot of Sabillasville Environmental 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.

Phase	Emphasis
Grammar	Fundamental knowledge and skills (or “grammar”) of all subjects—not just English grammar. Emphasized in K-4
Logic	Building on existing knowledge and skills, use reasoning to learn more and to understand previous learning more deeply. Emphasized in 5-8

Rhetoric	Reflect on knowledge and reason to persuade others and express the student's own views. Emphasized in 9-12
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VIRTUES

Sabillasville Environmental 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

These virtues are the foundation for how students earn awards such as Top of the Hive, Golden Hive, Bee Bucks, and virtue awards. These are celebrated daily and recognized monthly and per semester.

CLASSROOM GREETING AND MANNERS

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. Students will also be encouraged to use polite language when addressing each other and staff, using such language as “yes ma’am, no ma’am, yes sir, no sir, please, thank you.” Students will receive recognition for their manners and demonstrating virtues.

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. This is a public meeting that occurs on the 2nd Monday of each month at 6 pm. Attendance can be virtual or in-person.

COMMUNICATION

School-Wide Communications:

- School Messenger
- SESClassical.org

- Whole School SMORE News- will be published weekly
- Teacher SMORE News - will be published monthly via a link within the whole school SMORE News.
- Facebook Group: <https://www.facebook.com/groups/sesclassical/>
- Remind
 -

POLICIES AND PROCEDURES

The policies, rules, and procedures of Sabillasville Environmental 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 A.M. for arrival and dismissal begins at 3:00 P.M.. All students are expected to be in the building and present for attendance by 8:30 A.M.. Any late arriving students should report to the front office. Late arrivals miss valuable instructional time and this may impact their grades.

If your student is absent, please send a note or email 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.

A student is considered "absent" if the student is not physically present on school grounds or is participating in approved instruction or instruction-related activities at an approved off-grounds location for less than 10% of the school day. Information is also available in *Student Attendance Regulation No. 400-98*.

Procedures for Monitoring Attendance:

SES follows the [FCPS attendance policy and regulations](#). The building opens at 8:00 A.M. for arrival and dismissal begins at 3:00 P.M. All students are expected to be in the building and present for attendance at 8:30 A.M.. Any late arriving students should report to the front office. Late arrivals miss valuable instructional time and this may impact their grades.

If your student is absent, please send a note or email 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.

School staff will also review, at least quarterly, the attendance of students who are in danger of being chronically absent. Concerns will be communicated to parents/guardians.

1. **Parent Notification - 3 days:** When a student has accumulated 3 days of unlawful absence in any

marking period, administration must notify parents/guardians, either by mail or electronically. This letter will include an explanation of the attendance policy and procedures. The secondary letter will also include an explanation of the educational impact of being absent from school. Students need to be present to learn.

2. Parent Notification - 5 days: When a student has accumulated 5 days of unlawful absence in any marking period, administration must notify parents/guardians, either by mail or electronically. This letter will include an explanation of the attendance policy and procedures. The secondary letter will also include an explanation of the educational impact of being absent from school. Students need to be present to learn.

3. Parent Notification - 10 days: When a student accumulates 10 absences, lawful or unlawful, administration must notify parents, either by mail or electronically. This letter will include an explanation of the attendance policy and procedures. The secondary letter will also include an explanation of the educational impact of being absent from school. Students need to be present to learn.

4. Parent Notification - 20 days: When a student accumulates 20 absences, lawful or unlawful, administration will notify parents, either by mail or electronically. Parents of secondary students shall be informed that the student may fail or lose credit if unlawful absences exceed 10 days in a semester or 20 days in the entire school year.

5. Parent Notification – Chronic Absence following the quarterly review, administration will notify parents/guardians, either by mail or electronically, when students have missed 10% of school days completed.

Phone calls are not acceptable ways of sharing absences. A document must be provided.

Alternatively, you may email Ianna Little, Administrative Secretary, within two school days of the student's return regarding the absence at ses.attendance@fcps.org.

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)

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 Dismissal dates for the 2025-2026 calendar year:

September 26 December 2 January 16
 February 13 March 19 May 1
 June 9th* tentative last day of school

SES 3.5-hour Early Dismissal dates for the 2025-2026 calendar year:

September 19 October 15

SES 4-hour Delayed Opening dates for the 2025-2026 calendar year:

October 13 October 14

HOURS, ARRIVAL AND DISMISSAL

Front Office Open: 8:00 A.M. - 3:30 P.M.
 Student Arrival Window: 8:00 A.M. - 8:30 A.M.
 Student Dismissal Window: 3:00 P.M. - 3:30 P.M.

**Students may not be dropped off before 8:00 A.M. (unless enrolled in Clubhouse Kids).
 **All students must be picked up by 3:30 P.M. (unless enrolled in Clubhouse kids) Students remaining after 3:30 will need to be signed out from the front office. Parents will be expected to park and enter the building for this purpose.

Chronic lateness for pick-up is not permissible and students should be enrolled in Clubhouse Kids or alternative transportation arranged. Staff are not on duty after 3:30 P.M. as their work day is over.

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 follows FCPS school system's inclement weather announcements.

2 hour delay	4 hour delay	2 hour early dismissal	3 ½ hour early dismissal
Arrival time 10:00 A.M.	Arrival time 12:00 P.M.	Dismissal at 1:00 P.M.	Dismissal at 11:30 A.M.

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

Chronic late arrivals disrupt the learning of students and may impact grades.

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.

For extended absences (3 days or more) parents may request assignments from the teacher. Twenty-four hours notice is needed to give teachers time to prepare the make-up materials.

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.

STUDENT ILLNESS

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

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 must be displayed for easy view and displayed on the passenger side visor. 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 Ianna Little 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 A.M. - 8:30 A.M.) SINGLE LINE

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

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.



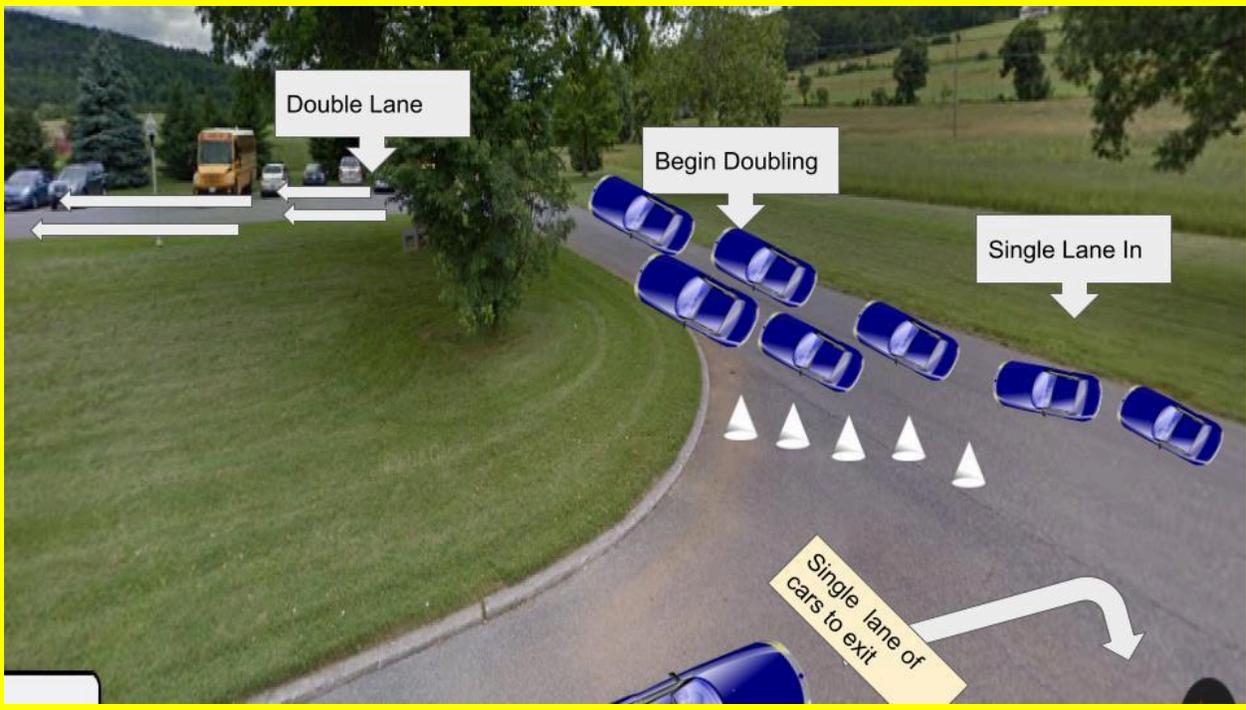
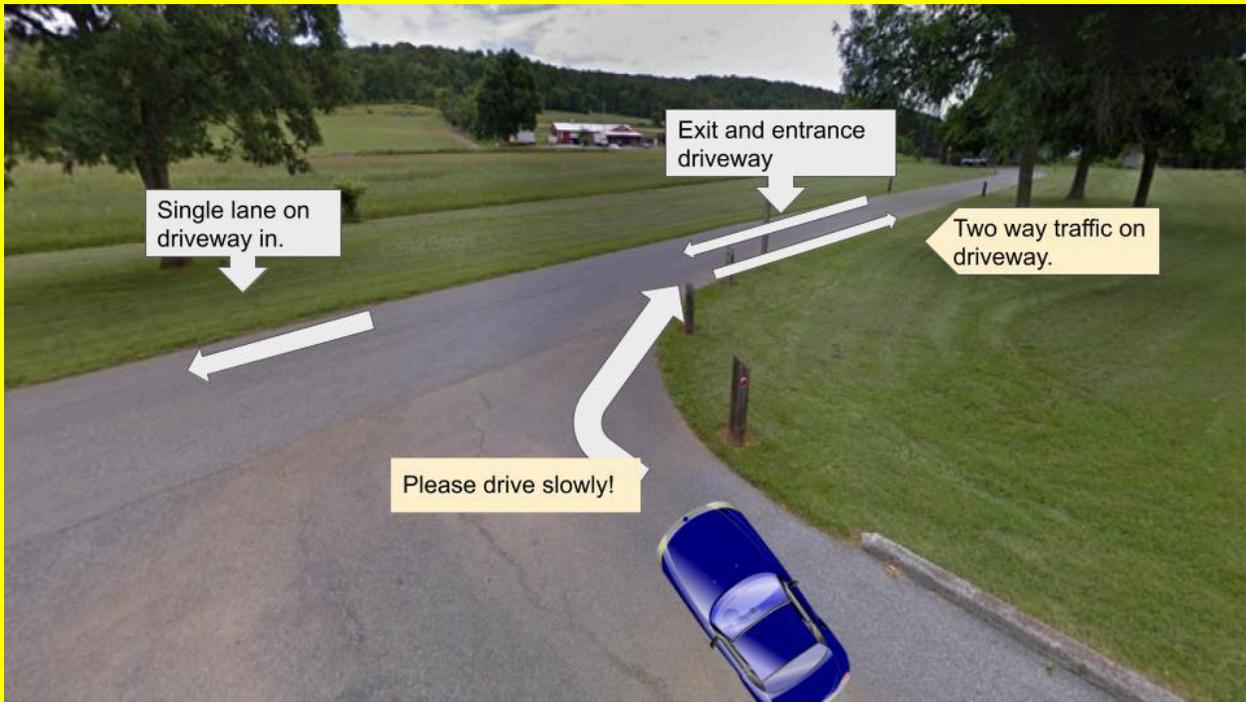
Afternoon Dismissal Car Line (3:00 P.M. to 3:30 P.M.): DOUBLE LINE to Single

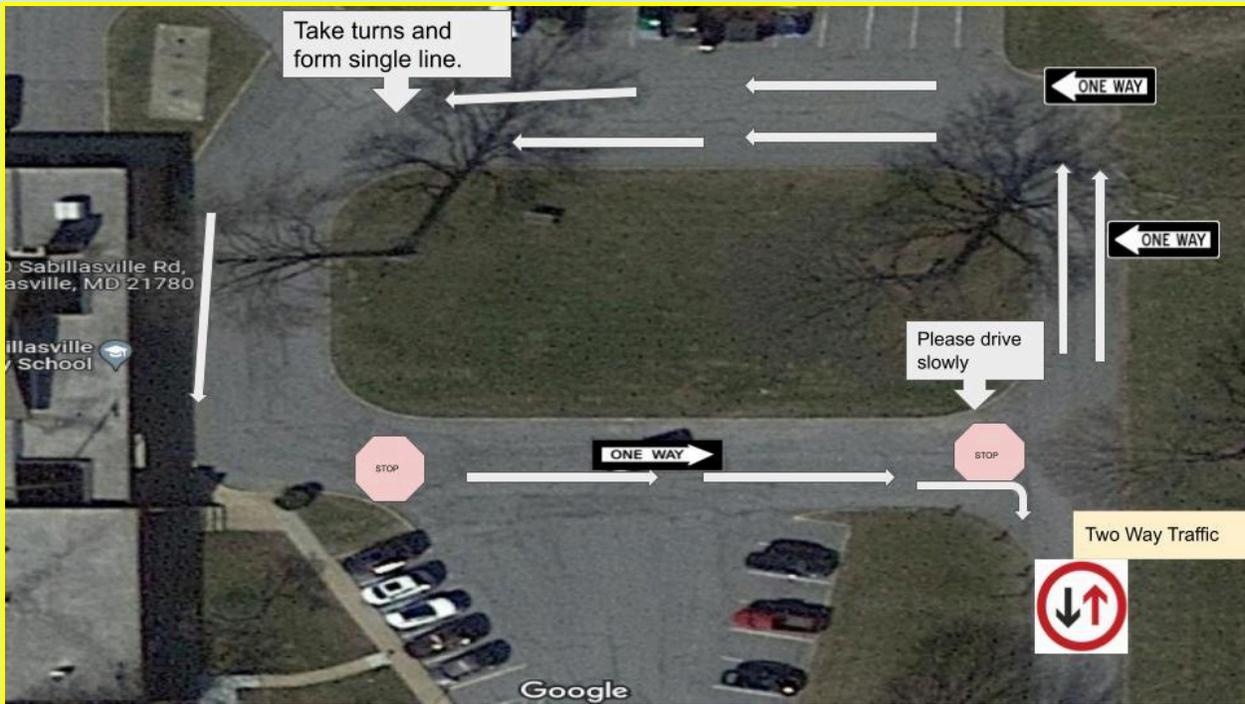
Faculty will release students at the end of each school day when the child's car line number is called.

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 P.M., remaining students will be sent to the front office for pick up. **Students being picked up after 3:30 P.M. 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 P.M. It is suggested 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. There is a fee for attending Clubhouse Kids and the enrollment form can be found [here](#).







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 P.M. 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 6:30 A.M. - 8:00 A.M. and 3:00 P.M. to 6:30 P.M.

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. If you are interested in volunteering for a club please let administration know.

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. Parent volunteers need to complete the [volunteer training](#). 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.

FCPS Code of Conduct

All schools in FCPS will utilize the code of conduct policy. Families will have access to review the document and sign off on the student emergency card that they have read the information. Students will be introduced to the code in their classrooms and at assemblies.

At SES, our students are expected to be:

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



Our Expectations

Every student deserves a safe and supportive space to learn and grow. In Frederick County Public Schools, one of our core goals is the safety and well-being of all students. FCPS fosters an environment of respect, responsibility and trustworthiness.

We will meet these expectations by:

Understanding the Student Code of Conduct

How: All students are expected to understand and demonstrate the appropriate behaviors covered in the Code of Conduct. Families are encouraged to review and reinforce expectations before the start of the school year.



Scan to view the Parent/Student Handbook and Student Code of Conduct

Utilizing Levels of Responses Aligned to Behavior Intervention Matrix

How: Staff are expected to utilize the Levels of Response and the Student Behavior Matrix when determining disciplinary responses. This brings systemic consistency to each school's response, while recognizing the importance of considering a student's individual discipline history.



Practicing Progressive Discipline

How: Discipline is intended to teach and motivate students to demonstrate appropriate behavior. FCPS utilizes progressive discipline as a framework to respond and resolve student disciplinary matters. We have clearly defined the five levels of progressive discipline in the Student Code of Conduct.



Promoting Restorative Approaches

How: Building on FCPS' commitment to support every student, every day, FCPS is continuing its work to embed equity, restorative practices and trauma-informed care and rehabilitation as part of each school's culture, climate, and expectations. Each school strives to ensure each student is seen, heard, known, and supported.



Providing Support for Students

How: FCPS uses a continuum of instructional strategies and behavior intervention responses to support the teaching and learning process.



Partnering with Parents, Families and Caregivers

How: Parents/Caregivers serve as their child's first and most important teacher, and this responsibility continues throughout the rest of their lives. As students grow and mature, families should continue to talk with their children about appropriate conduct.



Building strong relationships

How: Staff serve as caring adults in schools, and they play an important role in building strong relationships with students. This enhances student social and emotional competencies and decreases their likelihood of engaging in disruptive behaviors.



Setting Clear Student Expectations

How: Students are informed and taught appropriate behavioral expectations. When students have clear expectations and are acknowledged for appropriate behavior, they are less likely to demonstrate misbehavior.



DRESS CODE

Sabillasville Environmental 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.

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.** At the end of each quarter unclaimed items will be donated.

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 400-06

Additional information is provided below regarding *Birthday Treats*.

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.

WATER BOTTLES

Students are allowed to bring water bottles daily to school. They should only contain water due to allergies, stains and sticky spills that encourage pests. Students will be given opportunities throughout the day to refill their bottles when traveling through the main hallway. This is in addition to arrival, dismissal and lunch time.

BREAKFAST

Students may purchase breakfast or apply for Free and Reduced Meals. Try to have students eating breakfast dropped off at school as close to 8:00 A.M. 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. The FCPS food and nutrition services post a **menu** showing the daily hot entree option. Snack and milk only purchase will also be available. Parents are encouraged to frequently check their child's lunch account for excessive purchases of snacks.

All lunch bags or boxes should have the student's name printed clearly on them. Please ensure that your child can easily open water bottles as well as their lunch storage containers.

Students should not share any food items. Students may not purchase snacks for other students.

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

Visit <https://www.fcpsnutrition.com/> for more information.

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

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

Visitors should ring the doorbell for access to the building. They will be asked to state their purpose and share identification. Once identification and purpose has been verified, entry will be granted. 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 complete a [volunteer training session](#) and acknowledge training on various FCPS/SES regulations.
- 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.
- Volunteers and chaperones **may not bring younger children** with them as they are performing the volunteer or chaperone duties.
- 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 to sign out the student.

ACADEMIC INFORMATION

SUPPLY LIST

Please check the GREEN folder nightly for papers and assignments.

All students will have agenda planners. These will provide additional home school communication. Please check agendas nightly. Schoology should be checked a minimum of weekly with parents to

ensure that families are aware of current grades and missing assignments.

WHAT TO EXPECT FROM TEACHERS

The teachers at SES are committed to meeting the following expectations for Relationship Building, Instruction, Availability, and Communication/Schoology Set-Up to best serve their students. In addition to the rights and responsibilities outlined in the code of conduct, SES staff would like to highlight the following:

Relationship Building:

Teachers are expected to:

- Create ways to get to know students
- Address students social-emotional well being
- Conduct check-ins with students to gauge how they are doing
- Recognize student needs and tailor activities/strategies to accommodate those needs
- Be a resource for students to ask questions, request help/tutoring, and other supports

Instruction

Teachers are expected to:

- Teachers are expected to highly engage students in learning. They make significant contributions to the success of the class through participation in high-level discussions and active involvement in their learning and the learning of others.
- Teacher explanations are clear and invite student intellectual engagement. The teacher's feedback is specific to learning goals and rubrics and offers concrete suggestions for improvement. As a result, students understand their progress in learning the content and can explain the learning goals and what they need to do in order to improve.
- Assign and grade a minimum of one assignment each week on average.

Availability

Teachers are expected to:

- Be available to students between the hours of 8:00 A.M. - 3:30 P.M.
- Respond to student/parent concerns during those hours, when not engaged in learning or other scheduled events. Please give 24-48 hours for teachers to be able to respond to email.

Communication & Schoology Set Up

Teachers are expected to:

- Maintain a Schoology page for each course containing:
 - o Current week's folder nearest the top
 - o Folder with learning material for each week for each class
 - o Substitute Information
- Teachers will be able use Schoology to:

- maintain a digital gradebook and provide feedback
- provide communication for students and parents
- create, share and manage content, activities and assignments
- collect online assignments

WHAT IS EXPECTED FROM STUDENTS

Schoology Access

Students will be able to complete the following tasks in Schoology:

- Log on
- Navigate and use the student dashboard and notification system
- Access course content, activities and assignments
- Submit assignments
- Review feedback and grades
- Send messages

Prepare for Learning

- Be prepared for class and bring necessary materials/resources.
- Establish daily routines for learning.
- Use agenda to record homework as well as important information.

Engage in Learning

- Carefully review all learning materials and expectations for assignments.
- Follow your daily schedule provided by your school.
- Complete assignments and activities according to the timeline given by teachers.
- Read and apply feedback from teachers and ask for clarification as needed.

Demonstrate Ownership of Learning

- Complete assignments with integrity and academic honesty.
- Show positive and appropriate interactions with others in the learning environment.
- Demonstrate good digital citizenship skills.
- Work independently when appropriate and ask for help as needed.
- Communicate with your teacher, school counselor, and caregivers if you lack the resources to engage in learning and/or if you are feeling overwhelmed..

CLASSWORK, TESTS AND HOMEWORK:

Required Heading

Students will be instructed on and required to use a standard heading on all assignments. This not only helps to structure the assignment but provides a context for the assignment.

Expectations

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

Approximate times of homework for each grade level:

Kindergarten: 10 minutes

Grade 1: 10 minutes

Grade 2: 20 minutes

Grade 3: 30 minutes

Grade 4 – 5: No more than 45-60 minutes of homework per night, all subjects combined.

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.

Schoology

Parents will receive an email from FCPS with your child's schedule. A Schoology Parent Access Code will be available to create a FCPS Schoology parent account if needed or add a new child to your current FCPS Schoology parent account.

Current FCPS students:

- Parents will receive an email from FCPS with your child's schedule.
 - Students can log into Schoology and see schedule information on their course dashboard.
- Note: Course information is subject to change based on schedule adjustments.*

Schoology is the learning management system used by FCPS. This is the platform students will log in to each day to navigate to their course pages, and find instructional materials. It is critical that both students and parents become familiar/comfortable using Schoology.

For more information about Schoology, for both students and parents, please visit the [FCPS Schoology page](#).

Click here [How to Create Parent Account](#) for a video to help you set up an account.

Troubleshooting Guide for Students, Parents, and Teachers. [Troubleshooting Guide](#)

How to videos:

<https://www.youtube.com/playlist?list=PLukX28g2mPZgzBUZuib2lrFECeUeugEm>

How to videos in Spanish:

<https://www.youtube.com/playlist?list=PLukX28g2mPZhFua5QbQNMT9Bn14UfcN4x>

AWARD CEREMONIES and Recognition of Students

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 by semester. Academic achievements as well as virtues will be celebrated. Several of our recognition programs include:

- Top of The Hive (Daily)
- Golden Hive Award (Monthly) focused on Virtues
- Semester Goal Ceremonies

STUDENT RECOGNITION

Recognition- Top of the Hive

Students who demonstrate virtues above and beyond expectations will be recognized daily with their name announced over the intercom, a certificate, and bee buck.

Recognition- Bee Bucks

Students will be recognized throughout the day and be given “Bee Bucks” for representing the SES way. Students will have the opportunity to “purchase” items with their funds. Items for purchase will include tangible, as well as non-tangible items. Examples may be: pencils, lunch with teacher, bookmarks, special seating in the classroom, etc...

Recognition- Golden Hive

This award is given monthly to a student in each class who demonstrates the focused virtue for that month. Students will be celebrated at a monthly luncheon with their families and at the semester goal assemblies.

Recognition- Semester Goal Ceremonies

Each semester students will join in a school wide assembly to honor those students who were selected for an award.

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 may contact administration. **Keeping up to date weekly on student progress should occur through Schoology.**

GRADING:

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.

Students who score a D or F on a test, will be given an opportunity for reteaching and then retest for an adjusted grade.

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.

2-5

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. **It is an expectation that families should review schoology together at least once a week to monitor grades and missing assignments.**

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 – 5 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 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. **Younger siblings may not attend field trips with volunteers.**

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.